

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Hinson Faulk, PA
June 19, 2014 6:30 PM

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

Attendees: Melissa Williamson, Nancy Ratcliffe, Charles Fowler, George Afonte

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 Robert to add g) Discussion on Town of Indian Trail facilities. Seconded by Wes and approved unanimously. Wes made a motion to add item h) Staff salary & other personnel matters. Seconded by Gary and approved unanimously. Motion made by Robert to approve proposed agenda with added items. Seconded by Wes and approved unanimously.

Approval of Minutes

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

Public Comments

Wes Hinson opened the floor for public comments. Jorge Aponte, who lives in Brandon Oaks, has submitted an application for the next open Board position.

New Board Member Applicant Introduction and Welcome

- Jorge introduced himself. He went into detail about his background, education, and business experience. Jorge explained his current civic involvements and that he would like to be more involved in Indian Trail. He believes his experience and background can be helpful to the Board as Indian Trail continues to grow.

Store Business, General Operations, and Sales Reports

- Melissa provided and reviewed handouts for May sales figures. May sales were up 8.9%, which was up \$22,978.00 from last year to \$278,764.00, which was 1.87% increase over the State's average. Father's day was great for the store. Currently the store stands at \$2,985,748.00 as of 6/18/2014. Melissa projects that the store will do \$3,061,000.00 for the year.
- Melissa also received the final draft for the performance audit. Melissa also scheduled the inventory count with Potter & Company for the morning of June 30th.
- ALE report was also reviewed; no violations.

Store Financials

- Nancy went over current YTD budget and the revenue, expenses, profit and loss, and balance sheets for May. Board discussed in detail.
- Nancy reported that they did pay off their bank Note in early June. Board discussed.

- Nancy advised that she needs all reports of May and June expenses immediately to close out year-end budget.
- Wes made a motion to approve the store financials. Seconded by Gary and approved unanimously.

Year End Audit

- Nancy has been in contact with Jan Glover at Potter & Company. They are ready to tackle our audit and will provide a quick turnaround. Nancy would like for Jan to present the audit at the July meeting, if possible. Nancy requested pushing the July meeting back 1 week to accommodate this. Board agreed.
- Wes made a motion to move the July ABC Board meeting back to July 24, 2014. Seconded by Robert and approved unanimously.

Future Store Upfit Needs

- Bids have been received from Caromark Building Group and Sam Tyson Builders. Board reviewed and discussed options. Robert made a motion to accept the bid from Sam Tyson Builders, contract them to start work ASAP, and authorized Charles an additional \$1,000.00 flex in the budget for permits and miscellaneous items needed for upfit. Seconded by Gary and approved unanimously.
- Melissa will contact their alarm company for a quote on needs for new office.
- Quote in the amount of \$3,200.00 + cost of plywood decking received from CE Connecting Elements for the additional back warehouse shelving. Charles feels total cost should be about \$3,600.00.
- Robert made a motion to approve CE quote and install shelving in back warehouse. Seconded by Gary and approved unanimously.
- New PC quote from Carolina Data Services submitted by Charles. Board discussed. Robert made a motion to accept the PC quote from Carolina Data Services. Seconded by Wes and approved unanimously.

Finance Officer Update

- Wes has been in contact with Emily S. Hinson to answer the questions she had posed to the Board. Board hopes she can start July 7 or July 14 as soon as the new office space is completed.

Discussion on Town of Indian Trail Facilities

- Gary met with the Town Manager, Joe Fivas, in May to discuss options for meeting facilities and recording meeting minutes going forward after Wes comes off Board. There are options available that the Town would be glad to offer.
- There is also a Town attorney available to assist with legal matters and questions.

Store Personnel Matters

- Board promoted Melissa Williamson to General Manager of the store.

Board Discussion & Possible Action/Comments

Board discussed having August be Wes Hinson's last meeting, as long as the audit & budget is completed by then, and the new Board member come on then. Board plans to attend Town Council meeting in August or September to give presentation.

Next Meeting

Next meeting is July 24, 2014, at 6:30 PM at the Law Offices of Hinson Faulk, PA.

Adjourn

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