

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Goodwin & Hinson, PA

February 8, 2011 6:30 PM

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

Attendees: Charles Fowler, Nancy (bookkeeper)

Call to Order

The meeting was called to order by Chairman Ken Porter at 6:30 PM.

Presentation

Motion made by Ken Porter to approve the agenda with items a) through f), seconded by Wes Hinson, and approved unanimously. Ken Porter opened the floor for public comments, but there were none.

Board Auditor

- Ken reviewed the proposals from the 2 firms, and recommended Potter & Company. Board discussed options and agreed.
- Wes Hinson made a motion to accept the Potter & Company proposal. Jan Brown seconded, and it was approved unanimously.

YE and YTD Financials – tabled until next meeting

Law Enforcement Contract

- Ken Porter advised that from their ABC training, they learned they are required to have a law enforcement contract with the Sheriff's Office.
- There was open discussion about contract options, what services would be provided, and the cost.
- Wes Hinson offered to contact the Town of Indian Trail Manager to see if they can get covered through the town's law enforcement contract with the Sheriff's office, or at least get information about their contract as a model.

Personnel Manual

- Ken opened the floor for comments on the employee manual. Board agreed it seems to cover employee responsibilities and structure. Ken asked about the travel policy requiring previous approval.
- Jan made a motion to set the vacation policy at 1 week after 1 year, 2 weeks after 2 years, 3 weeks after 5 years, and 4 weeks after 20 years and time can not be carried over. Seconded by Wes Hinson, and approved unanimously.
- Health coverage will be paid for full time employees only after 90 day waiting period, with family coverage available at the employee's expense.
- Drug testing policy and options discussed. Ken made a motion to insert a 2 strike rule under Section 10 Item 2 that states a positive drug test result will require a 2nd test after 30 days, and 2 positive tests will result in termination. Also, as per Article 4, Section 6, any employee found under the influence on the job will be subject to immediate termination and this rule takes precedence over the 2 strike rule. Seconded by Wes Hinson, and approved unanimously.

- Several corrections and changes were made to the manual, which are to be reviewed and adopted at a future meeting. Board agreed that all employees must sign sheet that they have received a copy of the manual.

Managers' Authority

- Ken Porter made a motion to extend to Charles Fowler, the Interim General Manager, all the authority to hire, fire, apply the policy manual, set schedules, and take appropriate action as manager, without prior board review or approval. Motion seconded by Wes Hinson and approved unanimously.
- Charles Fowler and board discussed William Sherwood quitting his part time position because he didn't like the scheduling. He walked off the job and did not show up for work the next two days.

Warehouse Space – tabled until March to allow time to collect more data to determine if additional space is needed/cost effective before approaching landlord for possible addendum to lease

Approval of Minutes

Moved to next meeting.

Board Discussion & Possible Action/Comments

Board decided to set future regular meetings for the third Thursday of each month.

Next Meeting

Board agreed to set next meeting for March 17, 2011, at 6:30 PM at the Law Offices of Goodwin & Hinson, PA.

Adjourn

Motion to adjourn made by Wes Hinson, seconded by Ken Porter, and was passed unanimously.