

**North Carolina Locksmith Licensing Board**  
**Meeting Minutes**  
**Raleigh, NC**  
**April 1, 2026**

**Members Present:** Jon Jeffries, Eric Crouch, Diane Riddle, David Burnham, Garrett Davis, Liz Gallo, Deanna Brena

**Staff:** Barden Culbreth, Catherine Lee

**Public:** Ken Wayne

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**Call to Order:** Chairman Jon Jeffries called the meeting to order at 12:10pm.

**Ethics Awareness Statement:** Jon read the Ethics Awareness Statement and asked for conflicts or appearances of conflicts before the Board today. Hearing none the meeting continued.

**Public Comment:** The chair opened the public comment period and advised all present of the speaking guidelines.

Ken Wayne was recognized and made comments. He provided a statement on his petitioned rules.

**Approval of Agenda:** Garrett motioned to approve. Diane seconded, and the agenda was approved.

**Approval of Previous Meeting Minutes:** Garrett motioned to approve. David seconded and the minutes were approved.

**Financial Report:** Garrett motioned to approve. Diane seconded and the minutes were approved.

**Legal Report:**

1. Annual Board Training / Orientation: Catherine Lee was recognized and began presentation.

Jack Walder signed in.

After the conclusion of the training, the Board took a 10-minute recess and reconvened at 1:40pm.

2. Vote on Rules: Catherine was recognized and presented draft rules that were presented to them:  
.0201, .0202, .0204, .0206, .0501, and .0802

David motioned to adopt these rules. Erich seconded and the motion carried.

**Board Chair Report:** Jon asked that the Board form a subcommittee to look at rules and rule revisions. He asked that any Board members who are interested contact the Board office.

**Board Office Report:** Barden reviewed Statement of Economic Interest, the Ethics training, and hearing compliance from the last Board meeting. Barden reviewed a new management contract that had no substantive changes. Garrett motioned to approve. Diane seconded and the motion carried to approve the contract.

**Education/Training Committee:** Diane was recognized and spoke about the recent examination and the upcoming exam on April 18. Erich and David were recognized and spoke about a recent exam session in Burlington.

David reported that the study guide had an error in a question about a shoulder stop. Barden asked for the change so he could revise in the next printing.

**Unfinished Business:** None.

**New Business:** None.

Jon thanked all the members for their work and asked about future committee assignments.

**Adjourn:** Diane motioned to adjourn. Liz seconded, and the meeting ended.

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