

NC Locksmith Licensing Board
11:00am, January 22, 2020
Raleigh, NC
Meeting Minutes

Members Present: Jon Jeffries, Bobby Blackmon, Mike McCarty, Hunt Willis, Jennifer Richards, Jim Storie, Steve Bright, Debbie Atkinson

Staff: Barden Culbreth

Counsel: Reed Fountain

Public: Leroy Everhart, Case Closed Investigations

Call to Order: Jon called the meeting to order at 11:00am

Ethics Awareness Statement: Jon read the Ethics Awareness Statement and asked for potential conflicts or appearances of conflicts. Hearing none, the meeting continued.

New Members: Reed administered the oaths to newly appointed members, Mike McCarty and Hunt Willis.

Consideration of Operating Bylaws: Jon presented a document that was an edit of 2001 Bylaws and Operating Policies that Barden found in the Board's records. Jennifer presented an edited version for consideration by the Board. Discussion followed.

Jim motioned to waive the notice requirement to amend the Operating Policies. Steve seconded, and the motion passed unanimously.

Jennifer presented a question of Officers section of the Operating Policies. Discussion followed.

Steve motioned to eliminate the old Operating Policies and form a committee to write new operating polices. Debbie seconded and the motion passed unanimously.

Jon stated the new chair should appoint the committee that would draft the Board's new operating policies.

Election of 2020 Officers: Steve nominated Jennifer as Chair. Jim seconded.

Bobby nominated Jon Jeffries as Chair. Debbie seconded.

Discussion followed. Steve motioned to close the nominations and Bobby seconded.

Jennifer was recognized to speak about her candidacy. She has been Secretary Treasurer for several years and seeks to become Chair. She is a managing partner of Keever's Key and Repair in Hickory and has been active in the NC Locksmith Association.

Jon spoke about his history tenure as Chair and past career in Law Enforcement. He is owner of NC Key Man in Archdale.

A secret ballot was conducted. The vote was Jon Jeffries – 4 and Jennifer Richards -3. Jon was re-elected chair.

Steve nominated Bobby Blackmon for Vice-Chair. Jennifer seconded and Steve motioned to close nominations. Bobby Blackmon was elected Vice Chair unanimously.

Steve nominated Jennifer for Secretary/Treasurer. Bobby seconded, and vote was held. Jennifer was elected Secretary /Treasurer unanimously.

Approval of Previous Meeting Minutes: Jim motioned to approve. Steve seconded and the minutes were approved.

Review of Financial Report: Jennifer presented the Financial Report to be reviewed and accepted by the Board. Jim seconded and the financial report was accepted.

Education/Testing Committee: Steve reported that the first test of the year is going to be February 8. Jon asked the Board contact the NC Justice Academy in Edneyville.

Barden reported that the Board office had 25 older study guides and asked if the Board wanted to sell them at a reduced rate. The Board asked staff to destroy them.

The Board recessed for lunch at 11:50am.

Jon called the meeting to order at 12:15pm.

Jon recognized Case Closed Investigations for a presentation on their recent work.

Discussion followed.

Chair Report and Committee Assignments: Jon asked that Bobby join him at the upcoming NCLA trade show. Steve motioned that Bobby be reimbursed for mileage. Debbie seconded. The motion passed unanimously. Jim and Debbie stated they would help with the booth.

Jon appointed Bobby Blackmon as the Probable Cause Member, to direct ethics complaints.

He then appointed Jennifer, Steve, and Jim as the Education/Testing Committee.

Steve motioned to authorize the Board to purchase a 3rd computer, and printing of 3rd set of tests (25 each), so that a third testing location could be scheduled and staffed. Steve reported the proposed cost as \$800. Jennifer seconded Steve's motion. Motion passed unanimously.

Executive Committee will be the three officers of the Board.

Standards/Ethics Committee to be Jon, Bobby, and Hunt.

Jon asked Mike to work with social media accounts for the Board.

Jim was recognized suggested the Board take time of breaking out as a committee as part of the Board's in-person meetings. It was agreed that committee meetings would be held prior to in-person meetings.

Jon asked if Debbie, Mike, and Hunt be part of a Finance Committee. The role of Treasurer was discussed in relation to this committee.

Jon appointed a committee to review the Operating Policies. Jennifer, Bobby and Debbie were appointed to this committee.

Board Office Update: None (topics covered in regular business)

Update from Board Counsel: Reed provided update on the NC General Assembly.

Unfinished Business: Jon asked Reed and Barden go over the best practice forms.

New Business: Jim asked all board members to check the NC State Ethics Commission's website for the SEI and Ethics Training.

Next meeting will be March 9, 2020 at 6:00pm, conference call.

Adjourn: Steve motioned to adjourn. Bobby seconded and the meeting ended.