

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

MONDAY, AUGUST 21, 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  
Peter O'Leary, Board Member  
Patricia Crain, Store Assistant Manager  
Rhonda Cook, Accountant

**Absent:** Esther Lusk, Board Member  
Trent McGuire, Store Manager

**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**

Mr. O'Leary made a motion to adopt the agenda, as presented. Mr. Cassano seconded. All present board member voted in favor.

**III. CONFLICT OF INTEREST STATEMENT**

There were no conflict of interest.

**IV. APPROVAL OF THE JULY 17, 2023 REGULAR ABC BOARD MEETING  
MINUTES**

Mr. Cassano made a motion to approve the July 17, 2023 minutes, as presented. Mr. Boswell seconded and all voted in favor.

**V. NEW BUSINESS**

**A. *Discuss Audit and Audit Filing Procedures***

Chair Sayles asked Assistant Store Manager Patricia Crain how the audit went and Ms. Crain answered that she thought it went well and that the auditor didn't seem to have concerns. Chair Sayles asked if there was a timeline for getting the audit report and it was undetermined. Ms. Rhonda Cook noted that the auditor had commented on the improvements that had been made. Commissioner Scott Doster asked when the auditor would present the audit and it was noted that she may present at the September meeting. Ms. Cook agreed to follow up.

**B. *Store Manager's Conference Update***

Ms. Crain reported that Store Manager Trent McGuire said the first few hours of the conference he attended were spent voting on board members. It was also reported that Mr. McGuire spoke with a representative from Maker's Mark. It was noted that LB&B was not at the conference, but they were discussed and it was expressed that LB&B would like managers to visit the warehouse. Ms. Crain explained that the ABC Commission is trying to build a new warehouse. It was added new products were sampled at the conference. Board members discussed discount pricing that was mentioned at the conference. Commissioner Doster asked if there are ABC rules on discounting alcohol and Ms. Crain answered that approval from the ABC store is required and that it could be requested to discount items that are not selling well. Mr. O'Leary asked if the store could get a rebate and Ms. Crain answered that she will follow up. Mr. O'Leary asked if the conference was hosted by the Commission and it was answered that it was hosted by the North Carolina League of Municipalities (NCLM), but the Commission was involved. Board members expressed concern that LB&B was not in attendance. Ms. Cook noted that LB&B is receiving complaints about their operations. Mr. O'Leary asked Ms. Crain to ask Mr. McGuire to send a letter of concern about LB&B not being present at the conference. Board members discussed that pallet availability was mentioned at the conference. Commissioner Doster suggested that the Commission should look for pallet availability when they approve an ABC Store location. It was noted that LB&B looked at the new location when the store recently moved, so this may be done now.

**C. *Discuss Staffing***

It was noted that one employee was recently fired, another was hired and stopped reporting to work after a short amount of time, and there is now a new hire who is waiting on drug screening and background check information. It was mentioned that the Store will now be using Mercy in Columbus for drug screenings and that they accept walk-ins and have a 72 hour turnaround time. Chair Sayles asked about the new hire's experience and Ms. Crain explained that they are working at Dollar General now, they need more consistency and are looking for daytime hours, and they live in the area. Ms. Crain noted that one employee is requesting to only work 15 to 20 hours a week. Ms.

Crain added that she can take on less hours after someone new is hired. Board members discussed employee hours. Ms. Crain expressed that the store should be fully staffed when the new hire is on boarded. Mr. Boswell asked how many hours would be ideal for Ms. Crain and she answered that she would like to be right at 40 hours. Ms. Crain explained that Mr. McGuire wants to start reducing orders when the slower season arrives, but there is one more large order arriving for Labor Day. Ms. Crain added that Mr. McGuire ordered seasonal holiday products for November delivery and noted that the store will not be charged until delivery. Ms. Crain announced that End of Days is holding a tasting on Labor Day weekend and there will also be tastings in October and November. Mr. O'Leary recommended trying to get one or two seasonal holiday bottles out soon because it is better to have them out earlier and Mr. Cassano agreed. Ms. Crain noted that the egg nog last year sold very quickly. Mr. Cassano recommended creating a holiday binder with detailed trends and Mr. Sayles agreed.

***D. Update on Carolina Data and Software Systems***

It was noted Carolina Data had been improving the server, set up a new printer in the front of the store, and provided a Wi-Fi router that makes scanning to LB&B more efficient. Ms. Crain relayed that Mr. McGuire had asked about purchasing a laptop and read an email from Mr. McGuire. Ms. Cook asked if the laptop would be in addition to the computer and expressed concern about the security of a laptop. Ms. Crain explained that the reason for the laptop would be to complete administrative work while working the front desk. Ms. Crain agreed that it would not need to leave the store. Board members expressed concern with the laptop and there was consensus to evaluate other options. It was discussed that the register system could be a monitor if the register is closed out. Chair Sayles asked if the store had a keyboard up front and Ms. Crain answered no. Chair Sayles noted that it may be possible to have the front be capable of displaying what is needed to operate in the back of the office.

Mr. O'Leary recommended keeping track of some of discussions regarding technology because the board could consider adopting a capital budget and capital replacement schedule. Mr. O'Leary noted that a computer would be a budgetary item. Ms. Cook added that computer is not in budget, but she can still send in amendments at this time. Chair Sayles recommended adjusting the budget to account for the costs of a computer purchase. Commissioner Doster agreed that the budget should have a running capital line item.

***E. Update on Drug Screening Locations***

This item was previously mentioned.

***F. Discuss ABC Store Operations***

Mr. Boswell asked if there is a way to track products that don't sell and Ms. Cain said she can contact Carolina Data to see a report of products sold. It was noted that Carolina Data completes a monthly inventory.

**G. *Review Financial Report***

Ms. Cook provided Board with the financial report and Board members reviewed. It was noted that there was a profit compared to last year. Ms. Cook explained that the July report was missing penalties, which she omitted purposefully because she is trying to work towards getting excise tax dropped because of issues related to errors made by the post office. It was noted professional fees include accounting and audit expenses. It was also noted that audit expensing will be less than they were the previous year. Mr. O'Leary asked about office expenses and store supplies and Ms. Cook explained provided details. Mr. Cassano asked about supplement and surcharge and Ms. Cook explained that reflects delivery charges and that this expense cannot be controlled. Mr. Boswell asked if taxes are based on sells and Ms. Cook answered yes. Mr. O'Leary noted that more taxes were paid than budgeted because more product was sold. Ms. Cook noted that the store had exceeded projected revenues already. Mr. Boswell asked if there is a way to show inventory by month and with annual comparisons. Mc. Cook said that she can run a balance sheet for the same month from the prior year and Chair Sayles noted that this would be beneficial. Mr. Cassano asked if Mr. McGuire should have numbers from last year and Ms. Cook answered yes.

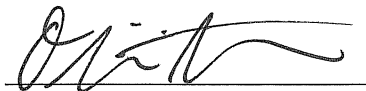
Board members discussed the audit presentation. Commissioner Doster asked Ms. Cook to inform him when the audit presentation will take place so he can relay the information at the next Council meeting. Chair Sayles suggested asking the auditor if she has access to past audits. Ms. Cook expressed that the auditor likely has at least the past five audits.

Board members discussed procedures to follow if a local store is not purchasing their products from the Lake Lure ABC Store.

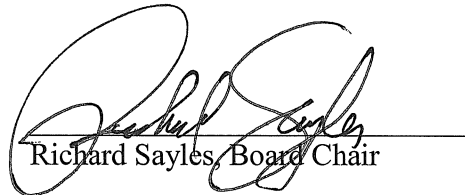
**VI. ADJOURNMENT**

**With no further business, Mr. Cassano made a motion to adjourn the meeting. Mr. Boswell seconded and all voted in favor. The meeting was adjourned at 4:27 p.m.**

**ATTEST:**



Olivia Stewman, Town Clerk



Richard Sayles, Board Chair