

MINUTES

Indian Trail ABC Board
Board of Directors – Regular Meeting
Indian Trail ABC Board
5880 Hwy 74 East, Indian Trail NC 28079

1. Call to Order: Time: 6:29 pm by: Robert, Thursday, January 31, 2019

PRESENT

Board Members: Chairman Robert Laatz, Board Members Jim White and Jennifer Rehberg

Attendees: General Manager Jeff Sullivan, Finance Officer/AGM Shelly Hinson
(First names will be used for Board Members and Attendees when appropriate)

Board liaisons – N/A

Guest: N/A – Robert Huneycutt, ALE agent, Shirley Howie, Councilwoman, Town of Indian Trail

Not Present:

2. CONFLICTS OF INTEREST

Chairman Robert Laatz 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, Robert 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: January 31, 2019

ADDITIONS/CHANGES TO THE AGENDA – Add 7 c) and change 10) Personnel matters
- **NCGS 143.318.11(a)(6)**

DELETIONS FROM THE AGENDA – N/A

APPROVAL OF THE AGENDA-

Jennifer made a motion to approve the agenda as presented.

Seconded by Jim the vote to approve the agenda: passed unanimously.

4. Review and Approval of Prior Meeting Minutes – (December meeting) January 3, 2019

ADDITIONS/CHANGES TO THE MINUTES– N/A

DELETIONS FROM THE MINUTES – N/A

APPROVAL OF THE MINUTES

Jim made a motion to approve the minutes as presented.

Seconded Jennifer, the vote to approve the minutes: passed unanimously.

January 3, 2019 minutes will be provided to Town of Indian Trail.

5. PUBLIC COMMENT

Chairman Laatz opened the floor for public comments – N/A

6. Business Items:

a) Update on LE report: Robert Huneycutt reported the December 2018 Law Enforcement report. Robert reported that Jason Hinson filled out report, but he has been moved to the Gaming Task Force and Robert will be assigned to Union County now and will be the coordinator with the Indian Trail ABC contract.

b) Update on Sales Reports; Store Business; and General Operations

General Manager – Jeff Sullivan reported – Monthly Sales – **Dec. 2018 vs Dec. 2017**– Retail and MXB + \$42,412 + 8%, state overall average -3.36%. Jeff reported other Union County ABC store sales from the Commission's Monthly Sales report. We are up 568 customers for month over last year. State's Top 100 in NC, Indian Trail ABC Top 20 Retail and MXB list were reviewed for **December 2018**.

c) Update on Store Financials – Finance Officer/AGM – Shelly reported – **Dec, 2018 –**

General fund up 1.9% from last year. **December 2018** - Cash balances, A/P, Inventory at Cost with previous year comparison. Summary of Operations, Actual vs. Budget Comparison, Profit/Loss and Balance Sheet with previous year comparison, and Statement of Cash Flow. Any changes noted at bottom of Summary of Operations. The six month budget amendment will need to be approved as presented with 3 items to be adjusted. All other budget items are in line. New bank account is up and running, the credit card and cash deposits are being deposited, all ACH and the positive pay are completed. Website maintenance agreement with Anthony and Skylar Studios is set up for quarterly calendar for maintenance starting April 29th and we will be invoiced. Shelly reported that the General Manager's meeting in Raleigh and the warehouse tour was very educational and informative. Shelly reported that the Commission will be re-starting their performance audits again for all the ABC Boards in the state.

APPROVAL OF THE SIX MONTH BUDGET AMENDMENT TO THE FISCAL YEAR BUDGET 2018-2019:

Jennifer made a motion to approve the six month budget amendment to the fiscal year budget 2018-2019, as presented;

Seconded by Jim, the vote to approve the six month budget amendment to the fiscal year budget 2018-2019, as presented; passed unanimously.

7. Board Discussion & Possible Action/Comments

a) ALE Class/schedule/location – Robert Huneycutt reported he was working with Shelly on a building to have these meetings and if the Town of Indian Trail could provide a space. Robert reported what his BARS program consisted of and how it works, along with the tobacco program and he can provide these every month. This helps the MXB retailer and ABC employees the opportunity to attend these classes. Discussion on using the Town of Indian Trail's Town Hall's meeting rooms. Jim reported the Town Hall rooms available and capacity of each room. Cultural Arts room, cost is \$25.00 an hour and the small Community room is \$15.00 an hour. Jim supports this program and stated that control starts with training and ALE is our partner under contract. Jim suggested a letter to Town Council to waive this fee for the rental cost for the Indian Trail ABC Board. Robert Huneycutt is going to check with Baker's Volunteer Fire Dept. where they had the BARS class before and they didn't charge ALE for the use of their training room. Robert reviewed his plans on the ALE schedule at the store.

b) **NC Assoc. of ABC Boards General Manager's Meeting & Trade Show** – March 26 and 27, 2019 in Asheville, NC. Jim recommended that Jeff, Shelly and Alan participate and attend this meeting.

APPROVAL OF 3 EMPLOYEES TO ATTEND THE GENERAL MANAGER'S MEETING AND TRADE SHOW:

Jim made a motion to approve 3 employees to attend the General Manager's meeting and trade show, as presented;

Seconded by Robert, the vote to approve 3 employees to attend the General Manager's meeting and trade show as presented; passed unanimously.

c) **Approval of 2nd Qtr. profit distribution to the Town of Indian Trail** – \$38,000 minimum amount due, additional \$12,000 to make 2nd quarter distribution \$50,000. We distributed \$40,000 1st quarter and Year to Date distribution to the Town of Indian Trail is \$90,000. Robert reviewed with Shirley Howie the formula on figuring the minimum distribution amount and then the addition amount for the final figure to the distributed to the Town of Indian Trail. Robert is proud to report as of this 2nd quarter check of \$50,000, the Indian Trail ABC Board since 2010, has distributed \$1,044,346.00. Jim reported he is also very proud of the Indian Trail ABC Board on this accomplishment for distributions. The check will be hand delivered to the Town of Indian Trail on Friday, January 31, 2019.

APPROVAL OF 2nd QUARTER PROFIT DISTRIBUTION TO THE TOWN OF INDIAN TRAIL:

Robert made a motion to approve the 2nd Quarter profit distribution to the Town of Indian Trial, as presented;

Seconded by Jennifer, the vote to approve the 2nd Quarter profit distribution to the Town of Indian Trail as presented; passed unanimously.

8. General Manager Remarks –

Jeff – reported that December was a good month and he is proud of the staff.

9. Board Members comments –

Jennifer – thanked Shirley for coming to the meeting. Thanked Jim for coming so prepared to the meetings. Thanked Robert for going in front of the Town on distributions, she feels that is a good option for the future. Thanked the Board for their understanding on her not being at the previous meeting. Thanked Shelly for keeping me informed with everything. Let's all keep on keeping on, doing a great job.

Jim – thanked Robert wonderful meeting and appreciate everything you do. Thanked the staff for being supportive of me and the Board. Thanked Shirley for coming to the meeting as always. Updated on a few items coming up in the legislation, what might or might not pass and how it could possibly affect the Indian Trail ABC Board. Announced that this was his 1 year anniversary with the ABC Board and how much he has enjoyed it and looking forward to his next 2 years. Asked Shirley to reach out to Jerry about the joint Town Council and ABC Board meeting, if he was able to come up with dates, etc.

Robert – Congratulated Jim on his 1 year anniversary and how much we have come in this past year. Thanked Shirley and the Town for having a liaison at our meetings now. Thanked Jennifer and Jim for being on the board and looked forward to our future. Thanked Jeff and Shelly, doing a great job, store looks great and staff is doing great too.

10. Close Session – Personnel matters –

CLOSED SESSION, PURSUANT TO NCGS 143.318.11(a)(6)

CONFIDENTIAL --- NOT FOR PUBLIC DISCLOSURE

The Board of Directors to discuss personnel matters.

**Motion was made at 8:09pm to move to Close Session by Robert, 2nd by Jennifer,
passed unanimously.**

**Motion was made at 8:57pm to come out of Close Session by Robert, 2nd by Jim,
passed unanimously.**

10 a) **Board decision and/or Possible Action/Comments – From Closed Session -**

Approved a new position of Co-Assistant Store Manager at the Indian Trail ABC Board and will be posted internally only.

APPROVAL OF THE NEW POSITION OF CO-ASSISTANT STORE MANAGER:

Robert made a motion to approve the new position of Co-Assistant Store Manager, as presented;

Seconded by Jim, the vote to approve the new position of Co-Assistant Store Manager; passed unanimously.

11. Adjournment –

Next Board Meeting Scheduled: February 2019 meeting

Thursday, February 21, 2019 at 6:30 pm at the Indian Trail ABC Store

Motion to adjourn Indian Trail Board Meeting made by Chairman or Board Member Jim,

Seconded by Chairman or Board Member Robert, passed unanimously.

Adjournment: 8:58 pm -Time

