

MINUTES

**Indian Trail ABC Board
Board of Directors – Regular Meeting
Indian Trail Civic Building
100 Navajo Trail, Indian Trail NC 28079**

1. Call To Order: 6:30pm by: Gary D’Onofrio – Thursday, January 15, 2015

PRESENT

Board Members: Chairman Gary D’Onofrio, Member Robert Laatz, Member Jan Brown

Attendees: General Manager Melissa Williamson, Finance Officer Shelly Hinson, and Consultant Charlie Fowler

(First names will be used for Board Members and Attendees when appropriate)

Guest: Jeff Sullivan, Indian Trail ABC Board applicant for Board Member opening

Not Present/Or late arrival: Jan Brown arrived @ 6:50pm

2. CONFLICTS OF INTEREST

*Chairman Gary D’Onofrio 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, Gary 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:

ADDITIONS/CHANGES TO THE AGENDA – 6. e) Potter & Co. Mid-term audit – engagement letter approval

DELETIONS FROM THE AGENDA –

APPROVAL OF THE AGENDA

Robert made a motion to approve the agenda as presented.

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

4. Review and Approval of Prior Meeting Minutes

ADDITIONS/CHANGES TO THE MINUTES–next board meeting scheduled January 15th 2015

DELETIONS FROM THE MINUTES –

APPROVAL OF THE MINUTES

Robert made a motion to approve the agenda as presented.

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

January 15th, 2015 minutes will be provided to Town of Indian Trail with approved revisions.

5. PUBLIC COMMENT

Chairman D’Onofrio opened the floor for public comments, Jeff Sullivan, applicant for Board Member opening, spoke about himself and his desire to sit on the Board.

6. Business Items:

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

Melissa reported Nov. 2014 sales \$288,724, \$21,000 over last year, up .70% and Dec. 2014 sales \$436,481, up \$53,000 over last year, up 13.76%. New Year's Eve sales were \$45,633 the most sales since store opened 4 years ago. ALE was there for all (3) holidays, took her to the bank. 1 arrest in December for stealing a bottle of Grey Goose by Omar with ALE. A couple of underage citations. Inventory just completed, since there is not an inventory in November or December due to being busy. Had only (\$55.83) in inventory count differences.

Discussion from Charlie on the problem of parking at store location. Charlie gave statistics on number of customers per hour per parking spaces. Complaints from customers.

Discussion from Gary on plans for possible free standing store in future since another 5 year lease has to be signed in the next few months. Something to think about where the store wants to be in 5 years. Gary asked about cost per square feet on lease now, Shelly will bring a copy of lease to the next Board meeting.

Robert inquired about the growth rate for the 1st 6 months this year vs. the 1st 6 months of last year at this time. Melissa said she could get this information for next meeting.

**b) Update on Store Financials
Finance Officer**

Shelly reported financials for Oct., Nov., Dec. 2014 Cash/Inventory/Sales figures along with the Statement of Operations/Profit & Loss and Balance sheet for each month. Future plans still to incorporate Budget figures in spreadsheet, time permitting. Future reports will be emailed but hard copies will be made available at Board meetings.

Discussion on Letter of Credit for FCB, can submit a letter to EIG Union Town Center to request that this Letter of Credit clause be taken out of our Lease. No guarantee but worth a try per Ann Marie Queen. Old Letter of Credit has been resolved with old landlord. Shelly will draw up letter for review at next Board meeting.

Carolina Data's new annual maintenance contract review and approval. Charlie asked Shelly to contact SCRC about another quote on our POS/office equipment/maintenance to see the cost factor between Carolina Data's. 90 day out of contract with Carolina Data.

Request for laptop for Finance Officer. Get price quotes for next Board meeting.

Potter and Company mid-term financial audit engagement letter for services to be approved and signed. Only this time needed, next year will be fine.

Motion to approve and accept Carolina Data annual maintenance contract and Potter and Company mid-term financial audit by Jan, 2nd by Robert, unanimously approved.

Update on the NC Local Governmental Retirement Letter received my Michael Jordon and information sent to start our Pre-evaluation process.

Update 2nd Qtr profit checks have been mailed. Up to date according to distribution timeline set up by Potter & Company at year end audit.

Update on W2's & 1099, Kay Griffin with Potter & Co., will assist with year-end close out on payroll, due to only one quarter being processed in Quick Books and three quarters by Nancy Ratcliff.

Jan Brown update on communication with Nancy on paperwork she still has that needs to be returned to Indian Trail ABC. Jan will get in touch with her.

Wes Hinson returned all the information, Board minutes, and flash drive of all he had pertaining to Indian Trail ABC. Look into a fire proof cabinet for protection of this and other information and paperwork. Get quote for fire proof cabinet next meeting.

6. Business Items – New - N/A

7. Board Discussion & Possible Action/Comments –

Tues Jan 20th, 8am HR Sensitivity Training at the store and discussion
The Employers Association quote for services
Updated Handbooks – Digital copy sent to Board Members for review.

8. Board Comments - N/A

Next Board Meeting Scheduled:

February 19th, 2015 at 6:30pm at the Indian Trail Civic Building

Adjournment: 7:50pm Time

Motion to adjourn made by **Chairman/Board Member Gary**,

Seconded by Chairman/**Board Member Jan**, passed unanimously.

