

**ND Board of Massage Therapy
September 13, 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; Rebecca Forde.

Others: Nikki Owings, Board Office.

Minutes

It was **moved and seconded** to accept the minutes from August 23, 2019. (Forde/Staska/unanimous) [Roll call: Staska (y); Minard (y); Anderson (y); Forde (y); Strain (y)]

Treasurer's Report and Reimbursements

Money Market Account:

Opening balance = \$80,476.32

Interest deposit = \$27.01

Closing balance = \$80,503.33

Checking Account:

Opening balance = \$76,924.71

Withdrawals = \$4940.81

Deposits = \$0

Closing balance = \$71,983.90

Total August reimbursements = \$175.00

July reimbursement for Anderson = \$341.69

It was **moved and seconded** to approve the treasurer's report and pay the August 2019 reimbursements as well as Anderson's July 2019 reimbursement.

(Minard/Anderson/unanimous) [Roll call: Staska (y); Minard (y); Anderson (y); Forde (y); Strain (y)]

Biennial Report

It was **moved and seconded** to accept the draft and proceed with printing and submitting to designated agencies. (Staska/Forde/carried) [Roll call: Staska (y); Minard (y); Anderson (y); Forde (y); Strain (y)]

Policy and Procedure Manual

Reimbursements – Board will discuss adding requirements for Board members reporting reimbursements at the October meeting.

Contact Information

Board members will verify their contact information with the Board office.

Other

Inspections – Minard is working on updating the inspection list. Any licensees not currently practicing will be noted on the inspection form and asked to update their information with the Board office.

Next Meeting Date

October 18, 2019 at 9:30 AM at the Board office in Bismarck.

Adjournment

The meeting was adjourned at 9:54 AM.

Chair

Date

Vice Chair

Date