

MINUTES
BREVARD ABC BOARD
July 25, 2019

Approved
Robinson: <u>TCR</u>
Dinkins: <u>[Signature]</u>
Jaisler: <u>[Signature]</u>
Rahn: _____

The Brevard ABC Board met in regular session on Thursday, July 25, 2019 at 8:30 a.m. in the City Hall Administrative Conference Room.

Members Present: Dr. William Riecke, Chair
 Tim Robinson
 Jack Jaisler
 Geraldine Dinkins
 Teri Rahn

Members Absent: None

Staff Present: Mark Balding, ABC General Manager
 Denise Hodsdon, Executive Assistant
 City Attorney Michael Pratt

Special Guests: None

- A. Welcome & Call to Order**
- B. Quorum**

The meeting was called to order by Board Chair Dr. Riecke at 8:31 a.m. and a quorum was noted. Dr. Riecke welcomed new Board Member Teri Rahn and asked her to introduce herself.

- C. Approval of Agenda**

Motion by Mr. Jaisler, seconded by Ms. Dinkins, to approve the agenda as presented. Motion carried unanimously.

- D. Approval of Minutes**

- 1. Minutes from Regular Session – June 27, 2019**

Motion by Mr. Jaisler, seconded by Mr. Robinson to approve the minutes of the Regular Session meeting on June 27, 2019 as presented. Motion carried unanimously.

- E. New Business**

- 1. Manager’s Report / Sales Updates/ Human Resources**

Mr. Balding reported that Law Enforcement conducted 6 underage campaign checks. There were no ABC law violations and 8 controlled substance violations away from permitted establishments.

Mr. Balding reported that June sales were up \$19,707.34 or 5.33% over last June. He added that we ended the year surpassing the projected sales increase of 5%, ending up at approximately 8.45%.

Mr. Balding presented an itemized list of expenditures to open the new store. He is in the process of obtaining lien releases and once those are all in, S2 will release a \$25,000 check for their contribution toward improvement costs. After S2's contribution, the final turnkey on the new store is \$46,493.00. He reported that the old store demo is about finished. He said there could be a few more expenditures, and he hopes to have hard data for the Board in the next month or two. Mr. Robinson requested a breakdown of costs and invoices for the demo of the old store for the next meeting.

Ms. Dinkins commented that given Board members now all have iPads, she would like to see us set a timeline to go green and start using the iPads for meetings instead of paper packets. Ms. Dinkins moved, seconded by Mr. Jaisler that by the October meeting we will transition to paperless and use the iPads, excluding any documents that have to be printed for signatures. Motion carried unanimously.

F. Unfinished Business

- 1. Review and Approve Accountant's Reports from June, 2019**
- 2. Review and Approve Reconciliations and Bank Statements from June, 2019**

Mr. Balding said there were some issues with the June month-end and with this being the year end draft report, financials are not yet complete. This item was postponed until the next meeting.

G. Closed Session

Dr. Riecke asked Mr. Pratt if it would be appropriate for the Board to go into Closed Session to discuss a personnel matter. Mr. Pratt advised pursuant to **GS § 143-318.11. (a)(3)** it would be appropriate to convene a closed session on the matter. A closed session requires a separate motion, second and vote to discuss the matter.

At 9:06 a.m. Mr. Robinson moved, seconded by Ms. Dinkins to enter into closed session to discuss a personnel matter. Motion carried unanimously. Executive Assistant Denise Hodsdon was authorized to remain for the closed session with Board members and Attorney Pratt.

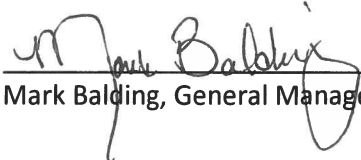
Board Returned to Open Session – at 9:52 a.m. the Board resumed the meeting in open session. The minutes and any official action taken in closed session are authorized to be sealed.

Motion by Mr. Jaisler, seconded by Ms. Rahn that the City Attorney will keep the personnel file for the General Manager of the ABC Board. Motion carried unanimously.

H. Adjourn

There being no further business, Mr. Jaisler moved, seconded by Mr. Robinson to adjourn the meeting at 9:44 a.m.

Next regular meeting: The next meeting will be **Thursday, August 22, 2019 @ 8:30 a.m.**

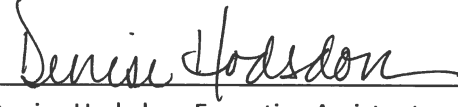


Mark Balding, General Manager



William Riecke, Chair

Minutes Approved: August 22, 2019



Denise Hodsdon, Executive Assistant