

**Minutes of the Special Meeting
December 19, 2013**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 19th day of December 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. Officer Keith Whitfield with Durham County ABC Law Enforcement, Lee Keatts, Durham County ABC Finance Officer, Perlie Davis, Support Services Director for Durham County ABC and Chris Gillette, Durham County ABC Operations Manager, 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.

Attorney Miller announced that the regular Board meeting that was scheduled for December 16, 2013 was reconvened to a Special Meeting this evening pursuant to legal notice and due to lack of quorum at the regularly scheduled Board meeting. The Agenda that was prepared for the regular Board meeting is the Agenda for the Special Meeting now convened.

Consent Items

Consent agenda items included the Board Attendance Report, Adoption of Agenda, Minutes of November 13, 2013 Special Board Meeting and Minutes of November, 18, 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.

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

Officer Keith Whitfield reported to the Board that law enforcement conducted two alcohol server classes and an alcohol awareness presentation at North Carolina Central University in the month of November. He also reported that law enforcement performed eighty-one inspections and sixty-five compliance checks. Five final written warnings were issued by DCABC law enforcement during inspections and permittees were notified that further noncompliance will constitute a violation.

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Mr. Burton reported that he received a letter from a North Carolina Central University Criminal Justice Department professor expressing gratitude to DCABC law enforcement for a job well done on their presentation.

Officer Whitfield reported to the Board that signs have been secured which state “no trespassing” and “security camera in effect”. These signs will be posted on the side of the administrative building by the Mixed Beverage driveway to dissuade the general public from relieving themselves in that area. Mr. Burton recommended signage as an inexpensive alternative to installing a fence along the property line. Signs have been ordered and the Department of General Services will post the signs.

Officer Whitfield also reported to the Board that he and Chief McMillan have spoken with neighboring restaurant managers and asked that they discontinue instructing their customers to park in the DCABC Chapel Hill Boulevard store parking lot especially during the busy holiday season. Officer Whitfield will direct traffic in the parking lot during peak shopping hours and purchase signs to post in an attempt to avoid future parking issues.

Officer Whitfield reported his findings regarding the additional security codes requested and code monitoring capabilities at the stores, warehouse and administrative office. There is no charge for an increased number of security codes and pricing information has been received for monitoring the codes. DCABC will have the capability to request monitoring information for a fee on an as needed basis without subscribing to the monthly service. A security specialist in the area is available to provide training to set up the security codes.

Financial Reports for November 2013

Mr. Keatts reported to the Board that year-to-date through November DCABC is doing very well with sales and net income exceeding budget and sales for the month of November slightly above budget.

Total sales for the month were \$2,644,352 which is an increase of 4.10% over last year and .04% over budget. Year-to-date sales were \$11,608,496 which is 7.54% over actual and 2.53% above budget.

Profit before distribution was \$276,488 for the month and \$960,115 year-to-date which is a 15.31% change over the same period last year and 31.62% increase over year-to-date last year.

After profit distributions, net income was \$183,354 for the month which is an increase of 8.93% over the same period last year. Year-to-date net income was \$552,133 which is an increase of 29.66% over last year.

Mr. Keatts presented to the Board an update on the annual budget to emphasize that optimal profit distributions are being disseminated to the County. The Board had a general discussion regarding the budget.

Mr. Burton recommended to the Board that consideration be given to determine if DCABC retail stores are located in prime areas or if new more desirable locations should be considered in an effort to increase sales revenue. A determination on best store locations should be contemplated especially as store leases expire or major repairs are needed at stores.

POS/Technology System Update

Ms. Davis presented to the Board an update on the POS and technology system. She reported that Fusion POS software has been installed in the pilot environment, testing has commenced and an initial training session has been completed. DCABC is still on track for a January 27 live date for the new POS system. Computers for the back office, warehouse and mixed beverage have been purchased and installation of the computers is in progress. Quotes for the register computers are being received and reviewed. A temporary hire has been secured to assist DCABC with the new hardware installation process. Ms. Davis and Mr. Burton met with the technology consultant from Hi-Tek POS to review the status of the Horizon II contract and determined that the contract is now complete. Any future services requested of Hi-Tek will be on an as needed basis. Ms. Davis is continuing to accept bids to evaluate options for future IT support services.

National Alcohol Beverage Association Conference (NABCA)

Mr. Burton reported to the Board that the National Alcohol Beverage Association Conference is scheduled in May and he has e-mailed Board members with the specific details so any member interested in attending the conference can save the date.

Strategic Planning and General Manager's Report

- Handicapped Parking at Holloway Street and Hillsborough Road Stores
Mr. Burton reported that the handicapped parking symbol was repainted at the Holloway Street store and he has confirmed that the single handicapped parking space at the Hillsborough Road store does meet code.
- Alexander Village Store
Mr. Burton recommended that Board members visit the Alexander Village store and give consideration to whether DCABC should renew the lease next year or consider purchasing property in the area. He also recommended that the Board consider adding a mixed beverage facility to the Alexander Village store or in the area.

Other Business

- Disposal of Computers
Mr. Burton recommended to the Board that DCABC donate old computers to John Avery Boys and Girls Club and consider donating outdated equipment to other non-profits as additional equipment is purchased.
- Highway 55 Store Parking Lot
The Board had a general discussion about the poor condition of the parking lot at the Highway 55 store and the possibility of paving the lot.

Closed Business

Dr. Guion 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. Mr. Sales seconded the motion and the Board approved without objection.

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Adjournment

Mr. Burton motioned to adjourn the meeting. The Board approved without objection.

Approved By: 
Wayland Burton, Board Chair

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