

**NORTH CAROLINA LOCKSMITH LICENSING BOARD
AUGUST 27, 2003
GREENSBORO, NORTH CAROLINA**

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

Guests in Attendance: Steve Bright and Donna Fuller.

The meeting was called to order by Laura Busse. After Laura welcomed the guests to the Board meeting, Neal Ensley read the Ethics Awareness and Conflict of Interest Statement. Joe McCann indicated that he had a conflict with a particular potential licensee.

The Board then reviewed the August 4th minutes. Neal made a motion to accept these minutes as presented by Anna Bridgers. Ralph seconded the motion. The motion passed unanimously.

Neal then gave the Treasurer's Report. Neal reviewed the interim three-year budget, as it was presented at the August 4th meeting with the addition of a line item for the annual audit. Neal made a motion to adopt this latest version of the interim budget and Tom seconded the motion. The motion passed unanimously.

Neal presented the July financial statement to the Board.

The last order of business from the Treasurer's Report was Directors' and Officers' Insurance. Neal has purchased this insurance for the Board's protection. This policy went into effect on August 7th. Neal gave Anna the invoice for the insurance policy to be paid for with the Board's funds.

Laura then reported on Document Creation. In the locksmith amendment bill that was just recently signed into law this summer, state law allows the Board to work in corporation with the State Bureau of Investigation in conducting criminal background checks. The SBI generally charges a fee for this type of service, but Chris and Laura are trying to schedule a meeting with a SBI representative to discuss the Board's options.

Laura then presented a draft of the apprentice application to the Board. After a few minor changes were made to a couple of the forms, Dennis Green made a motion to accept this draft as the official apprentice application. Joe seconded the motion, and the motion passed unanimously.

Also, Laura stated that the official notices concerning the locksmith license have been ordered. Laura is still accepting company and individual addresses/contact information for these notices from the Board members.

The next report was the Examination Committee Report. Laura told the Board that 6 or 7 people took the exam at the beginning of the month, but we have not received their test results yet.

As far as the Rules Committee was concerned, Laura told the Board that a rule-making class is being offered to educate interested people on the rule-making process. Laura asked if any other Board members were interested in attending this class. Ralph said that he would like to attend the class as well. Laura said that the fee to attend the class is \$25. Chris made a motion for Laura and Ralph to attend this training at the Board's expense. Neal seconded the motion and the motion passed unanimously.

Tom Campion then presented on behalf of the Standards Committee. Tom made a motion to approve the locksmiths recommended for licensure. Chris seconded the motion and the motion passed unanimously.

Under Miscellaneous Business, Dennis presented two different drafts for a Certificate of Appreciation for Robert Mathis who recently resigned from the Board. The certificate is going to be matted and framed. Greg made a motion to approve the certificate with gold lettering and Chris seconded the motion. The motion passed unanimously.

Laura told the Board that they need to start thinking about how they would like the apprentice badges to look. Laura asked Anna to bring some samples of these badges to the next Board meeting. Laura also told Anna that the office needs to come up with a numbering system for the apprentices.

The final order of business was scheduling the next couple of Board meetings. Laura told the Board that a meeting needs to be scheduled in October for a public hearing on the notice of text that was just filed in downtown Raleigh. Neal made a motion for the next Board meeting to be held on Monday, September 29th and the following meeting to be held on Wednesday, October 29th. Greg seconded this motion and the motion carried. Greg then made a motion for the September meeting to be held in Greensboro and for the October meeting to be held in Raleigh. Chris seconded the motion. The motion passed unanimously.

With no further business, Tom made a motion for the meeting to be adjourned. Greg seconded the motion, and the meeting was adjourned.

Respectfully Submitted,

Anna S. Bridgers

Locksmiths Approved for Licensure

**Bobby L. Allman
W. Ray Carter
Donald G. Covalt
Brenda I. Hinojo**

Zachery W. Hubble

Jimmy N. McKee

Michael Root

Robert E. Scales

James B. Williams

Christopher H. Armstrong