MINUTES

Indian Trail Alcoholic Beverage Control Board
Law Offices of Hinson Faulk, PA
August 27, 2013 6:30 PM

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

Attendees: Charles Fowler, Nancy Ratcliffe, Melissa Williamson

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 Wes Hinson to approve the agenda as proposed. Seconded by Gary and approved unanimously.

Approval of Minutes

N/A

Public Comments

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

2012-2013 ABC Board Audit

- Copies of the 2012-2013 ABC Board Audit prepared by Potter & Company were provided to Board. Nancy reviewed audit & auditors letter in detail. Audit report came back great.
- Nancy reported that the final budget allowed for a distribution of $19,500 to the Town, making the total distributions to the Town of Indian Trail $77,000 for the year.
- This budget appeared to be over, because sales were higher than anticipated, which results in higher inventory, bills, etc. Nancy will request the auditor to clarify this in her audit explanation letter, before it is sent to the Town. To counter this going forward, Nancy made sure the Board was aware that monthly budget amendments will be made to keep the future budget more closely in line.
- The audit addressed the fact that the State ABC Commission requires that a retirement plan be provided to employees, but IT ABC Board budget didn't yet show participation. This was due to the fact that there were no eligible employees participating during this budget period. After reviewing presented plan options, at the November 15, 2012 ABC Board meeting, the Board approved the Vanguard Simple IRA as the store employee retirement plan and was to approach the Town of Indian Trail for authorization to deviate from the Town or State retirement plan. The Town of Indian Trail must provide a letter of exemption to the ABC Board for presentation to the State Commission. Board will follow up for this ASAP and finalize it at the next meeting. Now that the IT ABC Board has employees that are eligible to participate in a retirement savings plan, the Board will look into having a Vanguard representative come out and provide all plan information and options to eligible employees to get them started in the program.
- Nancy answered all questions about audit. Board discussed audit and referenced proposed budget of gross and net sales for next year.

- Gary made a motion to approve the 2012-2013 ABC Board audit. 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 July and August's to-date sales figures. July sales were up from last year and August is on pace to exceed last year also. The average of mix beverage sales is currently up for August.
- The audit confirmed that final 2012 year-end gross sales were in excess of $2.8 million.
- ALE report was reviewed and discussed. There were 3 inspections and no violations reported at this store last month.

Store Financials

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

Year-End Distributions

- The audit and budget finalization revealed that for the fiscal year a final distribution of $19,500 could be made to the Town of Indian Trial, also another ALE distribution of $2,500 will be paid out, and there is $9,450.00 in discretionary alcohol education funds that the Board must decide how/where to distribute. This will be discussed at upcoming meetings.

Board Discussion & Possible Action/Comments

N/A

Next Meeting

Next meeting is September 19, 2013, 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.