

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Goodwin & Hinson, PA

July 8, 2010 6:30 PM

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

Attendees: no public members present

Call to Order

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

Presentation

Motion was made by Jan Brown to approve the agenda, seconded by Wes Hinson, and approved unanimously. Ken Porter opened the floor for public comments, but there were none.

Store Site and Lease

- Wes Hinson met with Planning Director of Indian Trail, Shelley DeHart, regarding permits. There are four permits that must be filed with the town: power name change, interior upfit request, privilege license, and signage permit.
- Power Name Change, which is store site approval, has been filed and is on the Town of Indian Trail's July 13th meeting agenda. (We are also on the state ABC Commission's July agenda for store approval.)
- Wes has also completed the interior upfit permit application, but they must have plans to file with it. Jan Brown advised that they should have AIA stamped plans back from the architect in about a week. The plans then have to be submitted to the Town, who then submits them to the County for approval.
- Privilege license can be applied for when closer to opening store for business.
- Signage permit is for permanent signage and must be submitted with drawings.
- Landlord presented a written lease at the end of last week. Wes Hinson made changes and resubmitted it to the landlord yesterday.

Motion was made by Jan Brown, seconded by Wes Hinson, and approved unanimously to move agenda item c) Financing Relationship ahead of b) Store Upfit to assist with discussion flow.

Financing Relationship

- Wes Hinson has accepted commitment terms and has verbal approval from Jim Brewer with Citizens South Bank. They are meeting tomorrow afternoon to finalize this. Wes hopes to get an idea of an actual closing date and when the line of credit will be available to them. He is pushing to have this set up by the third week of July.
- Ken Porter advised he needs to know as soon as they have authority to open a bank account, so he can start the set up where they want the accounting to go.
- For signature authority for the bank account, the Board agreed they should require 2 board members, with no limit, for store set up. Once the store opens, the board agreed to require one board member and the store manager with a limit. It was also agreed to have check lists submitted for weekly reviews by the entire board until a system is established, then cutting back to monthly or quarterly board review.
- Board is eager to get funds available to reimburse the Town of Indian Trail for the expenses they have paid for the ABC Board so far.

Store Upfit

- Jan Brown had information regarding signage, which he has verified with the Town of Indian Trail Planning Department. There is room on the bottom of the main shopping center marquee for the store to have a 5' x 10' sign. Also, the store can only have 10% of the frontage, 10% of side, and 10% of back of the store for signage. Front and rear of store are already wired for electricity, so only the side would need to have wiring installed for a sign. Board agreed they preferred the name ABC Spirits, with ABC in red, block letters and Spirits in white, script letters. Jan will be contacting local sign companies for some price quotes.
- Demo plan was reviewed
 - Delivery truck driver met with Jan. Space in rear for delivery truck is tight, so options are limited. Ramp or track system is probably best. If a palletizing system is chosen, a double door must be installed and permission will have to be obtained from landlord to go through wall.
 - Cashier platform with cabinets, office, and display areas set.
 - Carpet tiles, tile, and Pergo flooring areas set. Colors/styles being chosen.
 - Lighting grid and electrical outlet layout set. Lighting from previous tenant can be used and rearranged to save money.
 - Some doors relocated.
 - Paint colors being chosen.
- AIA stamped plans should be back from the architect in about a week.
- The fixture company wants 40% deposit up front. Board agreed that is reasonable.
- Wes Hinson spoke with Laurie Lee with state ABC Commission and reviewed store plan and budget, so she can assist with creating list for initial inventory order.
- Guy Potts with state ABC Commission will come to store to assist with initial pricing, marking, and signage.
- Each ABC Board is required to have its own ALE enforcement, by hiring an officer or by contracting with ALE. ALE has an outreach program to provide education about this.

Personnel and Store Hiring

- Jan Brown advised to have resumes sent to his address. He has received several that he provided to board for review.
- He provided handouts for the board to review of the personnel roles and guidelines that Monroe has in place, in order to consider being competitive with their functions, pay and benefits.
- Jan is also looking into what benefits may be available from the Town of Indian Trail.
- Board also in favor of state retirement system that matches employee contributions.

Board Discussion & Possible Action

Time line and tasks for month of July were reviewed: Town Council Meeting July 13th. Should have town and state store approval by 15th. Lease must be signed, hopefully by July 19th. Get line of credit opened as soon as possible. Board agreed to set deadline for demo with contractor, with penalty and incentive.

Next Meeting

Board agreed to set next meeting for July 29, 2010, at 6:30 PM, Law Offices of Goodwin & Hinson, PA.

Adjourn

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