

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: 6:30 pm by: David, Wednesday, July 17, 2019

PRESENT

Board Members: Chairman David Cohen, Board Members Jim White, Jennifer Rehberg, Judith Silberquit and Jim Wojtowicz

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

**Guest: Michael Faulkenberry, Rick Turner-Design Store Fixtures and Wes Hinson-Hinson
Faulk Attorneys**

Not Present:

2. CONFLICTS OF INTEREST

Chairman David Cohn 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: July 17, 2019

ADDITIONS/CHANGES TO THE AGENDA – N/A

DELETIONS FROM THE AGENDA – N/A

APPROVAL OF THE AGENDA-

Jennifer made a motion to approve the agenda as presented with changes.

Seconded by Jim Wojtowicz, Jim Wojtowicz's motion: passed unanimously.

4. Review and Approval of Prior Meeting Minutes – June 27, 2019

ADDITIONS/CHANGES TO THE MINUTES– N/A

DELETIONS FROM THE MINUTES – N/A

APPROVAL OF THE MINUTES

Judith made a motion to approve the minutes as presented:

Seconded Jim Wojtowicz, Jennifer's motion: passed unanimously.

June 27, 2019 minutes will be provided to Town of Indian Trail.

5. PUBLIC COMMENT

Chairman Cohn opened the floor for public comments-**limited to 3 minutes** – Michael Faulkenberry questioned the July 5th announced and posted Indian Trail ABC Board special called meeting that was cancelled without notice on Town's website. Michael come to the store for the meeting at 10am and saw that the notice still was posted in the store for the meeting, but employee told him it was cancelled. Michael stated the concern for transparency for the ABC Board and how this can send bad signals. Judith stated she has personally corrected the Town's meeting times in the past 2 months and she is keeping up with it, since they have had it wrong. Michael stated that the July 5th meeting is still not showing cancelled. Jeff stated the meeting was cancelled on Wednesday, July 3rd and then the holiday was on July 4th. Michael complimented the store staff on their helpfulness, politeness and asked Jeff to pass that along.

NOTE: David stated from now on during public comments to let the public talk without interruptions and then if anything needs to be addressed the Board can do that after they finish.

6. Business Items:

a) Update on LE report: Jeff reported the LE report. Jeff reported that he is planning a BARS class with ALE, Monroe ABC, our employees, including himself and MXB customers at the Baker's Fire Department. Jennifer requested that Jeff send out an email to the Board members when the date is set for this BARS class. Jim White encouraged everyone should attend one of these if possible since these classes are very informative for our employees and MXB customers.

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

General Manager – Jeff Sullivan reported – Monthly Sales – **June 2019 vs June 2018** – Retail and MXB + \$2,041.60 -2.43%, state overall average +2.98%. Jeff reported other Union County ABC store sales from the Commission's Monthly Sales report. We are down 126 customers for month over last year.

c) Update on Store Financials – Finance Officer/AGM – Shelly reported – **June 2019**

– General fund – 13.7% from last year. **June 2019** - Cash balances, A/P, Inventory at Cost with previous year comparison. Summary of Operations, Actual vs. Budget Comparison. Any changes noted at bottom of Summary of Operations. Budget comparison for June 2019 does include the 6/27/2019 budget amendment that was approved at the last meeting and reflects in the budget figures. Shelly reported Potter and Company will be in the ABC office, Thursday, August 1st for field work. The audit is due to the NC ABC Commission and the Town of Indian Trail by September 30th and Potter should come to the September meeting to present the audit to the Board. Jim Wojtowicz stated he had a question on the survey Potter had sent to them and called Dan twice and left messages. Shelly stated Dan had been away from the office but Dan will call you back. Shelly stated you would need to discuss your questions with Dan on the survey. Shelly stated she would follow up with Dan too. David asked if everyone had filled out their surveys. Shelly asked if everyone got the email for the expense report.

7. Board Discussion & Possible Action/Comments -

a) Approval on Indian Trail ABC Board 401k Matching funds – ACTION – Jeff reported he had budgeted for the employers matching funds for 401k/Roth increase from 2% to 2.5% and ask the Board to vote and approve this increase change for this fiscal year 2019/2020.

APPROVAL OF INDIAN TRAIL ABC BOARD EMPLOYERS 401K/ROTH MATCHING FUNDS FROM 2% TO 2.5%:

Jim White made a motion for the approval of Indian Trail ABC Board Employers 401k/ROTH matching funds from 2% to 2.5%, as presented;
Seconded by Jennifer, Jim White's motion, as presented; passed unanimously.

8. General Manager Remarks –

Jeff – June was a good focus month. Staff meeting last Wednesday and that went very well. Appreciate all the support that you are doing.

9. Board Members comments –

Judith – I have said this before and I will say it again, we are a motley raggedy crew, but glad to be doing this with everyone. Judith asked about how the shadowing was going with Shelly and Jeff. Shelly stated good and that Jeff is shadowing tonight on taking the notes for the board meeting. Jeff stated he is taking notes and shadowing payroll. Jeff stated he has 2 more websites to get signed on. I look forward to the Paychex. I will take notes next month, but is it something I will take over fully, not sure yet it might be a delegation thing.

Jim Wojtowicz – Appreciate getting the emails and the information ahead of time and being about to look everything over. Jeff how was the reaction with the salary structure for the budget and were you able to inform the staff. Jeff reported he is still completing the reviews and informing the employees at that time and they have been pleased. Shelly reported these increases were effective in the first payroll in July.

Jennifer – Thanked all for hard work. Jeff, you and your employees did very good last month and please pass that along. Thanked Shelly for keeping us up to date on everything. Good luck with your audit next month. Jennifer questioned if Jeff will be involved in the audit and Jeff stated he would be within ear shot and sitting in the same room. Shelly stated Jeff will be involved in the inventory reporting part of the audit. Looking forward to the convention, looks like a lot to learn from the itinerary.

Jim White – Thanked Cohn for a great meeting and thanked Mr. Faulkenberry for coming and speaking. I look forward to the convention at Pinehurst Resort. The receptions are great for meet and greet with other NC ABC Board members and employees.

David – Good meeting and thanked Shelly and Jeff for doing a good job. Thanked Jeff for involving the employee's sales and set sales goals.

10. Close Session - NCGS 143-318.11(A)(1) or NCGS 143.318.11(A)(1) To prevent disclosure or privileged or confidential information.

July 17, 2019 @ 7:15 pm (15 min break)

Motion made to move to Close Session (both) by Jim White, 2nd by Jennifer, passed unanimously.

***CLOSED SESSION, PURSUANT TO NCGS 143.318.11(A)(1)
CONFIDENTIAL --- NOT FOR PUBLIC DISCLOSURE
THE BOARD OF DIRECTORS DISCUSSED-NCGS 143.318.11(A)(1) TO PREVENT
DISCLOSURE OF PRIVILEGED OR CONFIDENTIAL INFORMATION***

CONFIDENTIAL --- NOT FOR PUBLIC DISCLOSURE

Motion made to end both sessions by Judith 2nd by Jim White

The session ended at 8:58 pm

10a.) Board Decision and/or Possible Action/Comments – From Closed Session –

APPROVAL FOR THE INDIAN TRAIL ABC BOARD AND THE INDIAN TRAIL TOWN COUNCIL TO GO INTO PARTERNSHIP IN ORDER FOR THIS PROJECT:

Jim White made a motion for approval of the Indian Trail ABC Board and the Indian Trail Town Council go into partnership in order for this project; as presented; Seconded by Judith, Jim White's motion, as presented; passed unanimously by 4 board members

****David Cohn recused himself from this vote****

11. Adjournment – Next Board Meeting Scheduled: August 2019

Wednesday, August 14, 2019 at 6:30 pm at the Indian Trail ABC Store

Motion to adjourn Indian Trail Board Meeting made by Chairman or Board Member David,
Seconded by Chairman or Board Member Jennifer, passed unanimously.

Adjournment: 8:59 pm -Time

