

MINUTES
BREVARD ABC BOARD
August 22, 2019

Approved
Robinson: <u>TCR</u>
Dinkins: _____
Jaisler: <u>J</u>
Rahn: <u>AR</u>

The Brevard ABC Board met in regular session on Thursday, August 22, 2019 at 8:30 a.m. in the City Hall Administrative Conference Room.

Members Present: Dr. William Riecke, Chair
Tim Robinson
Jack Jaisler
Geraldine Dinkins

Members Absent: Teri Rahn

Staff Present: Mark Balding, ABC General Manager
Denise Hodsdon, Executive Assistant

Special Guests: None

- A. Welcome & Call to Order**
- B. Quorum**

The meeting was called to order by Board Chair Dr. Riecke at 8:31 a.m. and a quorum was noted.

- C. Approval of Agenda**

Motion by Mr. Jaisler, seconded by Ms. Dinkins, to approve the agenda as presented. Motion carried unanimously.

- D. Approval of Minutes**

- 1. Minutes from Regular Session – July 25, 2019**

Motion by Mr. Jaisler, seconded by Mr. Robinson to approve the minutes of the Regular Session meeting on July 25, 2019 as presented. Motion carried unanimously.

- E. New Business**

- 1. Manager's Report / Sales Updates**

Mr. Balding presented the ABC Law Enforcement Monthly Report for July. There was one ABC law violation at a permitted establishment and six controlled substance violations all at permitted establishments. He hopes to invite Lt. Robert Shuler to the next meeting.

Mr. Balding reported that while June sales are usually flat, this year sales for June were up \$19,707.34 or 5.33% over last year. July was a strong month with sales up \$54,063.27 or 14%

over last year. Operating income was \$51,556, resulting in an 11.76% profit. He reviewed a comparison of July sales for both stores from 2016 to 2019. Mr. Balding reported that everything is out of the old Pisgah Forest store, but he is still waiting on the electrician to complete a few small projects. Exit expenses to be completely free of the old location are \$599.95 to remove the old signage and \$500.00 for interior demolition and disposal. Once the electric work is done and lien releases are received, S2 will release their \$25,000 contribution toward improvement costs and that will go back to working capital.

Ms. Dinkins asked if the Board could do a billboard with information about the new Pisgah Forest Store. Mr. Balding will check into that.

Mr. Balding reported that the employee that suffered the work-related injury will be out for another six weeks. He has hired a part-time employee who recently retired from the County with over 30 years working in finance and accounting. She will be trained to run the back office, assist with financials, bill payments and taxes. Currently Jackie Jarvis is serving as Interim Assistant Manager and this will allow her to get out of the office and focus on managing employees from the floor at both stores. There was discussion about whether it is time to hire a full-time Assistant Manager. Mr. Balding said we are currently in a good position and doing things as cost-effectively as possible. The Board asked Mr. Balding to look at the long-term and to let them know when he feels it is time for a full-time Assistant Manager.

F. Unfinished Business

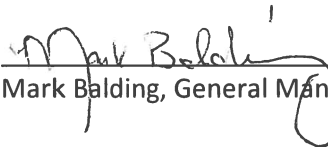
1. Review and Approve Accountant's Reports from June and July, 2019
2. Review and Approve Reconciliations and Bank Statements from June and July, 2019

The accountant's reports and reconciliations and bank statements for June and July, 2019 were approved and circulated for signatures.

G. Adjourn

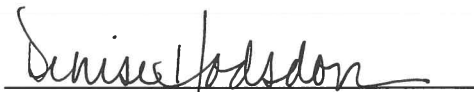
There being no further business, Mr. Jaisler moved, seconded by Mr. Robinson to adjourn the meeting at 9:36 a.m.

Next regular meeting: The next meeting will be **Thursday, September 25, 2019 @ 8:30 a.m.**


Mark Balding, General Manager


William Riecke, Chair

Minutes Approved: Sept 26th, 2019


Denise Hodsdon, Executive Assistant