

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 – Thursday, March 19, 2015

PRESENT

Board Members: Chairman Gary D’Onofrio, Member Jan Brown, **Member Jeff Sullivan**

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: Sandra Strawn, Notary

Not Present: **Member Robert Laatz**

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: NO FEBRUARY 2015 MEETING**
ADDITIONS/CHANGES TO THE AGENDA – **March 2015 agenda – Changes as follows:**
- a) **New Board Member Induction**
 - b) **Discussion on Chairmanship**
 - c) **Update on Store Business; General Operations; Sales Reports**
 - d) **Update on Store Financial**

DELETIONS FROM THE AGENDA – **NONE**

APPROVAL OF THE AGENDA

Jan 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: January 2015**
ADDITIONS/CHANGES TO THE MINUTES – **NONE**

DELETIONS FROM THE MINUTES – **NONE**

APPROVAL OF THE MINUTES

Jan made a motion to approve the agenda as presented.

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

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

5. PUBLIC COMMENT

Chairman D’Onofrio opened the floor for public comments, N/A.

6. Business Items:

a) New Board Member Induction: Oath of Office of Jeff Sullivan, Board member, sworn in by Sandra Strawn, Notary. Welcome to the Board. Melissa explained the Ethics Course that Jeff must take within the first year.

b) Discussion on Chairmanship: Robert Laatz and Jan Brown cannot fulfill this position and declined. Jeff Sullivan is temporarily appointed/accepted Chairman Position, with final decision at the April meeting.

Gary completed and handed out the new Indian Trail Organizational Chart, with changes to be made on the names/positions accordingly.

c) Update on Sales Reports; Store Business; Law Enforcement; General Operations
General Manager:

Melissa reported she approved new laptop for Finance Officer at good price that included all programs, warranty, etc.

Melissa reported/reviewed the following:

Jan. 2015 sales - \$253,105, up \$22,971 +9.74% over last year.

**Robert's request from last mtg. for last 6 month totals over last year:*

2013 – up until January - 1,602,436, 2014-up until January – 1,761,056 up 158,620, since February of this month up 181,903

Feb. 2015 sales - \$257,504, up \$23,283, +10% over last year.

(2) Additional MXB accounts, Hickory Tavern, Wesley Chapel and Johns Place Marios Italian Restaurant, Matthews (Union County) which has increased MXB sales.

ALE Law Enforcement report

BARS course to be scheduled

b) Update on Store Financials

Finance Officer:

Shelly reviewed/reported the following:

Jan. & Feb. 2015-Cash/Inventory/Sales & Summary of Operations, noted changes at the bottom of spreadsheet.

Lease has increased, copy included in package along with Lease Options for renewal for next 5 years with requirements.

Letter to Ann Marie/EIG-to remove letter of credit clause in Lease agreement.

Fire Proof Safe quote – Motion/Voted, Jan 1st/Gary 2nd, all approved to purchase.

Employers Assoc. quote – Motion/Voted, Gary 1st/Jan 2nd, all approved to join.

Handbook revisions/additions – tabled for next meeting after Commission approval.

Local Government Retirement approval letter for acceptance into system with amount for us to join with repayment over 24 years thru the employer's match portion % being higher. Participation starting July 1, 2015. Prudential 401k can then be established for employees that want to participate at that time too with no cost to the Board.

Potter & Co. mid-term audit completed and all in order.

6. Business Items-New

SCRC quote on new POS system/equipment with maintenance agreement to be installed in the store – Motion/Voted, Jan 1st/Gary 2nd, all approved to implement.

Carolina Data on 90-day cancellation of contract. Shelly to draft letter and Melissa Williamson can sign.

7. Board Discussion & Possible Action/Comments

Discussion on Budget from last year and for new fiscal year.

8. Board Comments

Welcome Jeff to the Board.

Next Board Meeting Scheduled:

April 16th, 2015 at 6:30pm at the Indian Trail Civic Building

Adjournment: 8:30pm Time

Motion to adjourn made by Chairman/Board Member Gary,

Seconded by Chairman/Board Member Jan.

All in favor, Adjourned

