

MINUTES
BREVARD ABC BOARD
August 26, 2021

Approved

Jaisler: _____

Pearsall: _____

Brewer: _____

Mooney: _____

The Brevard ABC Board met in regular session on Thursday, August 26, 2021 at 8:30 a.m. in the Council Chambers at City Hall.

Members Present: Kevin Jones, Chair
Jack Jaisler
Frank Pearsall
Ron Brewer (left at 9:30 am)
Carl Mooney

Members Absent: None

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

A. Welcome & Call to Order
B. Quorum

Mr. Balding welcomed everyone and introduced new Board Member Carl Mooney. Board Chair Kevin Jones called the meeting to order at 8:32 a.m. and a quorum was noted.

C. Approval of Agenda

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

D. Approval of Minutes

1. Minutes from Regular Session – June 24, 2021

Motion by Mr. Pearsall, seconded by Mr. Brewer to approve the minutes of the Regular Session meeting on June 24, 2021 as presented. The motion carried unanimously.

E. New Business

1. Manager's Report / Sales Update

Mr. Balding noted that since the Board did not meet in July, his report includes sales for

June and July. He reported that June sales were up \$52,527 or 10% versus June 2020. He noted that total sales for FY2021 were up 20% over the previous year. Percent profit for the year was at 10%. July sales were \$643,949, which is an increase of \$96,417 or 18% over last July. He believes that August sales will also be up, but not as much as in July.

Mr. Balding reported that the remodel of the downtown store is essentially complete with just a couple of things to finish up.

Mr. Balding reviewed the Law Enforcement Report. He noted that they conducted five permittee inspections without any violations. There were 12 off-premise controlled substance violations.

Mr. Balding noted that the North Carolina liquor shortage has created major shortages and hardships for ABC Boards. He said initially we went five days without a shipment and then we had to go two consecutive weeks without a shipment. He said we did get a truck this past Monday and are supposed to get another one this coming Monday.

Mr. Balding informed the Board that Dr. Powers and Brevard College want to do the same alcohol education program they did last year, with the goal of getting back into schools this year. They have requested \$4,500 toward that program for this year. Mr. Balding noted that the budget for this year includes \$12,000 for education. Following discussion, motion by Mr. Pearsall, seconded by Mr. Jaisler to approve the request for \$4,500.00. The motion carried unanimously.

2. Review and Approve FY2022 Budget Amendment / Revised Line Item Expenses

Mr. Balding explained that there was an omission on the adopted budget which will require an amendment to the budget, but after talking with Mr. Jones and Mr. Jaisler, they feel it would be better to table this until after the first quarter of the year. Motion by Mr. Pearsall, seconded by Mr. Jaisler to table this until the October meeting. The motion carried unanimously.

Mr. Balding reported that the audit is underway and is going well. The auditors are hoping to finish up today. The audit is due to the Commission in September and he hopes to have Terry Andersen come to a meeting in October or November to review the audit report with the Board.

Mr. Balding informed the Board he would like to do an employment survey as to what comparable retail businesses are paying their employees. He noted that we offered a pay raise last year but didn't include one this year and he would like to see where we are in regards to our rate of \$13.25 for part-time employees. He said employees look at what the City does and this year the City provided a 2.5% COLA and 1.5% merit. During discussion, the Board felt it would be best to survey other ABC Boards rather than other retail businesses. Mr. Balding will survey other Boards and sit down with a couple of

Board members to review and analyze the information and come up with a definitive plan for the Board's consideration.

F. Unfinished Business

- 1. Review and Approve Accountant's Report for May, June and July 2021**
- 2. Review and Approve Reconciliation and Bank Statement for June and July, 2021**

Mr. Balding said he was unable to print the June bank statement, but the accountant's reports and the July reconciliation and bank statement were approved and circulated for signatures.


Additional Comments:

Mr. Mooney asked what the Board's policy is on COVID for employees and whether they are required to wear masks and get vaccinations. Mr. Balding said all but four of the employees have received vaccination, but there is no mandatory mask or vaccine requirement for employees at this time. He added that if the Board feels that there should be a mandate, he has no problem with that. It was noted that the City has instituted an indoor mask mandate for all employees and visitors to city facilities. The City Council also voted in favor of a vaccine mandate for employees, but the City Manager is still working out the details of the policy for that mandate. There was discussion about whether vaccinated employees should be required to wear a mask. Following that discussion, motion by Mr. Mooney, seconded by Mr. Jaisler to follow the guidelines of the City of Brevard. Vote on the motion was 3 in favor (Jaisler, Mooney and Jones) and 1 opposed (Pearsall). The motion carried.


G. Adjourn

There being no further business the meeting adjourned at 10:05 AM.

Next regular meeting: The next meeting will be **Thursday, September 23, 2021 @ 8:30 a.m.**

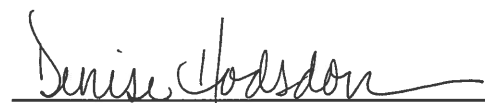


Mark Balding, General Manager



Kevin Jones, Chair

Minutes Approved: September 23, 2021



Denise Hodsdon, Executive Assistant