

**ND Board of Massage Therapy  
August 15, 2025  
Meeting Minutes  
NDBMT Office, 2900 E Broadway Ave., Ste. 2, Bismarck, ND**

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

***Present***

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

***Absent***

Chrystal McNary.

***Minutes***

It was **moved and seconded** to accept the minutes from July 17, 2025.  
(Hagen/Alfson/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 treasurer's report and reimbursements.  
(Kuzel/Alfson/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)]  
[McNary absent]

***Addition of New Treasurer to Board Accounts***

It was **moved and seconded** to remove Carrie Anderson as a signer on the checking, savings, and CD accounts and add Russ Kuzel as a signer to the checking, savings, and CD accounts. (Kuzel/Hagen/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

It was **moved and seconded** to get a copy of the APT Solutions contract with the Board so the Board can review it. (Kuzel/Hagen/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

There were concerns presented by Kuzel as to why Bill Kalanek of APT Solutions is a signer on the Board's bank accounts.

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

Strom has completed his required ethics continuing education hours and legal counsel confirmed this case is closed.

***Complaints #2025-01 and #2025-02 A. Trout***

Hagen and Hansen are continuing to investigate.

It was **moved and seconded** to table the complaints until the September meeting to obtain further information. (Benson/Hagen/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Update Policies and Procedures Manual***

It was **moved and seconded** to table discussion to September meeting so Alfson, a new board member, can have additional time to review the manual and ask questions. (Hagen/Alfson/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Inspections***

No new business was discussed regarding inspections.

***Interstate Compact Discussion***

Plans for a meeting with Patty from FSMTB to set up a presentation at a fall meeting were discussed. The Board would like to consider inviting all licensees to the meeting to learn about the Compact, and how to make this connection will be discussed at the next meeting.

***Ratification of Licenses***

Samantha Scholtman #25161  
Erin Butcher #25163  
Samantha Gustafson #25165  
Haley Cloer #25167  
Dana Plant #25169  
Kaitlin Eken #25171  
Lakyn Rabbe #25173

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

***Other***

**License Certificates** – Discussion was held with Elise of FSMTB reading adding complaint procedures to the license certificates. Elise provided details on how Texas and Arkansas implement this practice and will share her findings via email. The Board plans to discuss with Owings of the Board Office at the September meeting what capabilities are available from the web developers.

***Next Meeting Date***

It was **moved and seconded** to move the September regular meeting to September 12, 2025 at 9:30 AM. (Hagen/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

***Adjournment***

The meeting was adjourned at 10:29 AM.

---

Chair

---

Date

---

Vice Chair

---

Date