

**MINUTES OF THE REGULAR MEETING OF THE TOWN  
OF LAKE LURE ABC BOARD**

MONDAY, JANUARY 9, 2023  
3:30 P.M.

THIS MEETING WAS HELD AT LAKE LURE TOWN HALL.

**Present:** Richard Sayles, Chair  
Linda Samarotto, Board Member  
Esther Lusk, Board Member  
Bob Cassano, Board Member  
  
Trent McGuire, Store Co-Manager  
Earl Russell, Store Co-Manager

**Absent:** Peter O'Leary, Board Member  
  
Rhonda Cook, Accountant  
Jim Proctor, Town Council Liaison

**Others Present:** Scott Doster, Town Council Liaison (Filling in)  
David Robinson, Prospective Board Member

**I. CALL TO ORDER**

Chair Richard Sayles called the meeting to order at 3:32 p.m.

**II. AGENDA ADOPTION**

Mr. Bob Cassano made a motion to adopt the agenda, as presented. Mrs. Esther Lusk seconded. All present board member voted in favor.

**III. CONFLICT OF INTEREST STATEMENT**

There were no conflict of interests.

IV. **APPROVAL OF THE DECEMBER 19, 2022 REGULAR ABC BOARD MEETING MINUTES**

Mrs. Lusk made a motion to approve December 19, 2022 regular meeting minutes, as presented. Mrs. Linda Samarotto seconded and all voted in favor.

V. **NEW BUSINESS**

A. *Discuss ABC Store Operations*

Commissioner Scott Doster introduced Mr. David Robinson. Commissioner Doster explained that Mr. Robinson had sent a list of question to the Board because he has a potential interest of becoming a member. Board members reviewed Mr. Robinson's questions.

Mr. Robinson asked about the objectives of the Board. Chair Sayles answered that stabilizing staff and trending towards mending the financial situation are two current objectives. Mr. Robinson asked for specifics regarding financial issues. Chair Sayles explained that taxes and bills were not being paid under past management and accounting, but noted that the accounting and management had since changed and have been working towards paying any overdue payments. Chair Sayles noted that the current accountant, Ms. Rhonda Cook, had received an email from Heather Aldridge who informed Ms. Cook that there are unpaid taxes from 2020 and 2018. Ms. Cook advised that Ms. Aldridge was willing to waive a \$1,000 fee, but \$38,000 will still be owed. Chair Sayles expanded that another financial issue is that unpaid invoices from distillery vendors, but Ms. Cook and Store Manager Trent McGuire are working to pay all unpaid invoices, which Chair Sayles hopes to resolve all payment issues. Mr. Cassano noted that the past accountant was not paying taxes and that the Board was under the impression that they were. Mr. Cassano mentioned that the Board now has Ms. Cook as their Accountant and she has been working diligently to identify and fix issues. Mr. Robinson asked if the financial information is audited and it was confirmed that it is and that Ms. Cook has all of the documents necessary for auditing. It was noted that the board has an adequate amount of funding, but have been catching up on back-taxes. Chair Sayles provide board members with total payments still owed. Mr. Robinson asked about paying distillery vendors and Mr. McGuire explained he is obtaining information from small bills from distributors. Mr. Sayles explained how the distribution process works including how the state is the mediator between ABC Stores and distributors, and that multiple distillery vendors bill separately rather than one bill being received from the distributing warehouse. Mr. Robinson asked about payroll taxes and Board noted that there have been no issues found in regard to payroll taxes. Mr. Robinson asked adjustment on last audit and Sayles said about \$50,000.

*i. Inventory*

Chair Sayles explained that a complete store inventory took place on January 2<sup>nd</sup> and the inventory was inserted into balance sheets. Chair Sayles noted that numbers look a little off, but there will be another complete inventory next month and it will result in increased accuracy. Mr. Robinson asked how long inventory took and Mr. McGuire answered 6 hours because the single scanning gun slowed the process. Mr. Cassano noted that complete inventories should be done quarterly, with monthly spot checks. Commissioner Doster asked if the scanning gun is used when a shipment is received and Mr. McGuire said yes. Mr. Robinson asked what board would do in the scenario which inventory was completed and it was off a significant amount and Mr. Cassano answered that they would call for recounts immediately and would stay until the number is correct or two numbers are similar. Commissioner Doster recommended a monthly cycle count per alcohol type. Chair Sayles noted that one additional complete inventory should be done next month and then monthly cycle count will take place with four complete inventories per year. Board members expressed support for another complete inventory next month. Mr. Robinson asked if inventory can be done before the next Board meeting and Board members discussed options. There was consensus to do the next complete inventory on February 1<sup>st</sup> from 8:00 a.m. to 2:00 p.m., and open store at 2:00 p.m. Mr. McGuire mentioned that he will make sure that Kevin with Carolina Date is available for this inventory.

Board members discussed rules regarding the promotion of products and social media. Board members also discussed how to best inform the public of store closures.

*ii. New Computer*

Chair Sayles noted that there has been discussion in regard to purchasing a new computer for the store because the current computer is outdated and will not properly support Ms. Cook's accounting software. Mr. Robinson asked what POA system the store is using and Chair Sayles answered BOSS. Mr. Robinson asked if data in BOSS will convert to QuickBooks and Sayles expressed uncertainty. Chair Sayles explained that the POA system will not change, but accounting software will. Mr. Cassano noted that accounting will be improved with a new computer, and that the store and accountant will be working together. Mr. Cassano also noted that as of current, store staff delivers BOSS reports to Ms. Cook and Ms. Cook manually enters the data into QuickBooks. It was noted that Kevin with Carolina Data will provide support if the computer is purchased from him. Mr. Cassano recommended that Kevin hold training meetings once a month until the board and store staff understand the new system.

*iii. Additional Scanning Gun*

Mr. McGuire explained that he had been in contact with Kevin from Carolina Data who has presented him with two options for purchasing additional scanning guns. Mr. McGuire explained that Kevin offered a discount on scanners, but another option is to

wait until February when he will have a deal for buy one get one 50% off. There was Board consensus to support the new computer and scanner. Mr. Cassano asked if a third scanner is necessary and Mr. McGuire said no. Board members agreed that a third scanning gun is not necessary. Chair Sayles asked Mr. McGuire to provide the Board with updates.

*iv. Uniforms*

Mr. McGuire provided Board members uniform options. Mr. McGuire explained that he had received the design and price quotes from Yetees from Mill Springs. Board members discussed vendors. Mr. McGuire noted that majority of staff liked the heather grey option. Chair Cassano asked if Mr. McGuire is familiar with the quality of the vendor's produces and Mr. McGuire answered yes and that they are Adidas Dry Fit. There was consensus of support to allow Mr. McGuire to negotiate details and proceed with purchase.

*v. Greenery and Flowers at ABC Store*

Chair Sayles noted that he had spoken with the Town Clerk and it was determined that the Town maintains the exterior of the ABC Store, including landscaping. It was noted that this is not being taken care of and Commissioner Doster advised that this should be handled. Town Clerk Olivia Stewman explained that she had contacted public works and they should be installing a new flag outside of the ABC Store. Mr. Cassano noted that the inside of the store is looking good, but noted that outside should be looking good as well and should be monitored. It was also noted that the Town was supposed to change a light outside of the store and it was never changed. Commissioner Doster noted the Town Manager should be the point of contact regarding any issues the Town is not taking care of. It was discussed that Town is responsible for exterior maintenance and the Board is responsible for interior maintenance.

*vi. Other*

Chair Sayles mentioned that Quinn Woolard from the ABC Commission would like to visit the store on February 2<sup>nd</sup> to do a performance audit. Mr. Cassano noted that since the inventory will be done February 1<sup>st</sup>, information should be plugged in by February 2<sup>nd</sup>.

Chair Sayles noted that Board member ethics training should also be completed by Mr. Cassano, Mr. O'Leary, and Mrs. Lusk no later than March. Chair Sayles will forward training information to the Board.

Mr. McGuire noted that it would be beneficial to have Ms. Cook present during the audit.

Board members discussed terms. Commissioner Doster noted that members of boards will be appointed at the February Council meeting and terms will begin in March. Commissioner Doster explained that Council liaisons make recommendations in regard to appointments.

Commissioner Doster asked if the new computer will be able to add QuickBooks Pro instead of online version and it was confirmed that it should.

Commissioner Doster asked if the state website had updated manager information and Chair Sayles said will check with Greg Stallings.

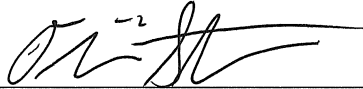
Commissioner Doster noted that last month Ms. Cook expressed that there should not be any additional unpaid dues and there has now been indication of more. Board members discussed that the next balance sheet should look as accurate as possible.

Commissioner Doster mentioned that Town is looking into moving the ABC Store to a different location. Commissioner Doster announced that he had placed a call with the Ingles real estate representatives earlier in the day to see if Ingles would be interested in having the ABC Store moved next to them, but has not received a response. Mr. Robinson asked what the estimated price for a new store would be if it were built next to Ingles. Mr. Cassano noted that it is uncertain, but the store needs clean books to know how much can be spent. Mr. Cassano projected that the store will double their revenues in years to come. It was noted that Board members and managers would be involved in moving of store. Commissioner Doster noted that another option is to move the ABC Store to the Outreach space where a convenience store was once located, which would happen quicker than building. Commissioner Doster noted that two units would be needed, one for retail and one for warehouse operations. Commissioner Doster explained that there is no loading dock, but that should not matter because deliveries can be put on lift kits. It was noted that the two units would cost around \$3,000 per month. Commissioner noted that the store managers need to visit the space, and that Chair Sayles and Mr. Cassano had already visited. Mr. Cassano noted that there would be more store and warehouse space than there is at the current location. Commissioner Doster explained that some changes will need to be made to the retail side, but the warehouse side will not require any changes.

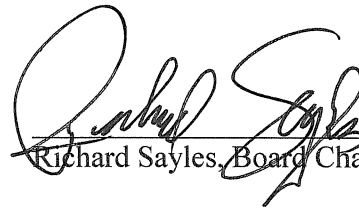
VI. ADJOURNMENT

With no further business, Mrs. Lusk made a motion to adjourn the meeting. Mr. Cassano seconded and all voted in favor. The meeting was adjourned at 4:44 p.m.

ATTEST



Olivia Stewman, Town Clerk



Richard Sayles, Board Chair