

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Goodwin & Hinson, PA

March 17, 2011 6:30 PM

Board Members: Wes Hinson, Jan Brown

Attendees: Nancy Ratcliffe, Charles Fowler

Call to Order

The meeting was called to order by Wes Hinson at 6:30 PM.

Presentation

Motion made by Wes Hinson to add items f) advertising and g) employee dress code and approve the agenda, seconded by Jan Brown, and approved unanimously. Wes Hinson opened the floor for public comments, but there were none.

Approval of Minutes

Meeting Minutes for July 8, July 29, August 26, September 9, September 30, October 14 and October 26 were reviewed by board members. They commented that the transcriber was doing a great job. Motion made by Wes Hinson to accept and approve all minutes, seconded by Jan Brown and passed unanimously.

Ethics Policy Adoption

- Board reviewed copy of ethics code/policy. Motion made by Jan Brown to accept Ethics Code, seconded by Wes Hinson and passed unanimously. It will be sent to state commission.

Law Enforcement Contract

- Wes Hinson spoke with Town of Indian Trail. Town felt that 5% of what the IT ABC is projected to net will not justify them reworking their existing contract with the UC Sheriff's Office, so they requested that the ABC Board get their own contract with the Sheriff's Office.
- Jan Brown made a motion to empower Wes Hinson to negotiate a contract with Sheriff's Office on behalf on IT ABC Board. Seconded by Wes Hinson and passed unanimously.

YE and YTD Financial Review

- Nancy Ratcliffe provided financial statements to the board and reviewed them in detail. Overall, everything looks good. Most numbers are staying the same or improving, so we are showing a good profit.
- Ken is figuring the depreciation, so the profit margin will change some.
- Everything is up to date, except for 2 alcohol bills that need to be paid. There was discussion about how to handle these ASAP.
- There is a required computer sales system update that needs to be installed ASAP. A quote from Carolina Data Systems was provided for review. The board accepted it and agreed to have it installed ASAP to prevent getting any warnings for violations.

- There was discussion about the excessively high credit card fees being charged by the bank, especially since sales have proved to be 65% by credit card. Wes Hinson will contact the bank to try to negotiate these down.
- Update was provided on liquor by the drink sales and clients.
- There was discussion about the cost of unemployment insurance, utility bills, and general overhead expenses.

Personnel Manual

- Copy of updated manual with agreed upon changes was provided to board for review.
- Wes Hinson made a motion to accept the policy manual with agreed upon changes, seconded by Jan Brown, and passed unanimously.

Warehouse Space

- Wes Hinson provided update of his discussions with the landlord to waive the requirement for the letter of credit for tenant reimbursement amounts for much needed additional warehouse space. This looks good so far, but he is waiting for a response.
- Wes Hinson made a motion to accept the terms of the letter of intent and reduce it to a formal lease for the new space, seconded by Jan Brown, and passed unanimously.
- Wes Hinson made a motion to contract with Maxco to complete the upfit of the new warehouse space, seconded by Jan Brown, and passed unanimously.

Advertising

- Jan Brown made suggestions of advertising ideas to get the store name out in the public, such as local magazines, scholarships, donation of local park equipment. This will be tabled until funds are available for something of this nature.

Employee Dress Code

- Charles Fowler requested the board consider changing the requirement to wear khaki pants as part of the uniform, because they show too much dirt and are expensive to replace. All employees are required to stock, which can be dirty, and several have already ruined pairs of khaki pants in performance of their duties. He suggested nice jeans are more appropriate to the work environment and job duties.
- Wes Hinson made a motion to empower the store manager, to make decisions about dress code, provided that all employees are wearing the identifiable ABC store shirt, no shorts or sandals, and look appropriate and uniform. Motion seconded by Jan Brown and passed unanimously.

Board Discussion & Possible Action/Comments

Board discussed travel reimbursement policy and new memo received. Research will be done into what policy the town has in place before any decision is made.

The board will be having regular scheduled meetings on the 3rd Thursday of every month at 6:30 PM.

Next Meeting

Board agreed to set next meeting for April 21, 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.