

**ND Board of Massage Therapy
September 12, 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: 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 August 15, 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 for Hagen, Kuzel, Benson, and Alfson. (Kuzel/Hagen/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Signers on 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 and retain William Kalanek and Nikki Owings as signers on the checking, savings, and CD accounts. (Kuzel/Hagen/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Management Services Contract

It was **moved and seconded** the Board will review the contract with APT Solutions and discuss at the October meeting. (Hagen/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Complaints

#2025-01 and #2025-02 A. Trout - It was **moved and seconded** to have Hagen continue investigating the complaints. (Hagen/Alfson/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

#2025-03 G. Fitterer – Table to October meeting so Board can receive and review Fitterer's response.

Update Policies and Procedures Manual

It was **moved and seconded** to approve the draft as presented.
 (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

Hagen continues to work with Patty from FSMTB to set up a presentation at a fall meeting.

License Certificates

Owings will draft a sample certificate for the Board to consider at the October meeting.

Ratification of Licenses

Angela Joseph #25175
 Tabitha Perish #25177
 Gage Schlecht #25179
 Madelyn Schweitzer #25181
 Alyssa Ernst #25183
 Wanda Hohler #25185

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

Other

Anonymous Complaint – It was **moved and seconded** to authorize Owings to send a letter to the business referenced in the complaint alerting them to the potential bed bug issue but not include a copy of the anonymous complaint.
 (Hagen/Kuzel/carried) [Roll call: Benson (y); Kuzel (y); Alfson (y); Hagen (y)]
 [McNary absent]

Next Meeting Date

October 17, 2025 9:30 AM In-person at Board Office and virtual.

Adjournment

The meeting was adjourned at 10:57 AM.

 Chair

 Date

 Vice Chair

 Date