

# 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: 6:34pm – Monday, July 23, 2015

**\*NOTE: No one from the public attended the Budget Meeting held @ 6:00pm**

## PRESENT

**Board Members:** Chairman Jeff Sullivan, 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:** ALE ASAC Chess McQueen and SA Jason Hinson

**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:

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 Robert, all in favor, passed unanimously.**

## 4. Review and Approval of Prior Meeting Minutes – June 29, 2015

ADDITIONS/CHANGES TO THE MINUTES – **N/A**

DELETIONS FROM THE MINUTES – **N/A**

**APPROVAL OF THE MINUTES:** Jeff, made a motion to approve the minutes as presented. **Seconded by Robert, all in favor, passed unanimously.**

**June 29**, 2015 minutes will be provided to Town of Indian Trail.

## 5. PUBLIC COMMENT

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

**ALE Presentation by ASAC Chess McQueen and SA Jason Hinson to Board concerning their contract with Indian Trail ABC, employee and BARS training. Holiday increased presence of ALE in and around the store location. Questions and answer session. ALE and Melissa will set up dates for training, BARS and holiday schedule.**

6. Business Items:

- a) Update on Sales Reports; Store Business; Law Enforcement; General Operations  
General Manager – Melissa reported on employee Beth Huneycutt's termination as Co-Manager. Requested the promotion and 6-month probation period for Dan Wilson as Beth's replacement as Co-Manager with a raise to \$12.02 an hour/\$25,000 a year with Board approval. Jeff, made a motion to approve the Co-manager replacement as presented. Jeff explained to Melissa she needs to keep records during probationary period on Co-manager. **Seconded by Robert, all in favor, passed unanimously.**

Melissa reported June Sales \$280,818, +38,496-2014, +16.5% over last year. MXB Sales \$32,798 +\$9,410 over last year. State average 9.72%, we were +6.33% over state average.

b) Update on Store Financials

Finance Officer – New Corporate Resolutions changed for Jeff and new signature cards signed by Jeff, Robert, Jan, Melissa and Shelly to be on file with FCB and up to date. Shelly reported Closed Session meetings rules and a need of a memo is included stating reason, etc. before each closed session. Will check with Laurie Lee.

Shelly reported on summary of cash, A/P, & Cost of Sales +37%, Summary of Sales, and Summary of Operations for May. Potter will have audit before September 1<sup>st</sup>. Budget spreadsheet as of June. Final 2014/2015 budget amendment for June (due June 30<sup>th</sup>) approved, already sent to Laurie Lee. All in line expect Professional fees (explainable) Jeff, made a motion to approve the Final 2014/2015 Budget Amendment as presented. **Seconded by Jan, all in favor, passed unanimously.**

Retirement System 1,000 hour rules discussion. Training on Monday on Orbit reporting.

6. Business Items-New: N/A

7. Board Discussion & Possible Action/Comments

Jeff brought up thoughts on recipe cards, etc. for high end cocktails that customers might be interested in, to be put out on table, etc.

REQUESTED CLOSED SESSION – Jeff, Jan, Robert, Charlie  
Jeff, made a motion to go into closed session. **Seconded by Robert, all in favor, passed unanimously.**

Closed Begin – 7:00pm – Finish – 7:30pm (1- Sealed note envelope)

8. Board Comments – N/A

Jan good job well done and he commented on floors & carpets needing cleaning. Robert good job, reviews/evaluation forms, disciplinary forms and job descriptions needed.

Next Board Meeting Scheduled: Thursday, 8/20, 2015 @ 6:30pm @ Indian Trail ABC Board

Adjournment: 7:38 pm Time

Motion to adjourn made by Chairman/Board Member Jan, Seconded by Chairman/Board Member Robert, ***all in favor, passed unanimously.***