

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Goodwin & Hinson, PA

August 30, 2012 6:30 PM

Board Members: Ken Porter- Chairman, Wes Hinson, Gary D'Onofrio

Attendees: Charles Fowler, Nancy Ratcliffe, Store Manager Melissa

Call to Order

The meeting was called to order by Ken Porter at 6:30 PM.

Presentation

Motion made by Ken Porter to approve the proposed agenda with items a) through c), seconded by Wes Hinson, and approved unanimously.

Swearing in of New Board Member Gary D'Onofrio

Approval of Minutes

June Open and Closed Session meeting minutes and attachments were provided to Board and reviewed. Ken made a motion to approve meeting minutes as drafted. Seconded by Wes Hinson and carried unanimously.

Public Comments

Ken Porter opened the floor for public comments, but there were none.

Store Business, General Operations, and Sales Reports

- Charles and Melissa provided handouts of proposals for the HVAC maintenance plans. Charles reviewed them in detail and made his recommendation. Wes made a motion to approve the Sylvester & Cochran proposal and contract them for HVAC maintenance. Ken seconded and the motion was carried unanimously.
- Charles said the leak above the ladies room has been fixed, but ceiling still needs repaired. This is being followed up on.
- Charles provided ALE Arrest Reports, which the Board will be receiving every month.
- Nancy stated another payment is due to the ALE.
- For general operations, Charles reported that Melissa and other co-managers are way ahead of where he thought they would be at this time. They had to rework the warehouse again, which is good because it shows growth.
- Charles provided sales reports showing \$205,059.61 to date for August, up from \$194, 995.13 for August last year, and still above the state average.
- Melissa reported that the store just had their best two inventories since the store opened, being \$0.64 short last month & \$2.20 short this month. Charles credits the employee changes for this great improvement.
- Charles did a quick store, operations, restaurant accounts and inventory review. Melissa commented that Beth and Ed are great at product up-sales.
- Board did a general review to bring the new board member up to speed.

Store Financials, End of Year Audit

- Ken spoke with Jan Glover from the audit company about comments on audit report. He discussed with Nancy a few changes that need to be made. Ken reviewed report in detail with Board. Overall cash management of the store is excellent and they are still in good shape to pay off their bank note early. They are showing good growth.
- Another disbursement of about \$15,000 will be made to Town of Indian Trail.
- Nancy said their alcohol education funds still need to be spent. Two people have been invited to attend the September meeting regarding this.
- The ABC Board general liability insurance policy renewal came with no changes and no increases. Board reviewed.
- Another ALE payment shall be made.
- Completed and finalized audit report should be delivered Monday. A signed copy will be sent to ABC Commission.

Budget Discussion

- Board agreed this was completed at last meeting. Ken made a motion to dispense with this agenda item, seconded by Wes and approved unanimously.

Board Discussion & Possible Action/Comments

N/A

Next Meeting

Next meeting is September 20, 2012, at 6:30 PM at the Law Offices of Goodwin & Hinson, PA. (Next meeting date was subsequently changed to October 4, 2012)

Adjourn

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