

**MINUTES**  
**BREVARD ABC BOARD**  
**January 28, 2021**

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**Approved**

Robinson: \_\_\_\_\_

Riecke: \_\_\_\_\_

Jones: \_\_\_\_\_

Pearsall: \_\_\_\_\_

The Brevard ABC Board met in regular session on Thursday, January 28, 2021 at 8:30 a.m. in the Council Chambers at City Hall.

Members Present:                Jack Jaisler, Chair  
    Tim Robinson  
    Dr. William Riecke  
    Kevin Jones  
    Frank Pearsall

Members Absent:                None

Staff Present:                    Mark Balding, ABC General Manager  
    Jackie Jarvis, Assistant Store Manager

Guests:                            Chris Whitford, Kevin Jones and Jeff Edmonds - Carolina Data Systems

**A. Welcome & Call to Order**

**B. Quorum**

The meeting was called to order by Jack Jaisler at 8:28 a.m. and a quorum was noted.

**C. Approval of Agenda**

Motion by Mr. Jones, seconded by Mr. Robinson to approve the agenda as presented. The motion carried unanimously.

**D. Approval of Minutes**

**1. Minutes from Regular Session – November 18, 2020**

Motion by Mr. Jones, seconded by Mr. Robinson to approve the minutes of the Regular Session meeting on November 18, 2020 as presented. The motion carried unanimously.

**E. New Business**

**1. Manager's Report and Overview**

Mr. Balding reported that sales for November were up \$67,515.79 over last year and profit was 12%. December sales were up \$134,513.20 versus last December. He noted that percent profit for December was 6.3%, which was due to there being three pay periods in December and

payment of performance bonuses to employees. He reported that FY21 year-to-date sales are up at both stores and profit is 9.2%.

Law Enforcement Update: Mr. Balding reported that he met with Robert Shular and County Manager Jaime Laughter in December regarding Law Enforcement. He said it looks like the County has committed to purchasing a vehicle, along with the insurance. Mr. Balding said he hopes to focus on law enforcement at the next meeting to finalize a contract. He said hopefully the 5% we are required to pay for law enforcement will cover Mr. Shuler's expense. Mr. Balding feels that things are headed in the right direction.

Fraud Risk Management: Mr. Balding reported that he has talked with Auditor Terry Andersen about forming a task team with Board Members and what procedures the team would use. Mr. Andersen suggested that they drop in periodically, count cash drawers, do random inventory, pull product codes, verify inventory. Mr. Balding suggested putting together a schedule of who would handle the various random audits.

#### **F. Carolina Data Systems – Point of Sale System Demonstration**

Chris Whitford, Kevin Jones and Jeff Edmonds of Carolina Data Systems gave a demonstration of a new POS system and Intellicheck AGE ID system. Following the demonstration and discussion, Mr. Jones made the motion, seconded by Mr. Pearsall to accept the bid from Carolina Data Systems, including the Intellicheck ID at the price of \$20,400 plus \$49.95 per month, plus sales tax, and to pay it all upfront to take advantage of the 3.5% additional discount; to assign Jackie and Mark the responsibility of cutting the check and coordinating with Carolina Data Systems for rapid funds transfer and implementation of the system. The motion carried unanimously.

#### **G. Unfinished Business**

- 1. Review and Approve Accountant's Reports for November and December, 2020**
- 2. Review and Approve Reconciliations and Bank Statements for November and December, 2020**

The accountant's report and reconciliation and bank statements for November and December, 2020 were circulated for signatures.

#### **H. Closed Session**

- 1. To Discuss Personnel Matter: GS § 143-318.11.(a)(3)(5)(6)**

A closed session requires a separate motion, second and vote to discuss the matter.

At 10:05 a.m. Mr. Robinson moved, seconded by Mr. Jones to enter into closed session to discuss a personnel matter pursuant to GS § 143-318.11.(a)(3)(5)(6). The motion carried unanimously. Executive Assistant Denise Hodsdon was authorized to remain for the closed session with Board members.

Board Returned to Open Session – at 10:05 a.m. the Board resumed the meeting in open session. No official action was taken in closed session and the minutes are authorized to be sealed.

Motion by Mr. Jones, seconded by Mr. Robinson to give General Manager Mark Balding a 3% salary increase and a 6% bonus. The motion carried unanimously.

I. **Adjourn**

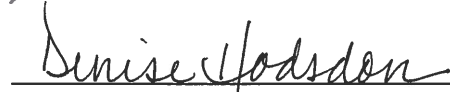
There being no further business the meeting adjourned at 10:19 AM.

**Next regular meeting:** The next meeting will be **Thursday, February 25, 2021 @ 8:30 a.m.**

  
\_\_\_\_\_  
Mark Balding, General Manager

  
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Jack Jaisler, Chair

Minutes Approved: February 25, 2021

  
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Denise Hodsdon, Executive Assistant