

**ND Board of Massage Therapy  
July 21, 2023  
Meeting Minutes  
Sakakawea Rm., State Capitol, Bismarck, ND**

The meeting was called to order by Vice President, Robert Benson, at 9:30 AM. The Board met by remote means and in person in the Sakakawea Rm., State Capitol, Bismarck, ND.

***Present***

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

***Election of Officers***

Hagen was appointed President with Benson as Vice President, McNary as Treasurer, and Anderson as Secretary.

***Minutes***

It was **moved and seconded** to accept the minutes from June 16, 2023.  
(McNary/Benson/unanimous) [Roll call: Anderson (y); Benson (y); Burbach (y); McNary (y); Hagen (y)]

***Approval of Legal Services Bill***

It was **moved and seconded** to approve payment of the expense.  
(Benson/Hagen/unanimous) [Roll call: Anderson (y); Benson (y); Burbach (y); McNary (y); Hagen (y)]

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

No reimbursements presented.

It was **moved and seconded** to approve the treasurer's report.  
(McNary/Anderson/unanimous) [Roll call: Anderson (y); Benson (y); Burbach (y); McNary (y); Hagen (y)]

***Year-end Financial Report and Proposed 2023-2025 Budget***

It was **moved and seconded** to approve the budget as presented.  
(Benson/Anderson/unanimous) [Roll call: Anderson (y); Benson (y); Burbach (y); McNary (y); Hagen (y)]

***Discussion regarding new Continuing Education Law***

It was **moved and seconded** to allow all on-line CE hours for the even-numbered licensees required to obtain six or three hours for the upcoming renewal in 2024 only, due to the shortened time limit with the new law's effective date of August 1, 2023. (Anderson/Burbach/unanimous) [Roll call: Anderson (y); Benson (y); Burbach (y); McNary (y); Hagen (y)]

***Inspections***

The Board office will send Heidi Strain’s list of licensees to McNary for completion.

***Administrative Rules Draft Review***

Board will review Legal Counsel’s draft and consider defining “remote means” for continuing education.

***Complaint Process for Anonymous Complaints***

The Board will consider possible law amendment at next session. This will be a continuous agenda item.

***Application for License Renewal for SuSann Lee***

It was **moved and seconded** to require her to complete 12 hands-on hours before her license can be renewed. (Anderson/Benson/unanimous) [Roll call: Anderson (y); Benson (y); Burbach (y); McNary (y); Hagen (y)]

***Request from Alicia Nelson Regarding CE Requirement***

She can complete all of her required six hours on-line for this upcoming renewal per the Board’s previous motion regarding the new continuing education law.

***Signatures on Large License Certificate***

Tabled for Legal Counsel to check on legality of printed versus wet signatures.

***{Burbach absent}***

***Ratification of Licenses***

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

Myron	Wegscheid	23129	Noah	Zietz	23151
Callista	Larson	23131	Rosalie	Martelle	23153
Suzanne	Johnson	23133	Luiz Piet Angelo	Daral	23155
Samantha	Entzi	23135	Sydney	Mattison	23157
Zoe	Vaughn	23137	Lily	Michener	23159
Kyler	Collom	23139	Riley	Faltersack	23161
Jackie	Rath	23141	Carrie	Tercero	23163
Kristine	Brown	23143	Lindsey	Bunkowske	23165
Kassandra	DuBois	23145	RondaKae	Vainikka	23167
Nicolette	Flann	23147	Nicole	Anderson	23169
Amber	Dietz	23149	Oliver	Flores-Rios	23171
			Tessa	Wold	23173

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

*{Burbach present}*

***Other***

**New Open Meetings Law** – Effective August 1, 2023, all meetings must be posted to the Board’s website.

**Certificate of Deposit** – Anderson will research opening a CD account with some of the funds from the money market account.

***Next Meeting Date***

Next meeting is August 18, 2023, 9:30 AM by virtual means.

***Adjournment***

The meeting was adjourned at 11:32 AM.

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Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Date