

MINUTES

Indian Trail ABC Board
Board of Directors – Regular Meeting
Indian Trail ABC Board
5880 Hwy 74 East, Indian Trail NC 28079

1. Call To Order: 6:35pm by: Jeff Sullivan – Thursday, August 20th, 2015

PRESENT

Board Members: Chairman Jeff Sullivan, Member Robert Laatz, Member Jan Brown

Attendees: General Manager Melissa Williamson, Finance Officer Shelly Hinson
(First names will be used for Board Members and Attendees when appropriate)

Guest: N/A

Not Present:

2. CONFLICTS OF INTEREST

*Chairman Jeff Sullivan 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, Jeff 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.***

3. Additions and Deletions; Motion to Approve Agenda- August 20, 2015

ADDITIONS/CHANGES TO THE AGENDA – N/A

DELETIONS FROM THE AGENDA – N/A

APPROVAL OF THE AGENDA

Jan made a motion to approve the agenda as presented.

Seconded by Jeff, the vote to approve the agenda: passed unanimously.

4. Review and Approval of Prior Meeting Minutes – July 23, 2015

ADDITIONS/CHANGES TO THE MINUTES– Time change on Closed Session to start @ 7:00p and end @ 7:30p and Meeting adjournment @ 7:38pm

DELETIONS FROM THE MINUTES – N/A

APPROVAL OF THE MINUTES

Robert made a motion to approve the minutes as presented with corrections to be made. Seconded by Jan, the vote to approve the minutes: passed unanimously.

July 23, 2015 minutes will be provided to Town of Indian Trail.

5. PUBLIC COMMENT

Chairman Sullivan opened the floor for public comments, N/A.

6. Business Items:

a) Update on Sales Reports; Store Business; Law Enforcement; General Operations

General Manager-Melissa reported Sales for July 2015, \$301,194, +41,486 over July 2014 +16.24% - MXB +13,532 over July 2015. Nothing outstanding on ALE report. All floors and mats/rugs cleaned on Sunday except warehouse and Finance Officer's office for \$475.00. Discussion on floors, carpets and cleaning/spot cleaning on a regular basis with maintenance program. Discussion on HVAC/filter system/dust on shelves. Discussion on showroom/warehouse door for security purposes. Discussion on signage at the front of the store. Discussion on tweaks that can improve the store operations and strive to improve where we can.

b) Update on Store Financials –

Finance Officer-Shelly reported July 2015 Summary of Cash Balances and A/P, Summary of Inventory at Cost and Summary of Actual Sales, retail and MXB.

Reviewed Summary of Operations for July 2015 and New Actual vs Budget Comparison worksheet. Discussion on changes or improvements to worksheet.

Working with Potter & Company on final audit figures and final journal entries. Potter will be at next Board meetings. Jodie Musselwhite with 401k and 457(b) Prudential plan talked to Melissa and myself. For the Indian Trail ABC Board to join there the Board must make a motion to join this and there are plan documents for Jeff to sign.

****Motion to approve Prudential 401k and 457(b) plans for employee contribution only (no Board contributions at this time), presented by Jodie Musselwhite as an employee group and individually, Robert made the motion to approve and Jeff seconded the vote to approve the Prudential 401k and 457b plan: passed unanimously.***

Stand by Letter of Credit (page left of original documents) that Jeff needs to sign.

Reviewed new Indian Trail ABC Board employee and store forms for Melissa to use.

FO will make GM a file of all these as new hire folder and also all copies to use as needed in the future.

6. Business Items-New – N/A

7. Board Discussion & Possible Action – Panic button, monitor for Finance Officer, Alarm codes deleted, changed and added. Monday morning meetings for Melissa and Shelly, along with weekly schedule.

8. Board Comments – Good Job by all!

Next Board Meeting Scheduled:

September 24th, 2015 at 6:30pm at the Indian Trail ABC Store

Adjournment: 7:30pm Time

Motion to adjourn made by Chairman/Board Member Jan,

Seconded by Chairman/Board Member Jeff, passed unanimously.

