

**ND Board of Massage Therapy  
August 23, 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; Jennifer Staska; Cathy Minard; Carrie Anderson.  
Others: Nikki Owings, Board Office; Sandy DePountis, Legal Counsel.

***Absent***

Rebecca Forde

***Minutes***

It was **moved and seconded** to accept the minutes from July 26, 2019.  
(Staska/Anderson/carried) [Roll call: Staska (y); Minard (y); Anderson (y); Strain (y)] [Forde absent]

***Treasurer's Report and Reimbursements***

Money Market Account:  
Opening balance = \$80,454.72  
Interest deposit = \$21.60  
Closing balance = \$80,476.32

Checking Account:  
Opening balance = \$80,053.72  
Withdrawals = \$3,639.46  
Deposits = \$435.45  
Closing balance = \$76,849.71

Total July reimbursements = \$1,216.09

It was **moved and seconded** to approve the treasurer's report and pay the July 2019 reimbursements. (Strain/Anderson/carried) [Roll call: Staska (y); Minard (y); Anderson (y); Strain (y)] [Forde absent]

***Adopt a Legislator***

The Board will draft talking points at its next meeting so members can contact their legislators and visit with them about the Board.

***Other***

**Biennial Report** – Staska will work with the Board Office and Legal Counsel to draft a report. The Board will review the draft at its September meeting.

**BCI Audit** – The Board has been selected to be audited by ND BCI regarding the background check process for licensure applicants.

**Application for Licensure for Karmen Becker** – The Board will request she obtain a verification of the amount of hours completed for her CPR/First Aid course. She needs proof of 5 hours.

**Professional Licensing Board Training** – The Attorney General’s Office will hold a training even for all board members on October 29, 2019 at the State Capitol.

***Next Meeting Date***

September 13, 2019 at 9:30 AM, via conference call.

***Adjournment***

The meeting was adjourned at 9:53 AM.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Date