

**NORTH CAROLINA LOCKSMITH LICENSING BOARD  
JANUARY 12, 2004  
GREENSBORO, NORTH CAROLINA**

**Attendance: Laura Busse, chair, Dennis Green, Chris Boykin, Joe McCann, Greg Wright, Tom Champion, Neal Ensley, Ralph Fuller, Anna Bridgers.**

**Guest in Attendance: Steve Bright.**

**The Board meeting was called to order by Laura Busse. Neal then read the Ethics Awareness and Conflict of Interest Statement. No one indicated any conflicts.**

**The first order of business was approval of the December 10, 2003 minutes. Ralph made a motion to approve these minutes as prepared by Anna. Joe seconded the motion and the motion passed unanimously.**

**Neal then gave the Treasurer's Report. Neal said that he spoke with Jim of Randolph Cloud and Associates regarding the administrative fees of the Board. Neal was correct at the last Board meeting in assuming that the quarterly fees were not reflected in the financial statement. Neal stated that this fee would be included in the next balance sheet. Neal additionally reported that he had opened negotiations for a revised administrative fee beginning with July 2004, the new year.**

**Additionally, Neal reported that the cost of the card-making machinery that the Board purchased was within the limits previously set at the December 10, 2003 meeting.**

**The next order of business was Document Creation. Laura stated that the locksmith application needs to be revised now that the grandfather period expired as of December 31, 2003. The Board reviewed the application and deleted wording referring to licensure under Section 2. Dennis made a motion to accept the amended application and Chris seconded the motion. The motion passed unanimously.**

**Ralph then showed the Board several sample badge cards produced by the new badge-making machinery. The Board then voted on several different card options to be adopted by the Board.**

**The first decision concerned the layout of the badge. Greg made a motion that the badges be in landscape format. Joe seconded this motion and the motion passed unanimously.**

**The next decision concerned the band color on the very top of the badges. Joe made a motion that the band on the top of the locksmith badges be navy blue and the background of the apprentice badges be light blue. Neal seconded this motion and the motion passed unanimously.**

After some discussion, Greg made a motion that the back of the badges contain NCLLB's logo, the Board's mailing address, and the locksmiths' or apprentices' contact information. Joe seconded this motion. The motion passed unanimously.

The next issue was whether or not the badges should be punched. Neal made a motion that the cards be punched so that they can be worn as badges. Ralph seconded this motion and the motion passed unanimously.

Greg then made a motion that the sponsors' information should not be included on the locksmith apprentice badges. Ralph seconded the motion and the motion passed unanimously.

Chris made a motion that the badges display the full, legal name and any extensions of the locksmiths and apprentices. Joe seconded this motion and the motion passed unanimously.

Since the Board voted to include the full, legal name of the locksmiths and apprentices on the badges, the Board felt that the application should contain a section for this specific information for this purpose. Greg made a motion to this effect and Neal seconded the motion. The motion passed unanimously.

Laura then presented on behalf of the Public Relations Committee. Laura shared the final version of the press release concerning the locksmith license with the Board. Laura said that she mailed a copy of this notice to the seven Better Business Bureaus in the state.

Laura then told the Board that she and Ralph are still working on the study guide revisions. This was the only report concerning the Exam Committee.

Laura then stated that there is nothing to report from the Rules Committee.

The next order of business was approval of locksmiths for licensure. Anna read the list of locksmiths approved for licensure, and Greg made a motion to license these individuals. Tom seconded the motion and the motion passed unanimously.

Laura reminded the Standards Committee that the process of how to handle locksmiths practicing without a license needs to be established and the Committee might want to engage in conversation with Bly Hall to get some ideas of how to proceed with this.

Under New Business, Laura informed the Board that it was time to nominate Board members to the elected positions as Chair, Vice Chair, and Secretary/Treasurer. Tom Campion and Ralph Fuller were both nominated to fill the Chair position, Neal Ensley and Laura Busse were nominated for Vice Chair, and Laura was nominated for Secretary/Treasurer. Dennis made a motion that the Chair be elected first. Greg seconded the motion and the motion passed unanimously.

The election for Chair was held via a private vote. Anna tallied the votes after they were all received. Tom received a majority of votes for Chair.

Laura then stated that she would be willing to serve as Secretary/Treasurer since no one else volunteered to fill this position. That would leave the Vice Chair position to be filled by Neal, which Neal stated that he would be willing to fill.

Dennis made a motion for the Board to recognize Tom Campion as Chair, Neal Ensley as Vice Chair, and Laura Busse as Secretary/Treasurer. Joe seconded this motion and the motion passed unanimously.

The Board then discussed whether or not it is appropriate for the Chair of the Board to also serve as Chair of the Standards and Ethics Committees. The Board decided that it would be best that the Chair of the Board not serve as Chair of either of these committees. Joe made a motion that Tom step down as Chair of the Standards Committee and that Laura assume this position. Greg seconded this motion and the motion passed unanimously.

The final order of business was scheduling the next Board meeting. Joe made a motion for the next Board meeting to be held on February 23<sup>rd</sup> in Greensboro. Neal seconded the motion and the motion passed unanimously.

With no further business, Tom made a motion to adjourn. Joe seconded the motion and the meeting was adjourned.

Respectfully Submitted,

Anna S. Bridgers

**Locksmiths Approved for Licensure**

Jonathan H. Beaudreau  
Roger L. Brown  
Craig R. Garvey  
Leroy Gilliam, Jr.  
Jeffrey D. Haan  
Robert S. Ludwick  
Joseph C. Pridgen  
Paul A. Ranard  
Michael O. Russ  
Austin E. Swindell  
Trevor M. Swindell  
Robert G. Taylor  
Douglas K. Wonderlin  
William P. Wynne  
Harold K. Thomas  
Danny C. Moore

**William G. Guthrie**  
**William D. Davis**