

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Goodwin & Hinson, PA

January 3, 2011 6:30 PM

Board Members: Ken Porter- Chairman, Wes Hinson, Jan Brown

Attendees: None

Call to Order

The meeting was called to order by Chairman Ken Porter at 6:40 PM.

Presentation

Motion made by Ken Porter to add payment of note as business item A), audit bid as item B), ethics and training class as item C), move personnel and training issues to item D), and approve the agenda with these changes, seconded by Wes Hinson, and approved unanimously. Ken Porter opened the floor for public comments, but there were none.

Note Payment

- Ken advised that bookkeeper contacted him regarding payment due for account for lease hold improvements. He reviewed funds availability. Reimbursement has not been received from landlord. Wes Hinson advised that proof of their insurance compliance must be provided to landlord for refund to be processed. Wes has requested this from the insurance company.
- Wes Hinson suggested requesting a 30 day extension from the bank while this refund is being processed and then paying the note. Ken Porter made a motion to have Wes contact the bank for a 30 day extension on this note payment, seconded by Jan Brown and approved unanimously.

Audit Bid

- Ken Porter has contacted 2 firms with ABC Board experience for bids on the required audit and discussed what would be involved, included, and required.
- Firm in Statesville, Warren Partners, that currently has 3 ABC Boards as clients and only handles government auditing submitted bid of \$7,500.00 - \$8,500.00.
- Second firm, Potter & Company, is in Union County and submitted bid of \$4,000.00.
- Ken will prepare proposals to submit at next meeting.

Ethics and Training Class

- Ken announced Ethics & Training responsibility class is coming up. Class will be at 3216 CPCC Harris Campus, Bldg H2 Room 2124, Charlotte NC 28208 from 9:30 AM – 3:00 PM. This is a mandatory ethics and responsibility training class for all board members and management staff of the ABC.
- All 3 board members agreed to attend the January 25th class.
- Ken Porter made a motion for all to attend, seconded by Wes Hinson and approved unanimously.

Personnel and Training Issues

- Closed Session: Pursuant to N.C.G.S. 143-318.11(a)(6), a motion was made by Wes Hinson to enter closed session to discuss personnel and training issues. Seconded by Ken Porter and Board voted unanimously in favor of the motion.

- Wes Hinson made a motion to appoint Charles Fowler the Interim General Manager with all the authority of the position to run the store, change the title of Todd Shreve to Manager in Training, and advise that both Todd Shreve and Assistant Manager, Will Pittman, will report directly to Charles Fowler for the interim eight month period. Motion seconded by Jan Brown and approved unanimously. Board agreed to draft memo to notify employees and place a call to Todd Shreve tomorrow morning to advise of this board action.

Approval of Minutes

Moved to next meeting.

Board Discussion & Possible Action/Comments

Wes asked about a meeting to address the personnel manual. Ken said he will have audit proposals and first financial report ready in few weeks to present also. Agreed to handle at February 2nd meeting.

Next Meeting

Board agreed to set next meeting for February 2, 2011, at 6:30 PM at the Law Offices of Goodwin & Hinson, PA.

Adjourn

Motion to adjourn made by Wes Hinson, seconded by Jan Brown, and was passed unanimously.