

**Minutes of the Meeting
November 18, 2013**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 18th day of November 2013.

Board Chair, Wayland Burton, called the meeting to order at 5:30 p.m.

Board members Deirdre Guion, Norwood "Andy" Miller and Rufus Sales were present. Attorney George W. Miller, Jr. was also present. Chief Derrick McMillan and Officer Keith Whitfield with Durham County ABC Law Enforcement and Perlie Davis, Support Services Director for Durham County ABC, were also in attendance.

Conflict of Interest Review and Declaration

Mr. Burton read the Board's Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members present verbalized that they do not have any conflicts.

Consent Items

Consent agenda items included the Board Attendance Report, Adoption of Agenda, Minutes of September 20, 2013 Special Board Meeting, Minutes of October 25 Special Board Meeting and Minutes of October 21, 2013 Regular Board Meeting.

Dr. Guion motioned for the consent agenda items to be accepted. Mr. Sales seconded the motion and the Board approved without objection.

Closed Business

Mr. Sales motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) consult with attorney, (5) facility leases or purchases and (6) personnel matters. Dr. Guion seconded the motion and the Board approved without objection.

The Board returned to open session at 7:26 p.m.

General Business

Public Comment/New Business

Mr. Burton reported that there is no new business to discuss nor are there any members of the public present.

Law Enforcement Report for November 2013

Chief McMillan reported that Officer Keith Whitfield was out of work on a work related injury in the month of October. He also reported that DCABC Law Enforcement gave a presentation on alcohol awareness to approximately twenty-five students at North Carolina Central University at the request of criminal justice professors.

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Chief McMillan informed the Board that members of the public have been relieving themselves on the side of the administrative building by the mixed beverage driveway and he recommends having a fence installed along the property line connecting to an existing fence.

The Board had a general discussion regarding installing a fence on the property. Chief McMillan will obtain quotes for the cost of installing a fence. Attorney Miller stated that there is a master survey of the premises and he will obtain a copy of the survey for the Board to review.

Chief McMillan reported to the Board as a follow up to a recent operations meeting that the security systems at all stores, the warehouse and the administrative office have the capability of allowing for each full-time employee to be designated a security code. The present security system provides each store with one code without distinction between individual employees or whether the employee is entering or exiting the store. The security companies, Diversified Security Systems and Sentry Watch, will prepare the panels and are capable of providing opening and closing reports upon request for a small monthly fee. Estimates of the monthly fee have been requested from each security company and are forthcoming.

Mr. Burton recommended that the master list of security codes be held by the General Manager, DCABC Law Enforcement and the Board attorney.

Financial Reports for November 2013

Mr. Burton reported that sales for the month were above budget. He also reported that building maintenance expenses were higher in the month due to payments made in the month of October for Roxboro Road store parking lot and roof repairs. Professional service expenses also exceeded the budget for the month due to payments made in October for CPA services providing the DCABC annual audit and attorney fees. Other income for the month of October included the sale of two vehicles on GovDeals.com totaling \$9,999.

Total sales for the month were \$2,380,203 which is an increase of 9.96% over last year and 9.21% over budget. Year-to-date sales were \$8,964,144 which is 8.60% over actual and 3.29% above budget.

Profit before distribution was \$202,010 for the month and \$683,626 year-to-date which is a 38.18% change over the same period last year and 39.61% increase over year-to-date last year.

After profit distributions, net income was \$118,452 for the month which is an increase of 38.89% over the same period last year. Year-to-date net income was \$368,778 which is an increase of 43.21% over last year.

The Board had a general discussion regarding reviewing current DCABC contracts on an annual basis to determine whether the contracts in place are the most cost effective.

POS/Technology System Update

Ms. Davis presented to the Board an update on the POS and technology system. She reported that additional Fusion customer references have been obtained and Mr. Burton has signed the Fusion customer quote. A POS register has been identified and quotes are forthcoming; only one will be purchased initially for testing. Non-register computers will probably be purchased with Windows 7 instead of Windows 8 because specific applications are untested in a Windows 8 environment.

Issues have arisen during the MAS 200 conversion testing and Netatwork is working on resolutions. Ms. Davis also reported to the Board that installation of the Fusion POS software in the pilot environment will begin in early December and will likely go live in mid to late February 2014.

Ms. Davis presented two options for IT support: 1) hire part-time IT support on a short-term basis, or 2) outsource IT support to a new third-party vendor. She reported that she has contacted ATCOM Business Technology Solutions and requested information regarding IT services they provide and costs associated. She reported that ATCOM's costs are less than what DCABC is presently paying for IT services and that ATCOM provides for all of DCABC's requirements. Ms. Davis recommended we identify solutions under both options to determine which best fits our needs. A recommendation will be presented to the Board at a later date.

Ms. Davis stated that DCABC's disaster recovery plan and equipment for backing up data are inadequate. She emphasized that disaster recovery will need to be addressed in conjunction with an overall IT strategy to be included in the IT Support recommendation.

Adjournment

Mr. Burton motioned to adjourn the meeting. Dr. Guion seconded the motion and the Board approved without objection.

Approved By: 
Wayland Burton, Board Chair

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