

**ND Board of Massage Therapy  
May 19, 2023  
Meeting Minutes  
NDBMT Office, 2900 E Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by Vice President, Robert Benson, at 9:30 AM. The Board met by remote means.

***Present***

Vice President – Robert Benson; Brynn Burbach; Shelle Hagen.  
Others: Nikki Owings, Board Office; Josh Amundson, Legal Counsel.

***Absent***

Heidi Strain; Carrie Anderson.

***Minutes***

It was **moved and seconded** to accept the minutes from April 21, 2023.  
(Hagen/Benson/carried) [Roll call: Benson (y); Burbach (y); Hagen (y)] [Strain and Anderson absent]

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

Total reimbursements presented = \$489.68.

It was **moved and seconded** to approve the treasurer's report and pay the April 2023 reimbursements. (Benson/Hagen/carried) [Roll call: Benson (y); Burbach (y); Hagen (y)] [Strain and Anderson absent]

***Administrative Rules Draft Review***

Legal Counsel will prepare a draft for the Board to review at the next meeting.

***Inspections***

Board members continue to work on completing 2023 inspections.

***Application for License Renewal***

**Mindy Schumacher** – She is working on completing her required hours and will submit proof as soon as possible.

**Jessica Smith** – She is required to have 12 hands-on hours. She can use the hours from her May 14, 2023 course but cannot use them again for the upcoming renewal in 2024.

***Participating Addendum Amendment for Management Services Contract***

It was **moved and seconded** to approve an increase in the monthly fee to \$3,074.00 effective July 1, 2023. (Burbach/Benson/carried) [Roll call: Benson (y); Burbach (y); Hagen (y)] [Strain and Anderson absent]

***Spectrum School of Massage Advertisement***

It was **moved and seconded** to authorize the Board Office to send a letter to Spectrum School of Massage asking them to remove the statement from their advertisement regarding being licensed by the Board as the Board does not license schools, and to advise the school to seek legal counsel on proper wording. (Hagen/Burbach/carried) [Roll call: Benson (y); Burbach (y); Hagen (y)] [Strain and Anderson absent]

***Ratification of Licenses***

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

- Myron Wegscheid #23129
- Callista Larson #23131
- Suzanne Johnson #23133
- Samantha Entzi #23135
- Zoe Vaughn #23137

(Benson/Hagen/carried) [Roll call: Benson (y); Burbach (y); Hagen (y)] [Strain and Anderson absent]

***Other***

**Complaint Process** – Legal counsel will options for complainants to remain anonymous and report back to the Board at the next meeting.

***Next Meeting Date***

Next meeting is June 16, 2023, 9:30 AM by virtual means.

***Executive Session to Consider CHRI per NDCC 44-04-19.2(1) and confidentiality of CHRI per NDCC 12-60-24(1)(c)***

Executive session was entered into at 10:15 AM and was attended by Benson, Burbach, Hagen, and Legal Counsel. The session ended at 10:21 AM.

***Application for Initial License for Amber Emter-Dietz***

It was **moved and seconded** to grant licensure. (Benson/Hagen/carried) [Roll call: Benson (y); Burbach (y); Hagen (y)] [Strain and Anderson absent]

***Adjournment***

The meeting was adjourned at 10:23 AM.

\_\_\_\_\_

Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Date