

## Minutes

### Board of Directors Meeting Brunswick County ABC Board

**Date:** Wednesday October 18, 2017

**Time:** 5:00 PM

**Location:** Brunswick County ABC Board

**Present:** Mitchell Williams, Chairman  
Al Beatty, Member  
Angela Boone, General Manager

**Call to order:** at 5:00 PM by Chairman, Mitchell Williams

**I. Reading and Approval of Minutes:** Minutes of the September 27, 2017 Board meeting accepted as previously published approved by unanimous consent.

#### **II. Business Discussion and Action Taken:**

Board voted to have 2Archeecture send the final contract. On October 5<sup>th</sup> a final copy of the contract was received along with a letter of contingency from Pinnacle Architecture that in the event Frank can no longer perform his duties Pinnacle will take over and honor the contract. Copies of this contract are attached for your review.

GM is getting an OPEB evaluation done as per Mike Chandler. OPEB evaluation started with Cavanaugh Macdonald Consulting, LLC.

GM received a call from the county requesting the audit. After talking to Mike, he is waiting on the OPEB evaluation. The county sent a copy of the agreement between the County and the ABC Board.

Company retreat has been scheduled and reserved. The dates of the retreat are November 3-5. Location of the retreat is "Its after 12" Ocean front house located at 238 Ocean Blvd E, Holden Beach.

There are four employees that have completed one year of service with the Brunswick County ABC Board. Board review the yearly evaluation and voted to reward merit raises for Keisha Brown, Larry Huskins, Richard Bentley, and Store Manager Tedd Hamilton.

Store #2, Delco has made some improvements. The appearance is improving with signage, cleanings, and product placement. However; still having some problematic issues with one employee. Had a meeting with that employee and the store manager to resolve some of the issues.

A MXB account had a NSF check on 10-10-17 for \$1078.70. After talking to the account, they are going to repay the amount in cash on Wednesday, October 18<sup>th</sup>.

On October 9<sup>th</sup> a letter was received from Norris & Tunstall written to William Pinnix, PE Director of Engineering. The letter was in reference to the sewer tap. A copy of this letter is attached.

On October 13<sup>th</sup>, a Letter of Approval with Modifications and Performance Reservations was received from NC Dept. of Environmental Quality Division of Energy, Mineral and Land Resources for the erosion and sedimentation control plan. A copy of the letter is attached.

It has been established that during the project phase there will be a need to call additional board meeting. These meeting will be arranged as needed and announced accordingly.

### III. Financials

As of October 13<sup>th</sup> the bank balance was \$378,323.86  
IDA has a balance of \$250,087.37

Sales have increased by 14.26% from last year.  
\$285,178.90 in 2017  
\$249,578.15 in 2016  
\$35,600.75 increase

Excise taxes for September paid October 2<sup>nd</sup> were \$65,293.00.

Receipts were \$137,013.21 for a total of 1448 cases.

#### Truck Deliveries

Store #1	09/01/17	45,696.56	488
Store #1	09/18/17	27,076.88	320
Store #2	09/08/17	60,473.35	640

Board Financial Report are attached.

#### **PHYSICAL INVENTORY STORE #1**

Physical inventory for store #1,  
Total net adjustments were 4 bottles  
Total adjustment of + \$67.93 to the Board.

#### **PHYSICAL INVENTORY STORE #2**

Physical inventory for store #2,  
Total net adjustments were -3 bottles  
Total adjustment of +\$10.04 to the Board.

#### **Adjournment:**

Next meeting is scheduled for November 15, 2017 at 5:00pm.

There being no further business, Mr Williams declared the meeting adjourned Mr Beatty seconded.

Meeting adjourned at 5:30 PM

Respectfully submitted,

*Angela Boone*

Angela Boone, General Manager