

**ND Board of Massage Therapy  
June 17, 2022  
Meeting Minutes  
NDBMT Office, 2900 E Broadway Ave., Bismarck, ND**

The meeting was called to order by President, Heidi Strain, at 9:30 AM. The Board met by remote means.

***Present***

President – Heidi Strain; Brynn Burbach; Robert Benson; Carrie Anderson; Shelle Hagen.

Others: Nikki Owings, Board Office; Annique Lockard, Legal Counsel; Rachelle Sian, Spectrum School of Massage.

***Minutes***

It was **moved and seconded** to accept the minutes from May 13, 2022 and May 25, 2022. (Anderson/Strain/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

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

**Money Market Account:**

Opening balance = \$110,816.69

Interest deposit = \$8.50

Closing balance = \$110,825.19

**Checking Account:**

Opening balance = \$117,856.81

Expenses = \$4,354.69

Credit = \$0.00

Closing balance = \$113,577.12

Total May 2022 reimbursements and Rebecca Forde April 2022 reimbursements = \$588.82.

It was **moved and seconded** to approve the treasurer's report, pay the May 2022 and Rebecca Forde's April 2022 reimbursements. (Strain/Anderson/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

***Open Records/Open Meetings Presentation***

Legal counsel presented to the Board the laws regarding open records and open meetings.

***Update on Complaints***

**#2021-02-Benson** – A pre-hearing conference has been set for June 29, 2022.

**#2021-03-Benson** - A pre-hearing conference has been set for June 29, 2022.

***Review of Statute/Administrative Rules***

Board members will review the Council of State Governments' massage therapy licensure compact draft and discuss at the July meeting.

***Inspections***

Board members are beginning inspections for 2022.

***Applications for Licensure***

**Xingzhi Yu (Reciprocity from CT/TX; application received 9/24/2021)** - It was **moved and seconded** to approve the application for licensure.  
(Anderson/Benson/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

**Dingjuan Tong (Initial; application received 3/29/2021)** - It was **moved and seconded** to approve the application for licensure.  
(Anderson/Benson/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

**Xiuzhi Li (Reciprocity from TX; application received 2/26/2021)**- It was **moved and seconded** to approve the application for licensure.  
(Anderson/Benson/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

***Massage School Instructor Requirements***

It was **moved and seconded** to authorize legal counsel to send a letter to Ms. Graumann making her aware of the requirements for massage school instructors in statute and ask for her response to her social media post.

(Strain/Benson/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

***ND Occupational and Professional Licensing Survey***

It was **moved and seconded** Hagen will work with the Board office to draft a response and then have the Board consider the response at the July meeting.  
(Strain/Anderson/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

***CHRI On-line/Policy and Procedure Manual for CHRI***

It was **moved and seconded** Strain will receive reports electronically from BCI and store paper copies of the reports; she will be reimbursed for the paper and ink she uses; Strain will review the policy and procedure manual and report on possible amendments regarding receiving and storing CHRI at the next meeting.

(Hagen/Strain/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

***FSMTB Membership Renewal***

It was **moved and seconded** to renew the annual membership. (Anderson/Benson/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

***Ratification of Licenses***

It was **moved and seconded** to ratify the following license:

- A. Ashley Schantz #22142
- B. Justin Iljana #22144
- C. James Gullekson #22146
- D. Steven Beals #22148.

(Strain/Anderson/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

***Other***

Nothing was discussed.

***Next Meeting Date***

July 15, 2022	9:30 AM	Virtual and Sakakawea Rm., State Capitol, Bismarck, ND.
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***Management Services Contract***

It was **moved and seconded** to submit a new Participating Addendum to APT, Inc. to negotiate a new budget amount. (Anderson/Hagen/unanimous) [Roll call: Benson (y); Burbach (y); Anderson (y); Hagen (y); Strain (y)]

The Board will hold a special meeting to consider APT, Inc.’s response to the new Participating Addendum on June 22, 2022 at 8:30 AM.

***Adjournment***

The meeting was adjourned at 12:05 PM.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date