

# 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: 6:35pm – Thursday, November 20th, 2014**

**PRESENT**

**Board Members:** Chairman Gary D’Onofrio, 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:** No members of Public in attendance

**Not Present:**

**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:**

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, the vote to approve the agenda: passed unanimously.

**4. Review and Approval of Prior Meeting Minutes**

ADDITIONS/CHANGES TO THE MINUTES – N/A

DELETIONS FROM THE MINUTES – N/A

**APPROVAL OF THE MINUTES**

Robert made a motion to approve the agenda as presented.

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

**October 16, 2014 minutes will be provided to Town of Indian Trail with approved revisions.**

**5. PUBLIC COMMENT**

Chairman D’Onofrio opened the floor for public comments, **but there were none.**

**6. Business Items:**

**a) Update on Sales Reports; Store Business; Law Enforcement; General Operations**

**General Manager**

- Melissa reported Sales for month of October to be \$278,293 which is up over last year by \$40,862. 17.36% up over last year and 4.57% over State's increase. Halloween was up \$17,000 over last year.
- ALE officers will be there for the Holidays.
- Holiday Store Open/Closings dates were discussed (same as last year) Friday the day after Christmas would be beneficial to be open.
- **Voted- Motion to approved by Robert, 2<sup>nd</sup> by Jan, passed unanimously, and Holiday hours as follows:**
- December 24<sup>th</sup>, Christmas Eve – close @ 6pm – Open on Friday, December 26<sup>th</sup> regular business hours.
- December 31<sup>st</sup>, New Year's Eve – close @ 7:30pm – Closed January 1<sup>st</sup>, New Year's Day.
- These hours will be posted at store on Friday, November 21<sup>st</sup>.
- Melissa asked Board for one time salary adjustments due to employees having to work the day after Christmas and not having 2 days off for Christmas Holiday's. This same arrangement was approved last year.
- **Voted- Motion to approve by Gary, 2<sup>nd</sup> by Jan, passed unanimously, for one time salary adjustments for Finance Officer, General Manger, Charlie Fowler, Full-Time and Part-Time employees. (Excluding p/t employee just hired).**

**b) Update on Store Financials**

**Finance Officer**

- Shelly reported on the August and September financial reports that have been completed so far. Due to the tardiness, the Board is taking into consideration the change over to the Quick Books system and in house Finance Officer Position and the start-up of in house accounting system.
- New Financial spreadsheets were presented to the Board for August and September. Any suggestions or feedback for changes, etc. on these spreadsheets will be forthcoming, if required, and at the satisfaction of the Board.
- Discussion on the new spreadsheets.

**6. Business Items-New**

- Discussion on Indian Trail ABC Board information still remaining with former Finance Officer, Nancy Ratcliff that belongs to the Board. Gary asked Jan to try communicate with Nancy on the list of items that the Finance Officer Shelly Hinson had given him. Jan agreed.
- Shelly Hinson, Finance Officer reported that the Board is up to date on the distribution profits.
- Shelly Hinson also reported speaking with Eric @ Potter & Co. about a 6-month mid-year audit review of the Quick Books to make sure everything is on track for the end of the year audit. There is an average fee of \$1,500 (+) and this would be highly recommended due to the situation of the changeover/transition of the Finance Officer positions. Shelly asked the Board for consideration on this and it will be addressed at the January 2015 Board Meeting.

**6. Business Items-New (cont.)**

**c) Employee Retirement Plan**

- NC Local Governmental Employees' Retirement System Plan for the Indian Trail ABC Board employees
- **Voted-To approve the Resolution to enroll in the NC Local Government Employees' Retirement System for the Indian Trail ABC Board - Motion to approve by Gary, 2<sup>nd</sup> by Robert, passed unanimously, and papers signed by Gary D'Onofrio, Chairman**

**7. Board Discussion & Possible Action/Comments**

**a) Employee handbook revision**

- Gary had a discussion about estimates from a HR consultant on revisions and approval of these changes.

**b) Employee and Board Member Training**

- Gary had a discussion about training with this HR consultant for employees and Board members can go thru.
- There had been communication on this and an approval will need to take place for the HR consultant that Marc Gustafson, Attorney with Essex Richards recommended.
- **Gary made a motion to engage the services of the HR consultant for the revisions of the Indian Trail ABC Board handbook and to conduct classes for the employees and Board Members, after January classes for sensitivity and HR training, 2<sup>nd</sup> by Jan, passed unanimously.**
- Melissa asked if these classes with the consultant could be taped for future new employees.

**8. Closed Session – Not necessary now.**

**9. Board Comments**

Jan commented Good Job, Robert commented Thank you, love the new spreadsheets.

**Next Board Meeting Scheduled:**

January 15th, 2014 at 6:30pm at the Indian Trail Civic Building

**Adjournment: 7:20pm Time**

Motion to adjourn made by Chairman/Board Member Jan,  
Seconded by Chairman/Board Member Gary.

