

Minutes

Board of Directors Meeting Brunswick County ABC Board

The Brunswick County ABC Board met on Wednesday, January 15, 2020 at 5:00 PM at the office located at 2567 Holden Beach Road, SW, Supply, NC.

Present were Chair Mitchell Williams, Board Member Al Beatty, Board Member Buster Dowless, General Manager Angela Boone (GM) and CPA Mike Chandler. A quorum being present, the Chair called the meeting to order for the transactions of business and business transacted as follows:

The Chair inquired as to any known conflict of interest, appearance of a conflict of interest, or objections concerning agenda items before the Board; after Board member(s) voiced having no conflict, and there being no objection, the agenda was adopted.

The Board reviewed and there being no objection, approved the minutes of the January 15, 2020 board meeting.

Board asked GM to prepare a letter addressed to Frank Williams of 2Architecture and Randall Baker of Pinnacle Architecture confirming the phone conversation between Frank, Randall and Mitchell. The conversation would detail that Pinnacle would now be involved in the Holden Beach Project. Pinnacle with Franks help will establish timelines for the project, which include the construction bidding process that will include two pre-bid meeting, one on February 20, 2020 and another on February 27, 2020. The opening bid meeting will be on March 17, 2020. All three meeting are scheduled for 2pm at First Bank in Shallotte, NC in the Board Meeting Room.

Based strictly on unique qualifications and skills, the Board voted and approved Randall Baker of Pinnacle Architecture to design the Delco location. Mr. Baker is currently involved in helping with the project of the main Holden Beach location.

After conferring with several banks, First Bank came in with a proposal showing rates that would make it necessary for the loans to be taken from First Bank. The Board will discuss in more depth and

GM has completed another year with Brunswick County ABC Board. Its time for the Board to re-evaluate the GM and consider salary requirements for 2020. After discussing and voting, the Board decided to give the GM a 3% pay increase.

Board asked GM to contact the Commission and find out if it was possible to display a Hwy sign showing location of the new Delco store. After inquiring with Laurie Lee, she informed the GM that it was not allowed.

GM proposed an in-Tasting Agreement for Permittees when tasting is performed in store. Board requested that the GM send the agreement to the attorney for review. After doing so, and discussing the agreement with the attorney, it was concluded that the agreement was legit.

GM informed the Board of an issue with a check that had been intercepted in the mail that was sent to a distiller and had been white washed. The original check was mailed in the amount of \$77.84, it was changed to \$3,300.00. The GM has been working with the lead detective to have the individual responsible arrested.

The commission sent an email with question regarding policies and procedures. The Board was given this list and each question was answered and the survey was returned to the Commission.
The board heard reports from the GM concerning the following topics:

1. Financials for Brunswick County ABC Board

- January 2020 sales compared with sales from the same month last year indicates:
 - Retail sales: +7.8% increase in sales (\$185,037.75) vs (\$170,476.60)
 - Mixed Beverage Sales: +33% increase (\$56,360.96) vs (\$37,742.65)
 - Sales Tax Collection: +7.9% increase (\$12,968.28) vs (\$11,948.84)
 - Overall Collection: +13.4% increase (\$254,366.99) vs (\$220,168.09)
- January 2020 bottle sales with bottle sales from the same month last year indicate:
 - Retail Bottle Sales: +5.6% - (19,000) vs (17,925)
 - Mixed Beverage Bottle Sales: +17.3% - (2,492) vs (2,062)
 - Overall Bottle Sales: +7% - (21,492) vs (19,987)
- Bank Balance as of December 6th, 2019 was \$921,388.40
- IDA Balance as of October 14, 2019, was \$183,500.24
- Truck Receipts for the month of January 2020 were \$142,291.51
 - Store #1
 - 1/6/2020 \$36,089.75 393
 - 1/16/2020 \$23,569.89 210
 - 1/30/2020 \$21,055.36 253
 - Store #2
 - 1/10/2020 \$36,497.99 363
 - 1/23/2020 \$25,078.52 258
- Bailment and Surcharge paid for January 2020
 - Store #1 was \$2,403.55
 - Store #2 was \$1,608.55
- Excise Tax paid for January 2020 was \$56,173.00
- Cycle Counts showed the following physical inventories:
 - **Store #1** net adjustments were bottles for \$ to the board.
 - **Store #2** net adjustments were bottles for \$ to the board.

Adjournment:

The next regular Brunswick County ABC Board meeting will be held Wednesday, March 18, 2020 at 5:00 pm.

There being no further business the meeting adjourned.

Prepared by Angela Boone, GM, and approved by the board on Feb 19, 2020 AB
GM

Mitchell Williams - 2-19-20
Mitchell Williams, Chair Date

Al Beatty 2/19/2020
Al Beatty, Member Date

John Dowless, Member Date