

**NORTH CAROLINA LOCKSMITH LICENSING BOARD  
MONDAY, FEBRUARY 19, 2007  
GREENSBORO, NORTH CAROLINA**

**Board Members present: Neal Ensley, Chair, Laura Busse, Kevin Seymour, Chris Boykin, Ron Cox, Dennis Green, Hosie King, Greg Wright, Anna Misenheimer.**

**Guests: Steve Bright, Ralph Fuller, Jake Jakubuski, Tom Lynch, Richard Sonar, James Welch.**

**Before beginning the meeting, Dennis Green read the Ethics Awareness and Conflict of Interest Statement. No Board members indicated any conflicts.**

**Neal welcomed everyone to the Board meeting. Neal asked the newly appointed Board member, Hosie King, to introduce himself. Hosie King introduced himself and Neal stated that Hosie was appointed to replace Ralph Fuller on the Board.**

**Neal then asked the guests to introduce themselves.**

**After welcoming all the guests to the Board meeting, Neal asked the Board if anyone had any additions or revisions to make to the January 8, 2007 meeting minutes. Ron made a motion to approve the minutes as prepared by Anna. Kevin seconded this motion. Jake Jakubuski stated that there was an error in the minutes, and relayed the needed correction to Anna. Taking note of the revised language, the Board voted to approve the January Board meeting minutes.**

**Neal then turned the floor over to James Welch, who had requested to address the Board. James stated that he has health problems which cause him difficulty in attending trainings to fulfill the continuing education requirements of the Board. After some discussion, Neal told James that he should proceed with submitting his renewal application to the Board and attach a letter and request additional time to find and attend an eight hour continuing education course. Neal said that the Board must hold all locksmiths to the same standards and the Board cannot exempt a locksmith from the continuing education requirement for locksmith renewal.**

**Kevin then gave the Treasurer's Report. Kevin reviewed the December 2006 and January 2007 financial statements with the Board. Kevin pointed out that the Board has had many less renewals this year than the Board had last year. This is in sync with the Board's three year financial projections. Kevin made a motion to accept the December 2006 and January 2007 financial balance reports. Greg seconded this motion and the motion passed.**

**Kevin then made a motion to approve the independent audit prepared by Tony Armento for the 2005-2006 fiscal year. Dennis seconded this motion and the motion carried.**

**As part of the report concerning Document Creation, Laura told the Board that she had spoken to a locksmith who is unhappy because his license expired without receiving written correspondence from the Board about the renewal process. This locksmith has moved, however, since receiving his initial license and had not updated his mailing address with the Board office. Dennis stated that the requirement to update one's contact information with the Board is included in the Board's statute and is the responsibility of the licensed locksmith or locksmith apprentice. The Ethics Committee said that they would review this late renewal application during their meeting.**

**The next order of business concerned Public Relations. Ralph presented a draft of a notice document that he feels should be distributed to licensed locksmiths, when licenses are initially approved and renewed. Laura stated that the document could also be posted on the Board's website in .pdf format and, hence, be accessible for downloading by locksmiths.**

**Jake told the Board that he has produced a draft informational brochure for dissemination to Chambers of Commerce, public libraries, businesses and citizens of NC. Kevin told the Board that he is willing to assist in the production of these brochures. Jake said that he would contact Marc Goldberg, publisher of *The National Locksmith Magazine*, to get written permission to use his article in the Board's brochure. Jake also stated that he is willing to pay the graphic design artist for designing the brochures for the Board's use. Ron made a motion to adopt Jake's drafted brochure for the Board's use and allow Richard Sonar to present a sample of this brochure to the Board members via Anna in the Board office. Greg seconded the motion and the motion carried. Anna and Kevin told the Board that they would contact the Department of Correction to inquire about the cost of their printing services.**

**As part of the Public Relations' report, Kevin showed the Board the bumper sticker that was produced for the NCLA's February trade show and the Board's use. Kevin made a motion to extend his appreciation to Steve Bright for submitting the winning slogan for the Board's slogan contest. Kevin also asked that Steve receive a \$50 gift certificate to Golden Corral for submitting the winning slogan. Laura seconded Kevin's motion and the motion passed.**

**Kevin told the Board that he has been thinking about submitting a press release on the locksmith license and the practice act. Kevin inquired about who should be listed as the Board's main contact. Laura made a motion that Kevin, as the Board's Chair for the Public Relations Committee, should be the Board's main contact. Greg seconded this motion and the motion passed.**

Neal then told the Board that he needed to be excused from the Board meeting as he had another appointment. Before Neal left, Kevin made a motion that the next Board meeting be scheduled for Thursday, March 29<sup>th</sup> in Greensboro. Ron seconded the motion and the motion carried.

Ron then gave the Exam Committee report. Ron asked the Board members to review the draft of proposed exam questions that Steve Bright compiled. Ron asked Hosie King if he would be willing to help draft exam questions for the automotive locks examination. Hosie agreed to be of assistance. Laura stated that life safety skill questions should also be included in the new locksmith exam. The three new exams will be specific to either automotive locks, architectural locks or safe and vaults.

Under Rules Review, Laura told the Board that it needs to include language addressing the Americans Disabilities Act in the rules. Laura said that she also needs to initiate making the change to the rules to allow licensed locksmiths to receive continuing education credit for training an apprentice that successfully completes the licensing exam.

Anna then told the Board about an inquiry that she received. Anna was asked if an ethics training could be used towards the continuing education requirement. The Board decided that only a training that specifically relates to the Board's Code of Ethics could be counted as relevant continuing education. Steve Bright, on behalf of the North Carolina Locksmith Association, said that he would welcome a Board member to teach such a course at one of the quarterly NCLA meetings. Jake stated that he would bring information to the next Board meeting about Texas' requirement for ethics education as part of their locksmith renewal requirement.

Under Miscellaneous Business, Tom Lynch with Security Technical Institute presented his company's online and interactive trainings.

Under New Business, Greg made a motion to approve the locksmiths recommended by the Standards and Ethics Committee for initial licensure and renewal. Chris seconded the motion and the motion passed.

With no further business, Greg made a motion that the Board meeting be adjourned. Kevin seconded the motion. The meeting was then adjourned.

Respectfully Submitted,

Anna S. Misenheimer

**LOCKSMITHS PRE-APPROVED FOR RENEWAL**

**9/29/06**

**David J. Jones**

**10/29/06**

**Steven E. Garrett**

**12/10/06**

**Harold L. Nesbitt**

**1/12/07**

**Danny C. Moore**

**4/5/07**

**Thurman E. Biggs**

**Tommie A. Boone**

**Steven M. Goodwin**

**Charles M. Lancaster**

**Charles A. Land**

**Waldo D. Smith, III.**

**5/24/07**

**John D. Allred**

**Larry A. Nahler**

**LOCKSMITHS APPROVED FOR LOCKSMITH LICENSE**

**Coy L. Eudy**

**Michael Fuller**

**Jason E. Woody**

**LOCKSMITH APPROVED FOR APPRENTICE LICENSE**

**Bryon K. Chambers**