

NDBMT May 17, 2019 Minutes

**ND Board of Massage Therapy  
May 17, 2019  
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; Cathy Minard, Rebecca Forde, Jennifer Staska, Gail Hovden  
Others: Sandy DePountis

***Absent***

Nikki Owings, Board Office. Minutes recorded by Rebecca Forde.

***Minutes***

It was **moved and seconded** to accept the minutes from April 26, 2019  
(Staska/Strain/unanimous) [Roll Call: Hovden Y, Staska Y, Minard Y, Strain Y, Forde Y]

***Treasurer's Report***

**Money Market Account**

Opening Balance= \$80384.56  
Interest= \$21.58  
Current Balance= \$80406.14

**Checking Account**

Opening balance= \$88516.58  
Deposits= \$290.70  
Withdrawals= \$2686.11  
Closing Balance= \$86121.17

**April Reimbursements:** \$1341.38  
adjustment -\$5.68 from Forde  
Total Reimbursements \$1335.70

It was **moved and seconded** to approve the treasurers report and pay the April reimbursements with the adjustment to Forde's. And to also have the expense reports emailed prior to monthly meetings.

(Forde/Strain/unanimous) [Roll call: HovdenY, StaskaY, Strain Y, FordeY, MinardY]

***Policy and Procedure Manual Updates***

It was **moved and seconded** to approve updates in the Policy and Procedure Manual effective May 1, 2019. Changes were under Compensation of board members, Military spouses-licensure renewal.

(Staska/Strain/unanimous) [Roll call: Hovden N, Staska Y, Strain Y, Forde Y, Minard Y]

***Next Meeting Date***

June 21, 2019 via conference call

***Adjournment***

The meeting was adjourned at 9:50 am

Chair

Date

Vice Chair

Date