

**ND Board of Massage Therapy
October 26, 2018
Meeting Minutes
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by Chair, Heidi Strain, at 9:30 AM.

Present

Chair – Heidi Strain; Gail Hovden; Rebecca Forde.
Others: Nikki Owings, NDBMT Office; Sandra DePountis, Legal Counsel;
Pamela Blazek, ND AMTA.

Absent

Jennifer Staska; vacant consumer position.

Minutes

It was **moved and seconded** to approve the minutes as presented for the September 21, 2018 and September 24, 2018 meetings. (Hovden/Strain/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska; vacant position absent]

Treasurer's Report and Reimbursements

Checking (Alerus bank) opening balance: \$46,001.54
Deposits: \$80,412.08
Withdrawals: \$125,116.16
Closing checking balance: \$1297.46
Savings (Alerus bank) opening balance: \$80,244.31
Deposits: \$22.42
Withdrawals: \$80,266.73
Closing savings balance: \$0.00
Board member reimbursements: \$192.46

It was **moved and seconded** to approve the treasurer's report and reimburse the members for expenses as presented. (Forde/Hovden/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska; vacant position absent]

Proposed Legislation

The Board will amend 43-25-05(1)(a) to add "licensed in good standing in this state" and remove "at least 500 hours practicing in this state". The Board will amend 43-25-14 to \$150.00 per day.

It was **moved and seconded** to accept the proposed changes to legislation. (Forde/Strain/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska; vacant position absent]

Legal counsel will present a final draft bill at the November meeting for final Board approval.

Updates to Policy and Procedure Manual

Review of Proposed Changes – The Board reviewed all proposed changes to the complaints procedures.

Inspections – The Board made some minor changes and additions to the procedure

It was **moved and seconded** to accept all changes to the policy and procedure manual and create a separate CHRI manual. (Forde/Hovden/carried) [Roll call: Forde (y), Hovden (y), Strain (y)] [Staska; vacant position absent]

Application for Licensure

Shouxia Wang – Tabled to November meeting so Staska is present to share her findings.

NSF Fee

Bridget Messenger – The Board office will send a second certified letter giving the November meeting date as a deadline; failure to submit the fee will result in disciplinary action.

FSMTB Update

Strain updated the Board on the latest news from the FSMTB conference. Topics included the national database and human trafficking issues.

2019 Meeting Dates

Tabled to November meeting.

Other

License renewals – The Board will allow paper applications. All renewals paid for by check will be held until the check clears the bank. This will be communicated with the renewal notice, so licensees know there will be a delay in processing paper renewal applications.

NDAMTA Fall Workshop – The Board will grant 12 hands-on hours for the Aromatherapy Level II training by Erin Oberlander.

CE Approval Question – CE providers do not need to apply for renewal of approval if course content has not changed. National approval does not mean automatic approval by the Board.

Adjournment

The meeting was adjourned at 12:53 PM.

Chair

Date

Vice Chair

Date