

**Mississippi State Board of Massage Therapy**  
**P.O. Box 12489**  
**Jackson, MS 39236**  
**November 16, 2005 9:00a.m.**  
**Woolfolk Building Room 139**  
**501 N. West St.**

**Statutory Board Meeting Minutes**

I. Call to Order:

The Mississippi State Board of Massage Therapy meeting was called to order by Chairman, Lynn Cox at 9:15 a.m.

The following persons were present:      The following persons were absent:  
Gloria Waldrip                                      W. R. Webb  
Josie Dorman  
Connie Shanks-Knight  
Lynn Cox

Also present was Beverly Limbaugh of LBMS and Leyser Morris-Hayes for the Attorney Generals Office.

II. Approval of minutes:

A motion was made by Gloria Waldrip that the August 18, 2005 minutes be approved as written. The motion was seconded by Connie Shanks-Knight and passed unanimously.

A motion was made by Connie Shanks-Knight that the September 9, 2005 minutes be approved as written. The motion was seconded by Josie Dorman and passed unanimously.

III. Report of Officers:

A. Chairman – Lynn Cox

B. Secretary – Gloria Waldrip

IV. New Business:

A. Introduction of Guests – Chris Budney, RMT from Corinth/ Delta Technical College

B. Connie Shanks-Knight reported on her trip to Albuquerque New Mexico for the Federation of State Massage Therapy Boards meeting. There were 24 states represented at the meeting. Beverly was asked to mail a copy of the final bylaws to all Board members.

V. Report of Executive Director:

- A. Beverly provided a list of provisional permits issued since the last Board meeting. The Board agreed unanimously to approve attached list. See attached list.
- B. Connie Shanks-Knight made a motion that the attached list of Massage Therapists who have submitted proof of having met all of the registration requirements be issued certificates of registration to practice Massage Therapy in Mississippi. The motion was seconded by Josie Dorman and passed unanimously. See attached list
- C. Beverly provided the Board with a list of Continuing education providers that have been approved since the last Board meeting.
- D. The Board reviewed the attached list of instructors who are licensed with the State Board to teach in Massage Therapy programs in Mississippi. The Board instructed Beverly to send a copy of all licensed instructors to each board approved school.
- E. The Board discussed investigations and inspections. From August 1, 2004 until January 31, 2005 – 50% of the registered massage therapists were inspected. 39 inspections were done in March and 16 in August. The Board instructed Beverly to hire some new inspectors.
- F. The Board discussed the possibility of issuing a limited certificate of registration for applicants not meeting the educational requirements for registration but wanting to become instructors. The Board was advised by counsel that this would not be statutory therefore they will not be able to move forward with this idea.
- G. Beverly informed the Board that their have been four temporary reciprocal permits issued because of hurricane Katrina, based on the resolution that the Board reached at the September 9, 2005 meeting.
- H. The Board decided that the 2006 meeting schedule will be held from 12:00 Noon until 4:00 p.m. on the following days:

January 27, 2006  
February 17, 2006  
March 17, 2006  
April 21, 2006  
May 19, 2006  
June 16, 2006  
July 21, 2006  
August 18, 2006

September 22, 2006  
October 20, 2006  
November 17, 2006  
December 15, 2006

I. Gloria Waldrip made a motion that the Board revise the refund policy previously adopted for the Mississippi Board approved schools. The motion was seconded by Josie Dorman and passed unanimously. See attached.

J. The Board ordered Beverly and Connie Shanks-Knight to conduct the audit of the Massage Therapy program and Southwest Mississippi Community College.

A motion was made by Connie Shanks-Knight that the Board considers the need to go into Executive Session. The motion was seconded by Gloria Waldrip and passed unanimously.

A motion was made by Gloria Waldrip that the Board move into Executive session for the purpose of:

- i.) transaction of business and discussion concerning the preparation for tests for admission to practice in recognized professions.

The motion was seconded by Josie Dorman and passed unanimously.

VI. Executive Session:

VII. Report of Counsel:

Leyser Q. Hayes from the Office of the Attorney General gave a report on the pending legal matters presently before the Board.

VIII. Old Business:

IX. Adjournment:

The next meeting will be on December 15, 2005. The time and location has yet to be determined. The Board voted unanimously to approve all travel expenses for this meeting.

A motion was made by Connie Shanks-Knight, seconded by Josie Dorman that the Board adjourn at 12:14 p.m. and passed unanimously.

- c. Meeting all applicable health and safety standards that may be required by local, state and federal agencies.
- d. The Agreement to notify the Board of changes in any of the following:

|   |                       |
|---|-----------------------|
| Ownership                                     | Job Placement Service |
| Agents  | School Director       |
| Instructors                                   | Financial Stability   |
| Programs of Study                             | Evaluation System     |
| Facility Standards                            | School Name           |
| Instructional Equipment                       |                       |
| The loss of financial aid program eligibility |                       |

- e. Agreement to maintain all premises, equipment, and facilities of the school in adequate, safe, and sanitary condition.
  - f. Agreement to make enrollees accessible to be interviewed for the purpose of securing information to verify compliance with the conditions of the application for a license or license renewal.
4. Annex locations are subject to announced and unannounced visitation by the Board of Massage Therapy or its representatives.
  5. Annex locations must have the same name as the licensed location, distinguishable by individual site location.
  6. All policies, procedures, tuition, fees, catalogs, and academic calendars utilized at the licensed location must also be utilized at the annex location.
  7. If a license is suspended, revoked, or canceled by the Board of Massage Therapy, the licensed school and all annex locations must comply.
  8. The approved annex location will be a permanent additional location of the licensed school. This location must always be identified as an annex location on each application for a license renewal.

**904. REFUND POLICY**

Each school is required to take and keep a record of student attendance for each individual course meeting.

The following Refund Policies shall be stated in School's Catalog. The total tuition charges shall be divided evenly among the quarters. ~~A quarter equals one fourth (1/4) of the total program of instruction~~

~~hours~~ revised w/ SOS

**If a student withdraws or is discontinued after instruction is begun during the first quarter of any program the school may retain no more than:**

1. (0%) of the quarter's tuition if the termination is during the first week of instruction; or
2. (25%) of the quarter's tuition if the termination is during the second week of instruction; or
3. (50%) of the quarter's tuition if the termination is during the third week of instruction; or
4. (75%) of the quarter's tuition if the termination is during the fourth week of instruction; or
5. (100%) of the quarter's tuition if the termination occurs after the fourth week of instruction.