

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Hinson Faulk, PA
February 20, 2014 6:30 PM

Board Members: Wes Hinson, Gary D'Onofrio

Attendees: Charles Fowler, Melissa Williamson

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 Wes and approved unanimously.

Approval of Minutes

N/A

Public Comments

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

Store Business, General Operations, and Sales Reports

- Melissa provided and reviewed handouts on January sales figures. January sales were up \$34,463.00 from last year to \$230,313.00, which was 8.67% increase over the State's average.
- Melissa is speaking with Todd about POS options for splitting payments and gift cards. Todd is sending someone out to install the necessary POS programming. Then Melissa can look into costs and having gift cards made for their store.
- ALE report was also reviewed. Melissa said she can request Jason or Omar to come into a Board meeting to review the report and answer Board questions. Board did not feel this was necessary at this time. There was a written warning to a bar/restaurant that is one of their mixed beverage accounts right before the bar changed owners.
- Melissa is working with ALE to sponsor a BARS (BE A Responsible Server) class at their store for all the store employees and the store's mixed beverage accounts. The store will provide refreshments and host it in the backroom. Depending on the RSVP numbers, they may have to rent tables and chairs.
- Melissa and Charles will be attending the Annual Manager's Meeting in Greensboro on March 25 & 26.
- Melissa is working to increase the mixed beverage sales. She is speaking with Hickory Tavern manager, who is taking request for 2nd store sales to regional manager.

Store Financials

- Tabled due to absence of Financial Officer

Scholarship Applicant Consideration

- Board has received and reviewed one application for 2013 scholarship, but is not sure the application meets the criteria and wants to confirm the required project was completed.
- Wes made a motion to follow up with the applicant via email regarding completion of the application project; if not completed, the applicant should inform the Board when completed and signed off on by teacher. Seconded by Gary and approved unanimously.
- Board discussed possible options of pulling last year's scholarship funds for reallocation, because no one applied last year. Wes made a motion to pull the unused 2012 Scholarship funds back into the discretionary alcohol education fund for another worthy cause, which will be determined at a later date/vote. Seconded by Gary and approved unanimously.

Finance Officer Succession Plan

- Wes reported that he had a detailed discussion with Nancy regarding her succession plan and training a new finance officer. Wes detailed the Board's expectations for Nancy to train the new person, transition from Nancy's software to QuickBooks, also transitioning the new employee from an outside finance officer to an in-store office. Wes felt it was a good, open dialogue that was constructive and well-received. Nancy indicated that she would certainly be willing to train someone else, understood the need for the software transition, and agreed it made the most sense to have that person be an in-store employee. They discussed a time-frame of now through June. He suggested interviewing candidates in March, so Nancy can begin training in April to turn over reigns in May, so as to leave a wind-down period until Nancy leaves in June. This would probably be only a part-time position. Board discussed.
- Wes made a motion to approve the March candidate search, April hire, April-May direct training, and June as-needed-training time frame for the new Finance Officer position. Seconded by Gary and approved unanimously.
- Board discussed candidate search options. Wes knows an accountant head-hunter or Melissa suggested they can advertise through the NC Commission posting site. Board agreed to start with head-hunter, so they have someone to help find qualified candidates. If no traction by March meeting, they will look to expand it.

Future Store Upfit Needs & Budgeting

- Wes diagramed potential new space and discussed store needs with Charles & Melissa. They want additional security in the offices, but want to try to keep rewiring to a minimum to control costs. Charles & Melissa will diagram and consider further options and needs, so they can meet with a contractor.
- A stand-alone PC, locking file cabinet, and office furniture will be required for the new Finance Officer's in-store office that is to be constructed.

Board Member Applicant Advertising

- Wes Hinson's term is up March 31. The Town advertised thru January 31, but only received 2 applicants. At the February 25 Town meeting, the Town Council will decide whether to re-open the application period.
- Wes is concerned about seeing through the new Finance Officer transition, so is thinking that extending the application period will help them maintain the current Board until the new hire is in place. Board will inquire whether an alternate term can be opened for Wes to stay through this transition, so they are not bringing on 2 new people at the same time during this crucial business change.
- Wes made a motion for Gary to respond to Joe Fivas with the Town about expanding the application period and openly discuss the transition happening on the Board to seek alternate resolution to an immediate Board Member replacement at this time. Seconded by Gary and approved unanimously.

Board Discussion & Possible Action/Comments

Wes commented that Charles and Melissa are doing a fabulous job. Gary said the numbers speak for themselves. Melissa said it is not just a reflection on them, but of all the employees. She says they have a fabulous staff right now and she couldn't ask for a better staff.

Next Meeting

Next meeting is March 20, 2014, at 6:30 PM at the Law Offices of Hinson Faulk, PA.

Adjourn

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

Search the site



- Spirituous Liquor
- Permits
- Beer & Wine Products
- Education
- Legal
- Audit
- Local ABC Boards
- About Us

- How do I locate a permittee? (Permittee Search)
- How do I apply for a permit?
- How do I find a store near me?
- How do I apply for a job at an ABC store?
- 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
- Click the [Cancel] button to return to the board login page.

Month: January Year: 2014

ABC Law Violations	At Permitted Establishments	Away From Permitted Establishments	Total
Sell to Underage	0	0	0
Sell to Intoxicated	0	0	0
Underage Possession	13	0	13
Unauthorized Possession	0	0	0
Other Alcohol	2	0	2
Controlled-Substance Violations			
Man/Sell/Deliver, trafficking/etc.	1	0	1
Possession	5	0	5
Paraphernalia	3	0	3
Other	0	0	0
Other Offenses			
DWI & Implied	0	0	0
Traffic	0	0	0
Criminal	1	0	1
Weapons/Assaults	0	0	0
Alcohol Education			
Seller / Server	0		
Other Presentations	0		
Total:	0		
Agencies Assisted			
ABC Law	0		
Controlled Substance	0		
Other	0		
Total:	0		
Miscellaneous			
Inspections	3		
Violations Submitted	0		
Compliance Checks	0		
Training Hours	0		
Total:	3		

Remarks:

conducted 3 written inspections and 8 outlet observations. Assisted Union county Sheriffs office with underage house party. Assisted NCSHP with investigation that resulted in a felony drug arrest. Had 18 arrests for the month with 25 total charges. Also had one written warning to abc establishment.

Official Submitting Report:

J.W. Hinson

Date of Report:

2/5/2014

