

**ND Board of Massage Therapy
October 31, 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 in person and by remote means.

Present

President – Shelle Hagen; Russel Kuzel; Chad Alfson.

Others: Nikki Owings, Board Office; William Woodworth, Legal Counsel; Steve Hanson, Legal Counsel; Elise Baine, FSMTB; Ashlie Jahnke.

Absent

Chrystal McNary; Robert Benson.

Minutes

It was **moved and seconded** to accept the minutes from September 12, 2025. (Hagen/Kuzel/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary and Benson absent]

Treasurer's Report and Reimbursements

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

Kuzel will work with the Board office to ensure the Board's accounts are achieving maximum interest rates.

It was **moved and seconded** to approve the September 2025 expenses for Hagen and the October 2025 expenses for Kuzel and Alfson. (Hagen/Kuzel/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary and Benson absent]

Management Services Contract

Kuzel continues to review the contract.

Rhone Correspondence of 10/24/2025

Owings will work with legal counsel to draft more educational language for the complaint receipt letter that is sent to complainants and to post on the website. The Board will review at the next meeting.

It was **moved and seconded** to authorize Owings to send a response to Ms. Rhone stating the Board did discuss her letter at length and is taking action to better educate the public about the complaint process. (Hagen/Kuzel/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary and Benson absent]

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

It was **moved and seconded** to authorize legal counsel to offer a settlement agreement of voluntary revocation. (Kuzel/Alfson/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary and Benson absent]

Complaint #2025-03 G. Fitterer

It was **moved and seconded** to authorize Hagen to investigate and report back to the Board. (Kuzel/Alfson/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary and Benson absent]

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 regarding the compact.

License Certificates

Owings will work with the Board's website provider to get an estimate for placing licensees' photos on the license verification page as well as a re-designed 8 ½ by 11 inch license certificate to replace the current large and small license certificates.

2023-2025 Biennial Report

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

Ratification of Licenses

Meijuan Liu-Matthews #25187
Chenxia Liu #25189
Kayla Kraft #25191
Shuling Zhang #25193
Brooke Mogen #25195
Taylor Schmeichel #25197
Aleksia Anderson #25199

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

Other

Board Member Positions – Benson and McNary resigned due to personal health issues. The Board will post the two openings on its website.

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

FSMTB's Elise Baine on Public Outreach – Baine reports that eleven states do advertising of license verification. Some states have a Public Information tab on their websites. The North Carolina board does an on-line public outreach campaign.

2026 Meeting Dates

The remaining 2025 meeting dates are:

November 21, 2025 9:30 AM-virtual

December 19 at 9:30 AM- virtual.

The tentative 2026 meeting dates are:

January 16, 2026 9:30 AM In-person/Virtual

February 20, 2026 9:30 AM Virtual

March 20, 2026 9:30 AM Virtual

April 17, 2026 9:30 AM In-person/Virtual

May 15, 2026 9:30 AM Virtual

June 19, 2026 9:30 AM Virtual

July 17, 2026 9:30 AM In-person/Virtual

August 21, 2026 9:30 AM Virtual

September 18, 2026 9:30 AM Virtual

October 16, 2026 9:30 AM In-person/Virtual

November 20, 2026 9:30 AM Virtual

December 18, 2026 9:30 AM Virtual.

Adjournment

The meeting was adjourned at 12:01 PM.

Chair

Date

Vice Chair

Date