

# MINUTES

## **Indian Trail Alcoholic Beverage Control Board**

Law Offices of Hinson Faulk, PA

April 24, 2014 6:30 PM

**Board Members:** Wes Hinson, Gary D'Onofrio

**Attendees:** Charles Fowler, Melissa Williamson, Nancy Ratcliffe, Jan Brown

### **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 add item g) Law Enforcement Contract. Seconded by Wes and approved unanimously.

### **Approval of Minutes**

January and February meeting minutes were reviewed. Wes made a motion to approve the January and February minutes. Seconded by Gary and approved unanimously.

### **Public Comments**

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

### **New Board Member Applicant Introduction and Welcome**

- Gary invited all 3 current applicants to attend this and future meetings. Jan Brown was the only applicant present at this meeting.
- Jan Brown, present as member of public & current applicant for the open Board position, introduced himself to current Board. Jan has previously served on the Board.

### **Store Business, General Operations, and Sales Reports**

- Melissa provided and reviewed handouts on February sales figures. February sales were up 9.53%, which was \$20,373.00 from last year to \$234,221.00, which was 4.70% increase over the State's average. March sales were \$254,616.00 with an increase of \$8,518.00 over last year. April is looking good so far to exceed sales.
- Mixed beverage sales were up for March.
- ALE report was also reviewed. The store had no violations.
- The store has 28 RSVPs so far for the BARS (BE A Responsible Server) class they are hosting on Monday. The store will provide refreshments and hosted it in the backroom.
- Melissa and Charles attended the Annual State ABC Store Manager's Meeting in March. Melissa reported that they both learned a lot, and were able to share their under/overage policy for the registers with other stores in need of a policy that is in compliance with the law.

### **Store Financials**

- Nancy went over current YTD budget and the revenue, expenses, profit and loss, and balance sheets. Board discussed in detail.

- Nancy suggested they may be able to do an early pay off of their bank Note by year's end. Board discussed this and the balance of the accounts.
- Melissa noted she will likely be submitting a purchase order for new uniform shirts.
- Nancy submitted budget amendments for insurance, utilities, and credit card fees. Board discussed amendments. Gary made a motion to approve the budget amendments as follows: 1) Increase the budget for insurance in the amount of \$6,000.00. Seconded by Wes and approved unanimously. 2) Increase budget for credit card fees in the amount of \$4,000.00. Seconded by Wes and approved unanimously. 3) Increase budget for utilities in the amount of \$3,000.00. Seconded by Wes and approved unanimously. Board will sign approved amendments and send copies to the Town.
- Wes made a motion to approve the store financials. Seconded by Gary and approved unanimously.

### **Year End Audit**

- Contract has not been signed with Potter & Company yet. They should be sending that new contract bid shortly.
- Another company has also submitted a bid for the Board to consider.
- The Preliminary 2014-2015 Budget will be reviewed in detail at next month's meeting.

### **Finance Officer Succession Plan**

- Per the Board's previous approval, Wes contacted the accountant head-hunter. They have several potential candidates, but the Board needs to further define their parameters for the position. Board had an open discussion with Nancy regarding the needed time and requirements for the position. She greatly stressed the importance of someone having experience in "double-entry" bookkeeping and accounting in compliance with ABC law. Board also conferred with Melissa and Charles about the needed requirements. They agreed that since the new bookkeeper will have an office in the store, an 8 AM-12 PM daily schedule, Monday through Thursday, would work best for the store's needs.
- Melissa reminded Board that they can advertise through the NC Commission posting site, which may help them find someone with the required experience.

### **Future Store Upfit Needs & Budgeting**

- One possible candidate that was going to put in a bid for the upfit is now involved in a 60+ day project, which will make them unavailable for the store's needs.
- This will be a relatively small upfit job, so they will be shopping bids from other possible contractors that can meet their needs.

### **Law Enforcement Contract Board Member Applicant Advertising**

- Current Law Enforcement Contract is up June 30, 2014, so a new contract has been submitted for Board review. The new contract has same terms as existing contract. Board reviewed and discussed.
- Wes made a motion to approve the new law enforcement contract as presented. Seconded by Gary and approved unanimously.

### **Board Discussion & Possible Action/Comments**

N/A

### **Next Meeting**

Next meeting is May 15, 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.