

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Hinson Faulk, PA

November 21, 2013 6:30 PM

Board Members: Wes Hinson, Gary D'Onofrio, Robert Laatz

Attendees: Charles Fowler, Nancy Ratcliffe

Call to Order

The meeting was called to order by Wes Hinson at 6:30 PM. Wes read G.S. 18B-201: It is the duty of every Board member to avoid both conflicts of interest and appearances of conflicts. In accordance with this statute, Wes asked everyone to review the agenda for the meeting and if any member has any known conflict or appearance of conflict with any matters coming before the Board today, that they identify the conflict and refrain from any undue participation in the matter involved. None were identified.

Presentation

Motion made by Gary to approve proposed agenda. Seconded by Robert and approved unanimously.

Approval of Minutes

October meeting minutes were reviewed. Wes made a motion to amend the October meeting minutes as follows: move the section of the minutes defined as "Employee Holiday Compensation" from the general minutes to the Closed Session minutes. Seconded by Robert and approved unanimously. Wes made a motion to approve the October minutes as amended and revised. Seconded by Gary and approved unanimously.

Public Comments

Wes Hinson opened the floor for public comments, but there were none.

Store Business, General Operations, and Sales Reports

- Charles reported that they have one new part-time employee, because they lost one that returned to college. Charles let Melissa handle all the interviewing and hiring with his approval.
- Charles provided and reviewed handouts on October sales figures. October sales were up \$18,138 from last year, which was 8.30% increase from 2012 and 2.73% increase over the State's average. November sales so far are up about \$10,000 over last year.
- Charles provided the annual State report to everyone. He is very proud of the store's performance. Percentage of profit to sales is 8.10%, which is 44th or 45th out of 165 stores in the State after being open only 2 complete years and having the operating overhead they have at this store.
- The average of mix beverage sales is up.
- Charles asked for Board to confirm whether their retirement matching amount is 3% or 6% for the full-time employees. He suggested they match the same 6% the local & state government does. Board discussed. Wes made a motion for the Board to approve a matching investment of up to 6% for employees participating in their retirement plan. Gary seconded and Board approved unanimously.

Store Financials

- Nancy pointed out that their net position increased by \$96,265.00 over 2012.

- Nancy went over changes in budget statements. Board discussed the revenue, expenses, profit and loss, and balance sheets.
- Wes made a motion to approve the store financials for October. Seconded by Robert and approved unanimously.
- Board reviewed and discussed their annual budget audit from Potter & Company.

Discussion of Internal Controls for Budget Amendment Process

- Based on their audit and recommendations from Potter & Company, the Board discussed how to improve their budget and budget amendment process. Board decided on new budget amendment process.

Workers Comp Audit

- There is a letter at the Town Hall that Wes will pick up and get to Nancy. The letter is a notice that Penn National is auditing our workers comp. Wes asked Nancy to contact Kelly at Penn National and provide her with the requirements for the workers comp audit.

Year-End Distributions

- Wes has contacted Turning Point and UC Drug and Alcohol Treatment Court. Turning Point has expressed much gratitude for last year's donation. UC Drug and Alcohol Treatment Court is still operating under a grant until December 2014. If that grant is not extended, they will be in greater need of funds in the future. Board discussed options and came to agreement.
- Gary made a motion to distribute the \$9,450 in discretionary alcohol education funds for fiscal year ending June 2013 as follows: 1) continue the \$500 annual scholarship to a Sun Valley High School student, 2) donate \$4,000.00 to Turning Point, 3) donate \$2,450.00 to UC Drug and Alcohol Treatment Court, and 4) donate \$2,500.00 to Thompson's Child & Family Focus. Seconded by Robert and unanimously approved.

Board Discussion & Possible Action/Comments

N/A

Next Meeting

Next meeting is December 19, 2013, at 6:30 PM at the Law Offices of Hinson Faulk, PA.

Adjourn

Motion to adjourn made by Robert, seconded by Wes, and was passed unanimously.

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- How do I locate a permittee? (Permittee Search)
- How do I apply for a permit?
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- What type of sales are allowed in my area?
- How do I open an ABC Store?

Enter LE Monthly Reporting Numbers [\[Exit\]](#)

Instructions:

- Preview the information below.
- Click [Submit] button to submit the information to ABC
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Month: October **Year:** 2013

ABC Law Violations	At Permitted Establishments	Away From Permitted Establishments	Total
Sell to Underage	1	0	1
Sell to Intoxicated	0	0	0
Underage Possession	0	0	0
Unauthorized Possession	0	0	0
Other Alcohol	1	0	1
Controlled-Substance Violations			
Man/Sell/Deliver, trafficking/etc.	0	0	0
Possession	1	0	1
Paraphernalia	1	0	1
Other	0	0	0
Other Offenses			
DWI & Implied	0	0	0
Traffic	0	0	0
Criminal	0	0	0
Weapons/Assaults	0	0	0
Alcohol Education			
Seller / Server	0		
Other Presentations	0		
Total:	0		
Agencies Assisted			
ABC Law	0		
Controlled Substance	0		
Other	1		
Total:	1		
Miscellaneous			
Inspections	6		
Violations Submitted	1		
Compliance Checks	0		
Training Hours	0		
Total:	7		

Remarks:

conducted 6 outlet inspections,1 individual was charged with drug possession in parking lot of abc store. At another location underage male was charged with purchasing alcohol underage and the clerk was charged for selling alcohol to an underage also a violation was submitted to abcc as well.

Official Submitting Report:

J.W. Hinson

Date of Report:

11/5/2013