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Belville ABC Board

John Clark, Chairman
Joseph "Joe" Henson, Vice Chairman
Tilita Alexander
Richard Trexler
Robert "Gene" Ward

Belville ABC Board Regular Meeting
63 River Road
Belville, NC 28451
March 21, 2023
6:30 PM

Attendees: Chairman- John Clark
Vice Chairman - Joseph Henson
Member - Tilita Alexander
Member - Gene Ward
Attorney - Jim Eldridge

Staff: Michele Ford-York - General Manager
Tia Clemmons – Store Manager
Alexa Causey – Store Manager
Amanda Chestnut – (by phone)
Tara Spivey – (by phone)

1. **CALL TO ORDER**
The meeting was called to order at 6:50 p.m. and began by reciting the Pledge of Allegiance. The members made a motion to excuse Rich Trexler from the meeting. It was approved 4-0.

2. **APPROVAL OF THE AGENDA**
Chairman Clark asked to move item 7(c) up to 2(b). He also added an Item 4(b) under the closed session.
A motion was made and passed 4-0 to approve the revised agenda.

   (A) There were no conflicts of interest.
   (B) Celebrating Michele Ford-York's Years of Service. The Mayor presented Ms. Ford-York with a resolution for her 23 years of service. This will be her last Board meeting.

3. **APPROVAL OF THE MINUTES**
The minutes of the regular meeting held on February 21, 2023 were approved 4-0.

A motion was made and approved 4-0 to go into Closed Session at 6:59pm

4. **CLOSED SESSION**
   A. Attorney Consultation N.C.G.S. 143-318-11(a)(6): Personnel Matters
   B. Attorney Consultation N.C.G.S. 143-318-11(a)(3): Attorney Consultation

A motion was made and approved 4-0 to come back into public session at 7:33pm. Mr. Eldridge stated that no votes or actions were taken in closed session.

5. **SPECIAL DISCUSSION**
   (A) Status of Audit Identified Extra Payments – Review by Money Mastery
   The Chairman explained that the audit for fiscal year 2021-2022 identified a shortage of payments to law enforcement and alcohol education. The accountants were tasked with reviewing the past two years of payments on the distribution sheets and they confirmed the values in the audit were correct. These values are $16,742.41 to Law Enforcement and $23,438.58 to Alcohol Education. The Chairman then asked the attorney and the accountants if we could pay these extra payments from the two funds that we have: Capital Improvement Fund and Future Construction Fund. Both replied that we would need the approval of the appointing authority; the Town of Belville.

   The Board then instructed the Chairman to approach the Town at the next meeting and request their approval.

   Mr. Trexler and Mr. Clark did a similar review but went back up to 12 years to validate all of the payments and calculation for the two required distributions and also confirmed the audit values. They also reviewed payment to the Town of Belville and found after extensive review that the Board owed the Town $890.00.

6. **OLD BUSINESS**
   A. **Report on Best Selling Items Per Store Status – Status of Extra Purchases**
   Ms. Clemmons gave the following report:
   The top 5 best-selling items for the month of February were as follows:

Tito's half gallon	418 bottles
Platinum half gallon	298 bottles
Tito's fifths	242 bottles
Smirnoff half gallon	241 bottles
Pinnacle half gallon	232 bottles

   She stated that there is nothing coming up on sale until May. At that time Tito's fifths will be going on sale at $19.95 (regularly $22.95) at which time she will be ordering because her stock is now depleted. She also stated that she still has Pinnacle in stock.

   B. Alcohol Tastings – Past and Future
   Ms. Clemmons stated that Weldon Mills would be at her store on Friday, March 24th – 3pm to 6pm and they will be at Store 1 on March 31st – 3pm to 6pm.

   C. **Status of Current Staffing**
   Ms. Causey stated that she is fully staffed. Ms. Clemmons stated that she will need someone due to the upcoming changes.

   At this time Chairman Clark stated that he wished to take action on what was discussed in closed session. He stated that the Board would need to approve an extra stipend to the three management staff that would be left until the GM position is filled. He also stated the following: (1) Ms. Clemmons was asked and accepted the interim GM position until the position is filled (2)

Ms. Causey will remain a store manager, however she will have extra duties to support Ms. Clemmons (3) the Board intends to offer Naysha Reid an interim Assistant Store Manager position to assist Ms. Clemmons and Ms. Causey as needed.

In light of the extra duties, the Board is offering the following stipends for each pay period: Ms. Clemmons would receive an extra $500 per pay period; Ms. Causey would receive an extra $300 per pay period and an extra $200 per pay period for Naysha Reid. These stipends would only be for the duration until a new General Manager is hired.

Chairman Clark also stated that he and Mr. Trexler have come up with a budget adjustment that allows enough extra money in Staffing and Wages as a permanent Assistant Store Manager, however this will all depend on two things (1) the Town of Belville giving approval for the Board to take money from the two funds and (2) approval of the budget amendment being discussed this evening.

At this point, Mr. Henson raised the question as to whether the Assistant Manager position could be filled immediately. Chairman Clark explained to him that it cannot take place until the budget amendment is discussed and approved and the Town agrees to the disposition of extra payments.

Mr. Eldridge explained that if the Town approves the money, then an item can be placed on the April agenda to vote and approve the Assistant Manager position.

Chairman Clark made a motion to approve the changes to staffing, interim positions and interim pay. It was approved 4-0.

D. Efforts in Finding a New Auditor

Ms. Ford-York stated that she spoke to four firms and only one responded, Gibson and Company, they asked that the Board submit a financial statement to review and decide if they'd like to take it on.

Chairman Clark asked Ms. Clemmons to reach back out to the firm that she had found in Whiteville to see if they'd be interested and, if so, for them to send in a proposal. He also asked her to look back at the other two that she had found.

E. **Proposed Storage Facility**

Mr. Henson asked that it be moved to next months' meeting.

F. **Proposed Budget Amendment**

The Board reviewed the draft Budget Amendment and changes were made to the language of the two sections. The values were discussed including the addition to the Salary, Payroll Tax, and Group Insurance accounts that will support a new Assistant Store Manager position. Account 7402 Accounting & Payroll will add funds for the past assistance of the Money Mastery during the audit and for each monthly payroll and QuickBooks support to the management staff.

A motion was made to allow the Chairman to sign the revised Budget Amendment. It was approved 4-0.

G. **NCAABCB Conference**

There were sessions on the first day devoted to GM's only. All others were asked to leave the sessions. Most of the discussion was about special allocation of products. Also a discussion about a potential new warehouse.

Chairman Clark stated that both he and Ms. Causey spoke to several distillers at the trade show asking them to reach out about conducting tastings in our stores.

Chairman Clark also spoke about advertising which was also discussed at the conference. The main topic is the prohibition against advertising for tastings. All attending members stated that the conference provided new information for each of them.

Chairman Clark spoke about the canned products that he saw at the conference and he'd like to look into getting a larger refrigerated case in both stores to be able to put hot selling items in there. He asked Ms. Clemmons and Ms. Causey to look into a location in their stores for placement.

Mr. Henson discussed the use of gift cards being used in two boards. The Commission will look into this issue and its potential use across the state. It currently is limited to gift cards being sold and used only in the same stores.

7. **NEW BUSINESS**

A. **General Manager's Financial Report**

Ms. Ford-York stated that the month February, Store 1 was down. She said that she is working on reductions for the hard to sell items. Store 2 is up. We are up 1.70% in March so far. We continue to be number 1 in sales in the County.

Product placement at both stores has been worked on to increase visibility and sales.

Budget vs. Actual Financial Report

Chairman Clark addressed utilities, insurance, store supplies, property taxes, accounting and payroll, casual labor, and security. He said that they were all within budget once the Budget Amendment was approved. For the year, Operating revenues are up 5.6%, sales values are up almost 20% and gross profits are up about 5%.

Ms. Ford-York stated that she investigated a credit card charges that happened in November and the beginning of February. In February it was a charge of $10.65 at Store 1 and in November it was $15.25. It's the same person using the card. Continued review is being performed by Mr. Gaskin's staff.

B. **Proposed 2023-2024 Budget**

Chairman Clark asked everyone to look at the information that was developed by Mr. Trexler and distributed to all members. He requested each to review this and reach out to him in the next couple of weeks with comments.

C. **Posting of General Manager's Position**

Chairman Clark stated that he had received comments from Mr. Trexler and Ms. Alexander. He had also sent out the proposed position description to everyone for their information.

Ms. Ford-York mentioned that the posting should also be sent to Mr. Stallings to be distributed around the ABC System.

Chairman Clark made a motion for approval to post this position on LinkedIn, the Town of Belville site as well as send a copy to Mr. Stallings. It was passed 4-0. The attorney reminded the members that should not identify any applicants in open session. This would violate the provisions of the Chapter 168 of the Personnel Record Privacy Statute.

8.

BOARD MEMBER REPORTS

A. **Joe Henson –** He knows a guy who might be interested in the GM position.
B. **Gene Ward –** Nothing to report at this time.
C. **Tilita Alexander –** Nothing to report at this time.
D. **Tia Clemmons** – She wanted to mention an issue that took place on Monday at Ms. Causey's store during her delivery on Monday, March 20th. The delivery driver drove away and left the ramp in the middle of the parking lot. She took a picture of it and sent it to Debbie Hayden to let her know what had happened.
E. **Chairman Clark** – Informed everyone that all future deliveries will start to be placed on pallets and opened upon arrival at the stores. This was discussed at the conference.

9. **PUBLIC COMMENTS**

There were no public comments.

10. **ADJOURNMENT**

Mr. Ward made a motion that the meeting be adjourned; it was passed 4-0. The meeting adjourned at 8.03pm.