

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Goodwin & Hinson, PA

June 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 Wes Hinson to add item e) Fixtures to the agenda. Motion was approved unanimously by the Board. There was no one from the public present for public comments.

Proposed Board Operating Budget

- Ken Porter submitted a copy of the proposed operating budget for the record and reviewed it in detail with the board.
- Proposed budget is set up for receiving monthly statements from accountant and is in accordance with the format suggested by the state ABC commission to meet their required year end audit.
- Proposed hiring outside book/data keeper to handle payroll and oversee store.
- Reviewed and discussed all aspects of budget and made changes where the board agreed adjustments were necessary, including changing opening date to 9/15/10.
- Motion made by Jan Brown and seconded by Wes Hinson to hire outside person to transcribe board meeting minutes. Approved unanimously.

Financing Relationship

- Wes Hinson received bid from Jim Brewer with Citizens South Bank. A copy was submitted for the record.
- Board reviewed the figures and discussed the line of credit options offered by Citizens South Bank. There are several documents they will need to provide to bank to qualify. Ken agreed to take care of item #1 and Wes will handle item #2.
- Ken Porter made a motion to accept the proposal as is. It was seconded by Jan Brown and approved unanimously.
- Jan Brown made a motion to authorize Wes Hinson to act on behalf of the board to negotiate the line of credit with Citizens South Bank. It was seconded by Ken Porter and approved unanimously.

Store Lease Terms

- Wes Hinson had an updated letter of intent that he shared with the board.
- Board reviewed and discussed the specifics of the counter offer and response.
- Jan Brown made a motion to authorize Wes Hinson to sign the revised letter of intent on behalf of the board. It was seconded by Ken Porter and approved unanimously.

Store Upfit

- Rick Turner was not available to make his presentation.

Fixtures

- Jan Brown had a proposed floor plan design to present to the board.
- Changes to design were discussed
 - elevate counter/registers and move to front of store by glass/entrances and enclose glass to create barrier to cut down on theft
 - lower counter or install slide-out shelf at registers to comply with ADA requirements, bathrooms must also comply with ADA
 - office and multipurpose break/conference room location
 - concerns of fixture layout and traffic flow
 - type/style of shelving, areas for vendor displays
 - flooring: carpet tiles for retail area, ceramic tiles for entrance/exit lobby
- Jan Brown has a meeting scheduled Friday with the Indian Trail Historical Society regarding their desire to involve the community in this project by having local artists create a decorative still and wall murals for the store.

Board Discussion & Possible Action

Lease and financing options to be completed and closed in next few weeks. Items to be added to agenda for next meeting: store upfit design by Rick Turner, point of sale systems, personnel. Board agreed it is best to hire store manager first and involve them in the hiring of additional store employees.

Next Meeting

Board agreed to set next meeting for June 17, 2010, at 6:30 PM at Indian Trail Civic Building, if available, or at Law Offices of Goodwin & Hinson, PA if Civic Building is not available.

Adjourn

Motion to adjourn made by Jan Brown and was passed unanimously.