

# MINUTES

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

Law Offices of Goodwin & Hinson, PA

July 19, 2012 6:30 PM

**Board Members:** Ken Porter- Chairman, Wes Hinson, Jan Brown

**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**

Wes Hinson made a motion to add Law Enforcement Report to the monthly agenda. Seconded by Jan Brown, and approved unanimously. Ken made a motion to approve the agenda, Jan seconded and unanimously approved.

### **Approval of Minutes**

N/A

### **Public Comments**

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

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

- Charles said there are leaks in the store that have been there for 2 years. Landlord sends same repair guy, but they haven't been fixed in 2 years and feels this needs to be addressed differently. A plumber is supposed to be coming to fix the leak in ladies bathroom.
- One AC Unit is leaking from ceiling onto tile floor in sales area. Charles called Jay Adams, the new building/property manager, who said he would review contract to see who is responsible for AC units and get back to them. No response from him after 2 attempted follow ups.
- Wes reviewed the lease contract, it says the landlord is responsible for the roof and the HVAC is responsibility of tenant. Board agrees that they need to get a maintenance contract for HVAC. Wes will follow up on roof leaks by sending landlord a notice letter. Charles will let Board know if drywall ceiling needs to be replaced in ladies room.
- Because of these leaks, all of the extra replacement tiles have been used up and more are needed to replace stained tiles. Board agreed that we need to buy and replace tiles to keep store looking presentable, and keep track of expenses for this until they figure out who is responsible for this cost.
- Charles said store received letter from First Citizens Bank regarding communication notices for scan/PCI compliance. Because bank has contracted with a company to complete scans to be sure store is in compliance, bank wants store to accept a scan maintenance package. There are fees for these scans and additional fees if store is found to be noncompliant. Charles has spoken with their program company, Carolina Data, to confirm they are complaint. Charles has requested quarterly scans because that is longest term available, and he also requested copy of these fees/options from bank to be forwarded to Board for review.

- Nancy said the last Windstream bill was over \$400 and has gone up about \$100 every month. Charles said they had to get a larger modem from them, but he and Melissa will look at bill with Nancy to figure out why this is happening.
- Charles reported that all the employee changes went into effect July 1, with Melissa as Manager and Beth and Ed as Co-Managers.
- Fowler provided handouts on June sales figures. He reported \$245,282 total for June, up 25.85% from the Indian Trail store sales last year, and still 14.17% above the state average.

### **Store Financials, End of Year Audit**

- Nancy reported that the audit company will pick up reports on the last day of the month. They have completed the inventory observations and test counts in the store.
- Nancy provided the 2012 year-to-date budget and 2012 year-to-date actuals and reviewed them in detail with Board.
- She also provided and reviewed the 2012 Fiscal Year End Statement of Revenues and Expenses. Board discussed these details.

### **Budget Discussion**

- Nancy reported that the budget is tight this month, because she has paid everything except 2 payables for the month, but cash flow should get caught up soon.
- Ken asked about being able to accelerate the loan. Nancy requested making 2 payments per month to accomplish this goal, by making the regular payment on the 16<sup>th</sup> and making the additional payment 2 weeks later.
- She said overall, the store is doing well and everything is in good shape. The system they have in place is working well because she is getting fed all the information she needs from the store.
- The approved budget has been presented to the State. Nancy is waiting to hear what changes they may request be made.

### **Law Enforcement Report**

- Jan made a motion to pay \$100/quarter to ALE for funding sting operations as part of the Boards' continued interest in law and order. Motion was seconded by Ken. Jan and Ken voted for this motion and it was opposed by Wes.
- Memorandum of Understanding for ABC Law Enforcement Contract for 2012-2013 was reviewed and discussed by Board.
- Wes made a motion to accept the Memorandum of Understanding for ABC Law Enforcement Contract for 2012-2013. Seconded by Jan, approved unanimously.

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

N/A

### **Next Meeting**

Next meeting is August 30, 2012, at 6:30 PM at the Law Offices of Goodwin & Hinson, PA.

### **Adjourn**

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

BUDGET AMENDMENT FORM

Indian Trail #180 ABC BOARD

The following amendment to the annual budget document for the fiscal year ending June 30, 2012 has been approved and adopted

Section 1. To amend Security to reflect the need to upgrade monitoring, the appropriations are to be made as follows:

| Acct. No.          | Decrease | Increase |
|--------------------|----------|----------|
| 712.10 MAINTENANCE |          | 8500.00  |
| 770.10 INTEREST    |          | 6400.00  |
| 728.10 SUPPLIES    | 14900.00 |          |

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Town of Indian Trail (appointing authority), ABC Commission, and to the Budget Officer and the Finance Officer for their direction.

Adopted this \_\_\_21st day of \_\_\_June\_\_\_ 2012\_



Chairman

Indian Trail ABC Board

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Section 1. To amend Security to reflect the need to upgrade monitoring, the appropriations are to be made as follows:

| Acct. No.            | Decrease   | Increase   |
|----------------------|------------|------------|
| 709.10 RENT          |            | 101,005.47 |
| 790.10 CONTINGENCIES | 101,005.47 |            |

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Town of Indian Trail (appointing authority), ABC Commission, and to the Budget Officer and the Finance Officer for their direction.

Adopted this \_\_\_21st day of \_\_\_June\_\_\_ 2012\_

  
Chairman  
Indian Trail ABC Board

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| Acct. No.             | Decrease | Increase |
|-----------------------|----------|----------|
| 725.10 TRAVEL         |          | 2000.00  |
| 720.10 INSURANCE      |          | 5500.00  |
| 748.10 BANK CARD FEES | 7500.00  |          |

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Town of Indian Trail (appointing authority), ABC Commission, and to the Budget Officer and the Finance Officer for their direction.

Adopted this \_\_\_21st day of \_\_\_June\_\_\_ 2012 \_

  
Clerk  
Indian Trail ABC Board

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| Acct. No.               | Decrease | Increase |
|-------------------------|----------|----------|
| 712.10 MAINTENANCE      |          | 432.10   |
| 720.10 INSURANCE        |          | 327.17   |
| 731.10 CASUAL LABOR     |          | 310.00   |
| 790.10 CONTINGENCES     | 1069.27  |          |
| 748.10 BANK CHRGS & FEE | 55000.00 |          |
| 795.10 IT GEN FUND DIST |          | 55000.00 |
| 500.80 LAW ENFORCEMENT  |          | 15000.00 |
| 790.10 CONTINGENCIES    | 15000.00 |          |

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Town of Indian Trail (appointing authority), ABC Commission, and to the Budget Officer and the Finance Officer for their direction.

Adopted this \_\_\_19th\_\_\_ day of \_\_\_JULY\_\_\_ 2012\_\_

  
*Chairman*  
Indian Trail ABC Board