

**ND Board of Massage Therapy  
July 17, 2025  
Meeting Minutes  
NDBMT Office, 2900 E Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by President, Shelle Hagen, at 1:00 PM. The Board met in person and by remote means.

***Present***

President – Shelle Hagen; Russel Kuzel; Robert Benson; Chad Alfson.  
Others: Nikki Owings, Board Office; Steve Hanson, Legal Counsel; Elise Baine, FSMTB.

***Absent***

Chrystal McNary.

***Minutes***

It was **moved and seconded** to accept the minutes from June 20, 2025 and June 25, 2025. (Kuzel/Benson/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

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

It was **moved and seconded** to approve the year-end treasurer's report and June expenses for Hagen. (Kuzel/Hagen/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Proposed 2025-2027 Budget***

It was **moved and seconded** to approve the proposed budget as presented. (Benson/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Disciplinary Action Update for N. Strom Complaint #2024-01***

Both parties signed the settlement agreement. Strom must now meet the terms of the settlement agreement.

***Complaint #2025-01 and #2025-01 A. Trout***

It was **moved and seconded** to authorize Hagen to seek information from Trout's employer and the witness noted in Trout's response; and direct legal counsel to work on obtaining a copy of the police report. (Hagen/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Update Policies and Procedures Manual***

Board members will review full draft and make a final approval at August meeting.

***Inspections***

Alfson and Kuzel will consult with Hagen on how to conduct an inspection.

***Interstate Compact Discussion***

Hagen is working on setting up a presentation from FSMTB about the compact.

***FARB Registration Renewal***

It was **moved and seconded** to not renew the membership. (Hagen/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Ratification of Licenses***

Jada Rolle #25159

It was **moved and seconded** to ratify the licenses. (Hagen/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Election of Officers***

It was **moved and seconded** to appoint Hagen as President. (Hagen/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

It was **moved and seconded** to appoint Benson as Vice President. (Hagen/Alfson/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

It was **moved and seconded** to appoint Kuzel as Secretary/Treasurer. (Hagen/Alfson/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Other***

**FSMTB Annual Meeting** - It was **moved and seconded** to approve Hagen, Kuzel, and Alfson to attend; FSMTB will cover expenses for two attendees and the Board will cover expenses for the third attendee. (Hagen/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

**License Certificates** – The Board will look into adding information to the license certificate about how an individual can file a complaint with the Board.

***Next Meeting Date***

August 15, 2025    9:30 AM    Virtual

***Adjournment***

The meeting was adjourned at 2:13 PM.

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Chair

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Date

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Vice Chair

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Date