

**NORTH CAROLINA LOCKSMITHS LICENSING BOARD  
MEETING IN GREENSBORO, NC  
MONDAY, NOVEMBER 4, 2002**

**Attendance Board Members and Staff: Chair Laura Busse, Joe McCann, Dennis Green, Neal Ensley, Greg Wright, and Anna Bridgers.**

**Attendance Guest: Adrian Busse.**

**The Executive Committee met and Joe made a motion to strike language stating that fifty percent plus one shall constitute a quorum (Section .0103 in the Temporary Rules). Neal seconded the motion, and the motion passed unanimously.**

**Laura then called the meeting to order and read the Ethics Awareness and Conflict of Interest Statement.**

**The first order of business was approval of the October 21, 2002 Board Meeting Minutes. The Board found a couple of minor changes that needs to be made to the minutes. Neal made a motion to approve the amended minutes. Dennis seconded the motion, and the motion passed unanimously.**

**Neal then gave the Treasurer's Report. Neal said that Jim Scarborough has to create a Board financial statement to submit to the Auditor's Office by the end of the month. At that time, the Board can review their financial situation. As Neal has been attempting to purchase Director and Officer's Insurance, insurance companies have been asking for the Board's budget projections. Neal presented an interim budget and made a motion for the Board to use this budget for its projection. Joe seconded the motion. The motion passed unanimously. Neal stated that he is going to contact Bly Hall for insurance advice.**

**Joe reported on behalf of the Notifications Committee. Joe has contacted approximately ten different wholesalers, but has only gotten confirmation from ACTION that they will advertise information concerning licensure.**

**The next order of business concerned the Standards Committee. The Board reviewed the list of applicants' names that are recommended for licensure. Joe made a motion to approve these applicants for licensure, and Dennis seconded the motion. The motion passed unanimously.**

**Document Creation was the next order of business. Laura discussed the Board's various options concerning background checks. The Board agreed to continue conducting NC criminal background checks on applicants, and to handle particular questions regarding an applicant's criminal history on an individual basis.**

**Laura then presented a draft of the new locksmith application to include those applicants that do not qualify under the grandfather clause. Laura stated that she will submit the new application to Randolph Cloud and Associates for distribution. Dennis made a motion to**

accept the application Laura submitted to the Board with three minor modifications. Greg seconded the motion, and the motion passed unanimously.

The next topic of discussion concerned the December locksmith licensure test. Ralph Fuller has already paid \$30.00 to reserve a room at East Carolina University in Greenville to administer the exam on December 14<sup>th</sup>. Steve Bright is responsible for reserving a test site in Eastern NC for the December 17<sup>th</sup> date. He told Laura that he has found locations that cost between \$75.00-\$175.00/day to reserve. Dennis made a motion for Steve Bright to reserve a room that does not cost more than \$75.00/day for the December 17<sup>th</sup> test, and to approve the December 14<sup>th</sup> test site at a cost of \$30.00. Joe seconded the motion, and the motion passed unanimously.

David Lowell asked Laura to provide a list of approved exam proctors to ALOA. Individuals who are already licensed locksmiths and individuals not involved in the locksmith profession are acceptable proctors. The proctors will have to sign an affidavit stating that they will not release any information concerning the examination. Proctors are compensated \$75.00 for their services. Adrian Busse said that he will be responsible for getting a list of acceptable proctors submitted to ALOA.

The final order of business came from the Rules Committee. Laura said that she obtained a copy of the examination rules from the Alarm Board, and these rules were much too complex to apply to the Locksmith Board. Laura presented a draft of proposed examination rules. Dennis made a motion to accept these rules as presented, and Neal seconded the motion. The motion passed unanimously.

Before ending the meeting, Laura reminded the Board that the next meeting will be on Wednesday, November 20<sup>th</sup> in Greensboro. December 9<sup>th</sup> and 30<sup>th</sup> are possible dates for future Board meetings.

With no further business, Greg made a motion to adjourn. Dennis seconded the motion, and with no opposition the Board was adjourned.

Respectfully Submitted,

Anna S. Bridgers