

**ND Board of Massage Therapy  
October 18, 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; Rebecca Forde (via phone);  
Carrie Anderson.

Others: Nikki Owings; Sandy DePountis, Legal Counsel.

***{Anderson absent}***

***Minutes***

It was **moved and seconded** to accept the minutes from September 13, 2019.  
(Forde/Staska/carried) [Roll call: Staska (y); Minard (y); Forde (y); Strain (y)]  
[Anderson absent]

***{Anderson present}***

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

**Money Market Account:**

Opening balance = \$80,503.33

Interest deposit = \$21.40

Closing balance = \$80,524.73

**Checking Account:**

Opening balance = \$71,983.90

Expenses = \$5592.59

Credit = \$436.05

Closing balance = \$66,827.36

Total September reimbursements = \$220.00

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

***Illicit Businesses***

Legal Counsel will draft a statement for the website regarding reporting illicit  
businesses to be reviewed by the Board at its next meeting.

Staska and Legal Counsel will draft a letter to send to various law enforcement  
agencies in the State in an attempt to open communication about this topic.

***Policy and Procedure Manual Update***

**Reimbursements** – Discussion was held. No changes will be made at this time.

***CHRI Manual***

Strain updated Board on Board's compliance with the regulations.

***FSMTB Conference***

Staska was the delegate for North Dakota. She gave a report on the various topics covered.

Forde will check into the Board's ability to do a public service announcement or press release educating the public on looking for a valid license when seeking massage therapy services.

***Other***

**Inspections** – Minard re-worked the audit list and will send to everyone.

**CBD Oil** – The Board will tell licensees to check with private legal counsel to discuss the use of CBD oil in their practice.

**CE Request** – A licensee requested hands on hours for a course which would be live streamed due to the hands on version being cancelled because of weather. The Board Office will respond letting her know the hours would be considered on-line and could be used toward the 10-hour on-line limit and the 12 hours of non-hands on education.

**Adopt a Legislator** – Board members can draft talking points and submit them to the Board Office to then be added to an upcoming agenda for review.

**CE Credit for Board Meeting Attendance** - It was **moved and seconded** to approve 2 CE hours per quarterly, in-person Board meeting to licensees who attend a full meeting; beginning in January 2020. (Anderson/Minard/unanimous) [Roll call: Anderson (y); Staska (y); Minard (y); Forde (y); Strain (y)]

**Newsletter** – Strain will draft an electronic newsletter to be e-mailed to all licensees in January 2020.

**Next Meeting Date**

November 15, 2019 at 9:30 AM CST; via conference call.

**2020 Meeting Dates**

January 17, 2020	9:30 AM	NDBMT Office, Bismarck, ND
February 21, 2020	9:30 AM	Conference call
March 20, 2020	9:30 AM	Conference call
April 3, 2020	9:30 AM	NDBMT Office, Bismarck, ND
May 15, 2020	9:30 AM	Conference call
June 19, 2020	9:30 AM	Conference call
July 17, 2020	9:30 AM	NDBMT Office, Bismarck, ND
August 21, 2020	9:30 AM	Conference call
September 18, 2020	9:30 AM	Conference call
October 23, 2020	9:30 AM	NDBMT Office, Bismarck, ND
November 20, 2020	9:30 AM	Conference call
December 18, 2020	9:30 AM	Conference call

It was **moved and seconded** to approve the 2020 Board meeting dates and locations. (Anderson/Staska/unanimous) [Roll call: Anderson (y); Staska (y); Minard (y); Forde (y); Strain (y)]

**Adjournment**

The meeting was adjourned at 11:56 PM.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date