

MINUTES

**Indian Trail ABC Board
Board of Directors – Regular Meeting
Indian Trail Civic Building
100 Navajo Trail, Indian Trail NC 28079**

Call To Order: 6:30pm – Thursday, October 16, 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: Marc Gustafson, Attorney with Essex Richards, Charlotte, NC

Not Present:

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.***

CLOSED SESSION- Gary read G.S. 143-318.11 as to why they are going into Closed Session. Notes were taken by Robert and sealed in envelope at the end of the session.

PRESENTATION

ADDITIONS TO THE AGENDA

7. a) Legal Representation
- b) Letter of Credit – First Citizens Bank (signed)
- c) First Citizens Bank – Corporate Resolutions
- d) Update on Sales Reports; Store Business; General Operations
- e) Update on Store Financials

DELETIONS FROM THE AGENDA

N/A

APPROVAL OF THE AGENDA

Jan – 1st _____ made a motion to approve the agenda as presented. Seconded by Gary, Robert 3rd _____, the vote to approve the agenda: passed unanimously.

APPROVAL OF THE MINUTES FOR: September 15, 2014

Robert 1st _____ made a motion to approve the agenda as presented. Seconded by Jan, Gary 3rd _____, the vote to approve the agenda: passed unanimously

Sept. 15, 2014 minutes will be provided to Town of Indian Trail with approved revisions.

PUBLIC COMMENT

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

REPORTS FROM

I. General Manager

A. Store Business, General Operations, Sales Reports and Law Enforcement

- Melissa corrected the amount we were up in August 14 of \$19,000 than what was previously reported. Melissa provided and reviewed the handouts on September sales figures. September sales were \$233,588 which was over 2013 by \$19,602, a 9.02% increase, which was under the State increase by .64%. Great month. Still ahead % over Wingate, Waxhaw and Monroe.
- Melissa reported that we have shared a case of Johnny Walker Blue with Wingate ABC since they do not need a whole case for their MXB account.
- Melissa reviewed our ALE report (see attached)
- Robert questioned MXB sales down and Melissa reported Hickory Tavern sales were going down, but Moochies sales are increasing.
- Melissa reported Hickory Tavern, Wesley Chapel, was told by Commission they could not change to Indian Trail for MXB. Charlie disagreed and they should call Laurie Lee at the Commission.
- Discussion on Gift Cards and issues with Carolina Data on handling these.
- Cafeteria 125 plan set up. Melissa reported Shelly spoke to Nancy Huff with Aflac. Nancy met with Shelly and Melissa and went over plans offered. 6 out of 9 employees signed up for different Aflac plans. Cafeteria plan in place with first payroll has been completed by Shelly with pre-tax deductions. Discussion about Alac plans and pre-tax / post-tax deductions.
- Melissa discussed meeting with Richard Jones with F.C.B. and requested a credit card account for Board. Discussion on pros/cons of credit card.
- **Motion for approval of the Indian Trail ABC Board credit card with \$5,000 limit with name of Melissa Williamson on card and destroy the debit card. Robert 1st motion to approve with Jan 2nd and Gary 3rd. Unanimously approved.**

II. Finance Officer

A. Financial Report

- Shelly reported that she has completed 2 payrolls in Quick Books, with last one being direct deposits, but in turn had to put the books to the side to get payroll up and running. Board members pay will be on last payroll of each month, as employees, instead of last day of the month.
- Assistance from Potter & Company (billed services) and Carolina Data assistance with payroll and taxes.
- NC unemployment figures still need to be reconciled with Scott Griffin in Monroe's Employment Security Commission office.
- Discussion on Nancy Ratcliff and what checks are still outstanding in her possession. Also needed Budget and payroll information was requested from Nancy that we still do not have.
- Shelly updated the board members on the status of the continual transition of payroll, accounting system and still learning Quick Books and what it offers for reporting for spread sheets, etc. There is still a lot of work to accomplish getting the financial reports up to date.
- Board meeting minutes package still waiting on from Wes Hinson that includes all financial statements, etc. for our records.
- Retirement information discussion. Prior approval needed. Retirement has already been approved in prior minutes.

III. Business Items-New – From October 2014 Agenda-

7. a) Legal Representation

- Gary made motion to engage Essex Law Firm to help in a personnel matter that the Board needs to investigate. Jan seconded the motion, and unanimously approved. Robert signed contract with Essex Law Firm. Contract to Shelly for address so retainer check for services can be mailed.

7.b) First Citizens Bank Letter of Credit

- Renewal of Stand by Letter of Credit for lease agreement signed by Gary. Richard Jones with First Citizens Bank will pick up.

7 c) First Citizens Bank Indian Trail Corporate Resolution Agreement

- Gary, Robert, Jan, Melissa and Shelly signed an updated F.C.B. resolution with changes on check signers as General Manager Melissa Williamson and Finance Officer Shelly Hinson, with only Board approving borrowing or loans. Richard Jones with F.C.B. will pick up.

IV. Business Items-Old

PCI Compliance Discussion concerning our HMP Insurance Company policy. Gary took policy to look over and review. Melissa will email John Mahoney's phone number to Gary.

V. Board Discussion & Possible Action/Comments

N/A

VI. Board Comments:

- Robert, Jan thanked Shelly for all her hard work and Gary thanked us both.

Next Board Meeting Scheduled:

November 20, 2014 at 6:30pm at the Indian Trail Civic Building

Adjournment: 8:00pm Time

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

NOTES: