

## Minutes

### Board of Directors Meeting Brunswick County ABC Board

**Date:** Wednesday June 19, 2019

**Time:** 5:00 PM

**Location:** Brunswick County ABC Board

**Present:** Mitchell Williams, Chairman  
John Dowless, Member  
Angela Boone, General Manager

**Attendee:** Frank Williams, Architect

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

**I. Reading and Approval of Minutes:** Minutes of the May 22, 2018. Board meeting accepted as previously published approved by unanimous consent.

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

As a reminder County Manager, Ms Hardy as well as Director of Fiscal Operations, Ms Miller stressed the importance of making sure the BCABC audit was prepared and presented on time.

After the Board requested GM compose a letter and send to Frank requesting his presents at meeting, Frank replied via email stating he could attend the meeting if we could change the date of our regular scheduled meeting. Board accepted and we moved the meeting date up a week and Frank attended.

Sales for the month of May are up by 10% over last year.

The summer convention for Board members is approaching rapidly. The dates to attend are August 4<sup>th</sup> – 6<sup>th</sup>. Mitch will be attending the conference. Reservations and accommodations are made.

GM presents the annual proposed budget and budget message to the board for consideration. A 6% increase is included in the proposed budget. Board voted and approved the proposed budget.

A required public announcement for the proposed budget meeting is posted on store door. The hearing meeting will be held before the boards June meeting.

GM presented an amendment to the board for review and approval. It was to increase sales by \$250,000 and taxes accordingly, also increase benefits and building repairs. Board voted and approved the amendment.

After presenting several company logos to the board, a “sailboat” logo was voted and approved upon. GM will be making arrangements to acquire such.

GM has spoken to Mike about starting the audit. He is picking up the financial information this week to do so.

Frank attended the meeting and discussed the progress of the project.

- Frank has his portion at 80% complete.
- Structural guy will need 1 to 1 ½ weeks to finish his changes.
- In approx. 2 weeks the plans will be sent to the county for review.
- Frank also contacted a sign company that he has dealt with in the past and presented the sign for the project. Board voted and approved the sign company. There is a \$32k allowance for the sign.
- There will be a permanent ladder to access the attic installed in the back of the warehouse.

Board is happy with the May 2019 version of plans that Frank provided. Board voted and approved the plans and gave Frank the “go” ahead with finalizing the plans and starting the bid process.

GM and Frank discussed the security. Frank asked question of the security company pertaining to model and type of hinges. Cost and who will provide what. Finally, can the system be installed and integrated for multiple locations. With such question, GM thought it be best to have a meeting with Protection One.

Thursday, May 23<sup>rd</sup>, GM went to Wilmington to meet with Jason and Frank. Frank will be providing Jason with additional drawing, for security, fire, access and cameras for the new facility. Jason will be attending the meeting to review and inform the Board of changes and the final stage.

Cindy Chatham from Novant Health will be attending the meeting to address the Board.

Frank will be out of the country July 16<sup>th</sup> to July 28<sup>th</sup>. The bid process will begin as soon as he returns, or the latest, first of August 2019.

### III. Financials

As of June 12<sup>th</sup>, the bank balance was \$759,010.80

IDA has a balance of \$183,487.92

Sales have increased by 10.11% from last year.

\$340,160.87 in 2019

\$308,925.58 in 2018

\$31,235.29 increase

Excise taxes for May, paid June 5<sup>th</sup> were \$81,518.00.

Receipts were \$197,204.46 for a total of 2,186 cases.

Bailment and Surcharge were \$3,199.50

Total Deductions were \$1,629.48

#### Truck Deliveries

Store #1	5/6/2019	85,431.30	965
Store #1	5/20/2019	56,543.83	649
Store #2	5/10/2019	55,229.33	572

Board Financial Report are attached.

#### PHYSICAL INVENTORY STORE #1

Total net adjustments were -3 bottles

Total adjustment of -20.40 to the Board.

#### PHYSICAL INVENTORY STORE #2

Total net adjustments were -8 bottles

Total adjustment of -30.20 to the Board.

**Adjournment:**

Next meeting is scheduled for July 17, 2019 at 5:00pm.

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

Meeting adjourned at 6:15 PM

Respectfully submitted,

*Angela Boone*

Angela Boone, General Manager