

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

MONDAY, NOVEMBER 20, 2023
3:30 P.M.

THIS MEETING WAS HELD AT LAKE LURE TOWN HALL.

Present: Richard Sayles, Chair
Bob Cassano, Vice Chair
Trace Boswell, Board Member
Esther Lusk, Board Member
Peter O'Leary, Board Member

Trent McGuire, Store Manager
Rhonda Cook, Accountant

Absent:

Others Present: Scott Doster, Town Council Liaison

I. CALL TO ORDER

Chair Richard Sayles called the meeting to order at 3:30 p.m.

II. AGENDA ADOPTION

There was a request to "Council Liaison Report" to Section V ("New Business") under Item C.

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

III. CONFLICT OF INTEREST STATEMENT

There were no conflict of interest.

IV. APPROVAL OF THE OCTOBER 16, 2023 REGULAR ABC BOARD MEETING MINUTES

Mr. Trace Boswell made a motion to approve the October 16, 2023 minutes, as presented. Mr. Cassano and all voted in favor.

V. NEW BUSINESS

A. *Discuss Budget Changes for Employee Salaries*

Chair Sayles noted that Mr. McGuire spoke with him about pay increases and stated that should be accounted for in the budget for next year. Mr. McGuire noted that the Patricia Crain's one year anniversary with the store is approaching and another employee's one year anniversary will take place in the near future. Mr. McGuire suggested that 50 cent increases would be appropriate. Mr. McGuire expressed that Ms. Crain is doing a great job and is on the path to becoming assistant manager. Ms. Cook advised against a 50 cent raise for Ms. Crain because her pay was increased recently. Mr. O'Leary noted that the Board needs to review payroll and determine what increases can be afforded, but agreed that a good job should be rewarded when it is fiscally responsible. Chair Sayles noted that the Board has implemented holiday bonuses in past years. Ms. Cook advised that the payroll budget has already been significantly tapped into. Chair Sayles noted the need to be smart with payroll. The Board discussed that Ms. Crain had a \$2 pay increase about five months ago when her probation period ended and that she has not yet been granted the title of assistant manager, but the Board could grant her the title without an additional raise at this time. Commissioner Doster noted that Ms. Crain should be eligible for another raise on the anniversary of when she was given the initial raise at the end of her probation period. Mr. McGuire added that another employee will have been with the store for one year in the coming weeks and has never been given a raise. Mr. McGuire noted that this employee has also been satisfactory. Mr. Boswell asked how many hours the employee works and Mr. McGuire answered that he is part time and usually work about 24 hours a week. Board discussed what pay raises could be afforded. Commissioner Doster asked if the store is fully staffed and Mr. McGuire answered no because the store lost one person and he would like to hire a replacement. Mr. McGuire detailed who he would like to fill the vacant spot. Mr. McGuire expressed that he thinks that five employees would be consistent and sufficient. Mr. McGuire noted that the part time employees are very beneficial. Commissioner Doster recommended leaving the pay rates as is for now. Mr. Cassano and Chair Sayles noted that the employee approaching one year without a raise is due for one. Board members discussed giving Ms. Crain the title of assistant manager.

Board members discussed holiday bonuses.

Mrs. Lusk made a motion to authorize holiday bonuses in the amount for \$500 for manager, \$300 for assistant manager, \$150 for the part time employee with the most longevity, and \$50 for the new part-time employee. Mr. Boswell seconded and all voted in favor.

Ms. Cook asked if the Board wants to issue the holiday bonuses through direct deposit or check. Board members opted for handing out checks. Ms. Cook asked when the Board wanted to release these checks. Mr. Cassano recommended the first pay period in December and others agreed.

Chair Sayles asked about the new computer. Ms. Cook noted that she had placed the new computer in the budget after moving excess funds in other categories. Mr. McGuire asked if he can order the computer now that it is budgeted. It was determined that Mr. McGuire will order the computer when the new calendar year begins.

Ms. Cook noted that the Board should be paying the town a quarterly distribution. Board members expressed support. Ms. Cook asked how much to pay the town and noted that it is supposed to be based on a certain percentage of what is made per year. It was noted that the total amount paid should be \$3,122, so the Board directed Ms. Cook to pay the Town \$500 quarterly.

Mr. Cassano noted that the store is on targeted to make \$140,000 this year.

B. Discuss Inventory

It was detailed that inventory is scheduled December 8th through 10th and the store will not close while inventory is taking place. Mr. McGuire noted that he is trying to get a second scanner loaned by Carolina Data for this inventory.

C. Discuss End of Year Report for Town Council and Council Liaison Report

Chair Sayles explained that he will be attending the December Town Council meeting to present the annual report. Chair Sayles added that he is in the process of completing the report and asked if Board members have any input. Chair Sayles noted that he will discuss inventory and quarterly distributions. Mr. O'Leary recommended that Chair Sayles discuss the store relocation in the report. Mr. Cassano suggested that Chair Sayles detail personnel and staffing. Commissioner Doster recommend reporting on overall financial health. Mr. Boswell recommended discussing income increases and the financial report for January through November. Mr. O'Leary added that Chair Sayles could report on board changes.

Commissioner Doster stated that he had nothing else to report.

D. Discuss Water Bill

Mr. McGuire reviewed the most recent utility bill and informed the board that issues have been resolved.

E. *Follow-up Regarding Meeting with Foothills Security*

Mr. McGuire detailed that the meeting with Foothills Security went well. Mr. McGuire noted that there is currently continuous recording, but it has been discussed that it might be beneficial to transition to motion only recording because it would increase the number of days that he has access to the recordings. Commissioner Doster asked how the video runs if motion is triggered and Mr. McGuire said that he is unsure, but will follow-up. Board discussed that the decision can be made by Mr. McGuire if it motion based recording records a sufficient amount of time.

F. *Discuss ABC Store Operations*

Mr. McGuire reiterated that an employee had quit after behavioral issues occurred and that he has a recommendation for a replacement. Mr. McGuire reported that the staff is doing great otherwise.

Mr. McGuire detailed that he changed the mixed beverage form to verify stamps after ALE did a random check on the Tiki Bar and found a few unstamped items.

Mr. McGuire expressed that he would like to switch to Spectrum internet services because Spectrum should have faster speeds and better quality. Mr. McGuire noted that he will have cost estimates from Spectrum at the next meeting. Chair Sayles asked to provide comparison numbers. Ms. Cook advised that Spectrum is known to change prices often.

Mr. McGuire asked if there is funds for uniforms in the budget and Ms. Cook noted that uniforms are covered under unplanned expenses. Mr. McGuire expressed the need to purchase uniforms.

Mr. McGuire explained that Weldon Mills held a tasting and sold over 58 bottles, which was the most successful tasting sales to date. Mr. McGuire added that their house vodka is great. It was noted that Bogue Sound canceled their tasting.

Board members discussed that relations with local businesses are going well.

G. *Review Financial Report*

Board members reviewed the financial report. It was noted October was a good month for finances.

Mr. McGuire asked if the Board is content with where he is holding inventory and Board members discussed. Board members and Mr. McGuire discussed that he is trying to phase out products that have not sold well in the past, but he has not yet gotten approval to discount the items. Ms. Cook noted that it looks like percentages are on target the past few months.

Mr. O'Leary explained that noticed the professional fees will go over budget if funds continue to be spent at the rate they have been and Ms. Cook explained that this will not be an issues because professional fees will be reduced since the audit has been completed.

It was noted that the bank and credit card expenditures had increased, but that it a result of increased sales.

Mr. O'Leary expressed concerns about utilities and phone expenditures going over the budgeted amount and Ms. Cook agreed. Mr. O'Leary advised that this line item would need to be better budgeted next year. Mr. O'Leary noted that supplies are on pace to be overspent, as well. It was noted that emblems and surcharges are higher, but that is also a reflection of increased sales.

Board expressed that next year's budget should be better since figures are more accurate now. Ms. Cook noted that the board will likely need another budget amendment before the fiscal year ends.

Mr. O'Leary expressed that if current rates are maintained, the board will exceed expected revenues.

Mr. Cassano asked if Ms. Cook anticipates any old penalties being reimbursed and Ms. Cook answered that she is unsure. It was noted that it is unknown whether or not the board will be reimbursed for insurance claims against the former accountant.

Mr. Boswell asked if Mr. McGuire is running out of any products and Mr. McGuire answered no. Mr. McGuire added that he tries to keep two cases of what is sold often and will buy more of a seasonal products that sell well based on forecasts from last year's sales. Mr. McGuire noted that he tries not to keep large quantities of produces that do not move well.

Ms. Lusk read email from new insurance claim representative after she spoke with Ms. Cook. It was detailed that the claim representative had notified Ms. Lusk and Ms. Cook that she had all documentation that she needed from the Board and that she is waiting on a coverage determination.

Mr. Cassano noted that he used to date boxes when completing inventories in order to better determine how long certain items are being unsold.

Board discussed that it would be ideal if a history report could be provided when products are being scanned during inventories.

Chair Sayles asked why there was a large shipment of Fireball kegs today and Mr. McGuire explained he sold a lot of them recently, so he bought ten this time in order to not run out.

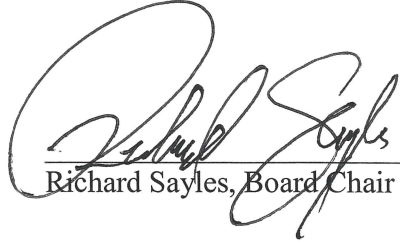
VI. ADJOURNMENT

With no further business, Mrs. Lusk made a motion to adjourn the meeting. Mr. Boswell seconded and all voted in favor. The meeting was adjourned at 4:32 p.m.

ATTEST:



Olivia Stewman, Town Clerk



Richard Sayles, Board Chair