

**MINUTES**  
**BREVARD ABC BOARD**  
**February 25, 2021**

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**Approved**

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

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

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

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

The Brevard ABC Board met in regular session on Thursday, February 25, 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 (left at 9:15 am)

Members Absent:                 None

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

**A. Welcome & Call to Order**

**B. Quorum**

The meeting was called to order by Jack Jaisler at 8:30 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 – January 28, 2021**

Motion by Mr. Jones, seconded by Mr. Pearsall to approve the minutes of the Regular Session meeting on January 28, 2021 as presented. The motion carried unanimously.

**E. New Business**

**1. Manager's Report**

Mr. Balding reported that surprisingly sales for January were up \$97,055 versus last January. Profit for January was 10%. He said sales continue to rise at both stores and fiscal year profit to date is at 9%. He noted that we saw our first big surge in March of last year and he expects to see sales flatten in March of this year.

## **2. Law Enforcement Update**

Mr. Balding shared an email he received from County Manager Jaime Laughter late yesterday. He thought everyone was on the same page, but apparently that is not the case. He said he thought the County was procuring a vehicle for Robert Shuler to use and that the cost would be somewhere around \$35,000. We were hoping that they could pull some money out of the general fund, especially with the extra \$16,666 that we've provided to the County due to the City changing the profit distribution. He believes that there is some misunderstanding as to exactly how our law enforcement is set up and that we have always funded our law enforcement and don't need the County to fund it.

Mr. Balding recently met with Dave Miller from ALE who suggested that the Board could look into purchasing a state surplus highway patrol vehicle. Mr. Miller said the ALE vehicles are turned in every two years and he has seen the surplus vehicles sell for as little as \$10,000. Mr. Balding noted that this could give us another option.

During discussion, it was noted that there was the option of going back to paying the 5% to Raleigh and using ALE for law enforcement, but Mr. Jaisler pointed out that the problem with that is we don't have the intimate relationship with their officer that we do with Robert Shuler. Mr. Balding explained that ALE has one officer, sometimes two, covering the Western North Carolina district, but if we have our own alcohol law enforcement officer, he is going to be around town and the county the whole time. Mr. Jaisler added that we are a college town and he would like to keep the good relationship we have with Mr. Shuler and because he is local, that helps immensely in terms of underage drinking and abuse of alcohol.

Mr. Balding noted that we are under contract until June 30<sup>th</sup> so we've got some time and he is still optimistic that we can work something out. He will reach out to Jaime Laughter and request another meeting.

## **3. Capital Outlay Projects Update**

Mr. Balding updated the Board on the new POS system from Carolina Data Systems. Some things are backordered due to Covid, but the plan is to set up a training register the first week of March and schedule training for all employees. They hope to have all registers installed in April.

Mr. Balding noted that the downtown store has been unchanged since 1997. He got a quote from Display Options to remodel and modernize the store for \$24,107.33. He noted that it takes careful coordination to minimize down time and Display Options wants to do it in phases with work being done on the weekends. He will get another quote as well. He is also going to get two quotes for new flooring. He said the total remodel expense with flooring will be approximately \$40,000. Mr. Balding will email the quotes to the Board when he gets them.

## **4. Fraud Risk Management Task Team**

The Board discussed procedures for implementing a Fraud Risk Management Task Team as recommended by the auditors. The auditors provided sample questionnaires that the Board could revise as needed. The Board agreed to perform quarterly audits and to start the process

in March. Mr. Balding will randomly choose three employees from each store and give them the questionnaire to complete and mail to Mr. Jaisler as Board Chair. If any issues are raised, then the Board will interview the employee. Board members will also perform random audits of inventory and cash drawers.

**F. Unfinished Business**

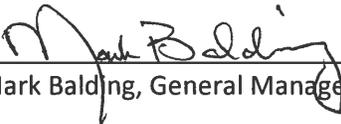
- 1. Review and Approve Accountant's Reports for January, 2021**
- 2. Review and Approve Reconciliations and Bank Statements for January, 2021**

The accountant's report and reconciliation and bank statements for January, 2021 were circulated for signatures.

**G. Adjourn**

There being no further business the meeting adjourned at 9:31 AM.

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

  
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Mark Balding, General Manager

  
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Jack Jaisler, Chair *by Tim Robinson*  
*Acting Chair*

Minutes Approved: March 25<sup>th</sup>, 2021

  
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Denise Hodsdon, Executive Assistant