

# MINUTES

## **Indian Trail Alcoholic Beverage Control Board**

Law Offices of Goodwin & Hinson, PA

October 26, 2010 6:30 PM

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

**Attendees:** Willie Pittman, Todd Shreve, Rob Burbank, Nancy Ratcliffe

### **Call to Order**

The meeting was called to order by Chairman Ken Porter at 6:40 PM.

### **Presentation**

Motion made by Ken Porter to add Nancy Ratcliffe as business item A), adjust other items accordingly, add Rob Burbank in place of Eddie Gonzales, and approve the agenda with these changes, seconded by Wes Hinson, and approved unanimously. Motion made by Wes Hinson to move review and approval of prior meeting minutes after the business items, seconded by Ken Porter, and approved unanimously. Ken Porter opened the floor for public comments, but there were none.

### **Custom Bookkeeping- Nancy Ratcliffe**

- Nancy Ratcliffe has over 25 years of custom bookkeeping, accounting, and data collection experience and has been hired by ABC Board. She has been provided financial statements and will be keeping books for the store and ABC Board. She requested all invoices and statements be provided to her as soon as possible for reconciliation.
- Ken Porter made a motion to have all bank statements mailed directly to Nancy to enhance internal control, seconded by Jan Brown and approved unanimously.

### **Store Merchant Services**

- Rob Burbank of Heartland Payment Systems made presentation. Handout was provided to board. Heartland handles 160 ABC Boards and stores in NC. They work with Carolina Data Systems Point of Sale system as a main provider. Heartland is 5<sup>th</sup> largest processor in the nation with a direct relationship with Visa and Master Card, so they can provide wholesale rates. Rob reviewed rate, cost and product information.
- Board weighed option of going with Heartland Payment Systems versus credit facility commitment of using First Citizens Bank for merchant services. Board agrees that they need to honor their credit facility commitment and use First Citizens Bank for their merchant services. Wes Hinson will contact bank first thing in morning to get details of compatibility, cost, and time frame for set up.

### **Store Opening Update**

- Small inventory shipment being delivered Thursday.
- Merchant services need to be set up as soon as possible, but 7-10 day time frame is presenting issue which is causing delay of store opening.
- Ken Porter made a motion to change opening date to November 10, 2010, seconded by Jan Brown, and approved unanimously.
- Jan Brown will contact newspapers to change opening date.
- Carolina Data Service will be contacted with new opening date to reschedule technician to be available.
- Store opening banners will be put up morning of opening.

- Internet service was set up today.
- Store safe is being ordered by Wes Hinson. Should be delivered and installed by Friday.

#### **Store Security System Vendors**

- Wes Hinson presented 2 security system proposals for review and decision by the board.
- Board chose to go with security system from Double Radius Inc. because of better quality, cost, and payment plan options.
- Ken Porter made a motion to empower Wes Hinson to negotiate final terms and accept security system proposal with Double Radius Inc., seconded by Jan Brown, and approved unanimously.
- Server setup delay is causing delay in security system installation, because it has to be synced with server. This should happen Friday.
- Suggestion made to possibly have uniformed officer from Sheriff's department on site for initial opening.

#### **Store Personnel and Employee Benefits**

- Todd Shreve, General Store Manager, provided update that the 4 additional part time employees have been hired: Melissa Williamson, Peggy Price, Daniel Hill, and Bill Sherwood.
- Discussed having 3 employees in the store at all times, probably 25-30 hours per week for part time employees. Wage and benefit package options are being reviewed. Ken Porter will research compliance for benefits.
- Payroll will be one week in arrears, biweekly on Fridays.

#### **Approval of Minutes**

Moved to next meeting.

#### **Board Discussion & Possible Action/Comments**

Health and benefit plan information will be gathered for the board to vote on.

#### **Next Meeting**

Board agreed to set next meeting for November 6, 2010, at 9:00 AM at the store location of 5880 East Route 74, Indian Trail.

#### **Adjourn**

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