

# MINUTES

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

Law Offices of Hinson Faulk, PA  
July 18, 2013 6:00 PM

**Board Members:** Wes Hinson, Robert Laatz

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

### **Call to Order**

The meeting was called to order by Wes Hinson at 6:00 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 Wes Hinson to approve the agenda as proposed. Seconded by Robert and approved unanimously.

### **Approval of Minutes**

N/A

### **Public Comments**

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

### **2013-2014 ABC Board Budget- Public Hearing**

- Copies of the proposed 2013-2014 Fiscal Year budget were provided to Board and the Town of Indian Trail. Board has reviewed and revised this budget proposal in past meetings. Copies were also made available for members of the public, but none were present.
- Wes reviewed the proposed budget publicly, detailing estimated revenues of \$2.9 million, \$840,000.00 in taxes on that revenue, \$1,363,000.00 cost of goods sold, operating expenses of \$442,000.00, distributions to Town, ALE, etc. A delayed meeting approval date was corrected on page 2.
- Finance officer, Nancy, was available for any questions and made sure the Board was aware that the cost of insurance will go up considerably, but no one knows how much yet. Merchant service fees have been reviewed and discussed with the bank. First Citizens Bank performed an account analysis and offered a lower rate that takes effect next month, resulting in about \$300/month savings for merchant services fees.
- Robert made a motion to approve the 2013-2014 ABC Board Budget. Seconded by Wes and approved unanimously. This approved budget will be provided to the Town of Indian Trail and the State ABC Commission.

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

- Melissa provided and reviewed handouts on June sales figures. Sales were down for 1<sup>st</sup> time since store opened, but they still had a good month with \$235,346.00. Even though total sales are down from last June, the bottle count is still up, which reflects economy and that patrons are opting for less expensive items. July is off to a good start. Melissa reported that they still met and exceeded their \$2.8 million goal for the year.

- ALE report was reviewed and discussed. There was no activity at this store last month.
- Melissa was glad to report that the new security cameras have been installed and the picture quality is fantastic. Charles explained that they now have camera coverage for facial and license tag recognition, night vision, and a new monthly backup system. The new display monitor for this system is right up front, so all customers can see they are on camera.

### **Store Financials**

- Nancy reviewed June store financials in detail. Board reviewed and had general discussion about the revenue, expenses, profit and loss, and balance sheets.
- Nancy provided and covered the Year-to-Date budget statements.
- Robert made a motion to approve the YTD financial statements. Seconded by Wes and carried unanimously.
- Nancy submitted and reviewed budget amendments in detail.
- Robert made a motion to approve the budget amendments. Seconded by Wes and approved unanimously. Approved amendments will be submitted to Town and State Commission.

### **Discuss 2013-2014 Store Audit**

- After discussing time tables with Jan, Nancy asked that a request be made to the Town CPA that the Board be allowed a more reasonable 45-60 day deadline to submit their audit to the Town. Wes advised he has emailed the Town Finance Officer regarding this. Though they realize this is a tough time frame, they are working within the time constraints set by when the Town Auditors will be available, but have provided a four week window that will help, since the Town audit takes 6-8 weeks.
- Nancy has submitted everything to Jan Glover with Potter & Company, who started audit today, and will try to have it back by 1<sup>st</sup> week of August to be reviewed, approved, and submitted to Town.

### **Year-End Distributions**

- Nancy advised that all bills and credits need to be finalized as soon as possible for Year-End budget finalizations and audit. Once audit is completed, final distributions can be determined, so Wes tabled this item for the next meeting.

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

Board commended store management for surpassing last year's revenue budget by \$150,000.00, which netted an additional \$30,000.00 in taxes and general distributions to the Town. Nancy suggested revisiting the idea of in-store training for the associates to upgrade sales. Wes agreed to add that topic and possible new distribution candidates to the next meeting agenda.

### **Next Meeting**

Next meeting is August 27, 2013, at 6:30 PM at the Law Offices of Hinson Faulk, PA.

### **Adjourn**

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