

**ND Board of Massage Therapy  
January 19, 2024  
Meeting Minutes  
Sakakawea Rm., State Capitol, Bismarck, ND**

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

***Present***

President – Shelle Hagen; Robert Benson; Carrie Anderson; Brynn Burbach.  
Others: Nikki Owings, Board Office; Todd Anderson; Jessica Irelan; Ella Moch;  
Pamela Blazek.

***Absent***

Chrystal McNary

***{Burbach absent}***

***Minutes***

It was **moved and seconded** to accept the minutes from December 15, 2023.  
(Anderson/Hagen/carried) [Roll call: Anderson (y); Benson (y); Hagen (y)]  
[McNary and Burbach absent]

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

It was **moved and seconded** to approve the treasurer's report and pay the  
December expenses for Hagen and November/December expenses for Benson.  
(Hagen/Anderson/carried) [Roll call: Anderson (y); Benson (y); Hagen (y)]  
[McNary and Burbach absent]

***{Burbach present}***

***Proposed Administrative Rules***

It was **moved and seconded** the Board will respond to AMTA's oral comments  
and approve the proposed rules as drafted. (Benson/Anderson/carried) [Roll call:  
Anderson (y); Benson (y); Burbach (y); Hagen (y)] [McNary absent]

Anderson will request AMTA's Government Relations committee to  
propose draft language for the Board to consider for future administrative  
rules changes.

***Inspections***

The Board continues to work on the 2023 list. The Board will discuss list  
assignments for 2024 at the February meeting.

***Estimate for On-line, Late License Renewal Applications***

It was **moved and seconded** the Board will move forward with adding on-line, late renewal license applications to the website. (Hagen/Anderson/carried) [Roll call: Anderson (y); Benson (y); Burbach (y); Hagen (y)] [McNary absent]

The Board will inquire with Albertson Consulting to see if a continuing education tracking system could be built and added to the Board’s website so licensees could enter and track their continuing education hours at any time during the two-year licensure period.

***Application for 2023 License Renewal for Jada Nygaard***

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

***FSMTB Discussion***

Anderson reported on the licensure compact and the new federal trade school financial aid changes.

***Ratification of Licenses***

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

- Madison Lais #23219
- Amanda Hanson #24100
- Samantha Peters #24102
- Julie Podoll #24104
- Daniel Holliday #24106

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

***Other***

**April Meeting Date** – It was **moved and seconded** to move the April meeting date to April 18, 2024 to align with the NDAMTA spring convention. (Hagen/Anderson/carried) [Roll call: Anderson (y); Benson (y); Burbach (y); Hagen (y)] [McNary absent]

**FARB Membership** – Anderson will research the cost of Board membership and the benefits and report at the February meeting.

***Next Meeting Date***

Next meeting will be February 16, 2024, 9:30 AM by virtual means.

***Adjournment***

The meeting was adjourned at 10:49 AM.

Chair	Date
Vice Chair	Date