

North Carolina Locksmith Licensing Board
Meeting Minutes
Raleigh, NC
August 6, 2025

Members Present: Larry Mares, Jon Jeffries, Diane Riddle, Erich Crouch, Garrett Davis, Dovid Burnham, *Jack Walder**, *Mike McCarty**

Staff and Public: Barden Culbreth, Catherine Lee, Ryan Mitiguy, Leroy Everhart, Kenneth Wayne

Welcome and Call to Order: Chairman Larry Mares called the meeting to order at 12:05pm.

Ethics Awareness Statement: Larry read the Ethics Awareness Statement and asked for any conflicts or appearance of conflicts with the business before the Board today. Hearing none, the meeting continued.

Public Comment: None.

Approval of Agenda: Vice Chairman Jon Jeffries motioned to approve the agenda. Erich Crouch seconded the motion, and the agenda was approved.

Approval of Previous Meeting Minutes: Jon motioned to approve the previous meeting minutes. Diane Riddle seconded, and the meeting minutes from the last meeting were approved.

Approval of Financial Report: Treasurer Mike McCarty motioned to approve the reconciled financial statement. Jack Walder seconded, and the reconciled statements were approved.

Board Chair Report: Larry thanked members for being here, and for their work on committees, and thanked Barden for the Board staff.

Board Office Report: Barden shared the 2025 engagement letter with the auditor, and advised the Board that the annual report and audit would be due at the end of October.

Barden shared that the Board meetings would now be recorded and posted on the Board's Youtube channel.

Education and Training Committee: Diane reported on a recent exam in Asheville which she proctored. Erich and Barden proctored an exam in Burlington recently as well.

Jon reported he has started creating videos that will go on the Board's new Youtube channel. He stressed that the Board was not monetizing this channel. He asked that two videos he recorded recently be played for the Board.

Jon motioned to post the videos and the videos of the meeting. Dovid Burnham seconded and the motion was approved. Erich asked when the videos would be posted. Barden answered that he hoped to do it this week. Discussion followed about the ways to keep the public notified about Board activities.

Garrett Davis asked about transcription services in Youtube and if that could be interpreted differently from approved Board meeting minutes. He reminded Board members that side-bar discussion could be transcribed on Youtube. Discussion followed.

Unfinished Business: Attorney Catherine Lee was recognized and reported that the Board has submitted its rules to the Rules Review Commission for its periodic rules review.

New Business: Petition for Rule Making. Jon motioned for the Board to go into closed session to discuss the recently received Petitions for Rule Making. Dovid seconded, and the Board went into closed session to discuss the petitions with its legal counsel.

The Board resumed normal order.

Jon motioned to table the consideration of the Petition for Rule Making to the next meeting, for the Board members to have time to review the petition. David seconded, and the motion carried.

Adjourn: Garrett motioned to adjourn. David seconded, and the meeting ended.

Next Meeting: October 1, 2025

**attending via Zoom*