

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

MONDAY, JULY 17, 2023  
3:30 P.M.

THIS MEETING WAS HELD AT LAKE LURE TOWN HALL.

**Present:** Richard Sayles, Chair  
Trace Boswell, Board Member  
Esther Lusk, Board Member  
Peter O’Leary, Board Member

Trent McGuire, Store Manager  
Rhonda Cook, Accountant

**Absent:** Bob Cassano, Vice Chair

**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**

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

**III. CONFLICT OF INTEREST STATEMENT**

There were no conflict of interest.

IV. **APPROVAL OF THE JUNE 19, 2023 REGULAR ABC BOARD MEETING MINUTES**

Mr. Boswell made a motion to approve the June 19, 2023 minutes, as presented. Mrs. Lusk seconded and all voted in favor.

V. **NEW BUSINESS**

A. ***Discuss Earl Russell's Funeral Expenses***

Chair Sayles led discussion regarding funeral expenses for the late Assistant Manager Earl Russell. It was noted that the Board cannot make donations, but individual members of the Board can. Board members discussed that the GoFundMe for Mr. Russell's funeral expenses can be accessed on Facebook or donations can be given to Cara at Lured Market.

B. ***Discuss Assistant Manager Position***

Chair Sayles explained that due to the passing of Mr. Russell, the Assistant Manager position is now vacant. Chair Sayles asked Store Manager Trent McGuire what he needs in terms of staffing at this time. Mr. McGuire recommended giving Patricia a dollar raise and making her a full-time employee along with having three part time employees. Ms. Rhonda Cook suggested that Mr. McGuire focus on training staff. Commissioner Doster recommended giving Patricia the dollar raising and having her enter into a probation period as assistant manager for a specified length of time. Board members expressed satisfaction with Patricia. It was noted that Mr. McGuire would like for one part-time employee to work at least 28 hours per week because some other part-time employees are limited in their availability. Mr. McGuire noted that he had initiated discussions with a potential part time employee candidate. Board members discussed dismissal of a current part-time employee and the appropriate dismissal process. There was consensus to proceed with the suggested plan.

C. ***Inventory and BOSS Update***

Mr. McGuire expressed that he is satisfied with inventory after working with Carolina Data to resolve issues and that he feels comfortable using the system moving forward. Mr. McGuire explained that one issue was that the ABC Commission changes codes and does not inform the stores, which impacts the accuracy of inventory in BOSS. Mr. McGuire expressed concern with this and noted that he will work towards finding a way to receive code change notifications from the Commission. Commissioner Doster questioned if the code information is on the ABC Commission website. Mr. McGuire expressed that BOSS should be updating codes on its own, but it is not.

Mr. McGuire reported that inventory was satisfactory when the auditor was present. Mr. McGuire noted that all staff members are working towards understanding any mistakes and fixing them. Chair Sayles asked how the overall audit went and Mr. McGuire answered that the auditor was impressed at the recent progress. Mr. McGuire added that a

few issues were fixed when the auditor was present which should be helpful and that the auditor provided useful feedback. Commissioner Doster asked if the auditor would come to an ABC Board meeting to present the completed audit and Board members answered yes.

Mr. McGuire noted that the Columbus ABC Store had stopped working with Carolina Data and is using a new company, so he would like to receive feedback from Columbus on their experiences working with the new company. Mr. McGuire added that Carolina Data had been very helpful recently.

***D. Audit Update***

The audit was discussed under the previous item.

***E. Discuss ABC Store Operations***

Mr. McGuire mentioned that a truck arrived today and stocking and inventory was completed in three hours.

Mr. McGuire noted that when the store gets a new computer, the old computer could remain in the Store's possession. Chair Sayles questioned the terms and conditions regarding equipment in the agreement with Carolina Data. Mr. Boswell asked if the computer cost is depreciated and Mr. Cook answered that it will be and noted that it will be for five years.

Ms. Cook noted that the Board had always used the same company for drug screening new employees and recommended finding a more efficient location to complete drug screening. Board members expressed support for this recommendation and it was noted that the Board will look into Blue Ridge Health and other nearby establishments that offer drug screening.

***F. Review Financial Report***

Ms. Cook reviewed the financial report with the Board. It was noted that penalties are the reason that there is a profit loss. It was also noted that payroll numbers are down. Ms. Cook expressed that she thinks that the auditor will be pleased with the progress related to financials. Mr. Boswell asked Ms. Cook to provide the board with a monthly budget versus actuals in the budget. Mr. McGuire provided the Board with a store summary for recent sales and Board members reviewed the summary. Board members and Mr. McGuire discussed profits versus losses and it was noted that the store is building up stock rather than selling now and not hitting margins. Commissioner Doster asked about LBD sales and Ms. Cook noted that LBD sales are for restaurants. Commissioner Doster asked how many more LBD sales the store did this month compared to last month. Mr. McGuire answered that there was an increase in LBD sales in June and expressed that he expects that July will show an even greater increase. Board members discussed the

Tiki Bar's purchases and it was questioned what would happen if an establishment stopped purchasing from the store that they are supposed to purchase from.

VI. **ADJOURNMENT**

Mr. McGuire mentioned that there is a General Manager's Conference in Cherokee on August 6<sup>th</sup> through the 8<sup>th</sup> that he will be attending.

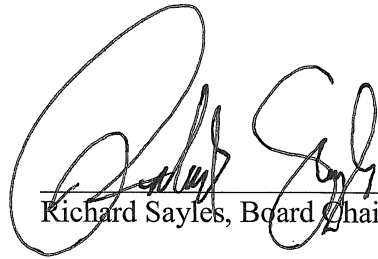
Commissioner Doster asked if there will be any tastings in August and Mr. McGuire answered that he would follow up, but there will certainly be one close to Labor Day.

**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 5:02 p.m.**

**ATTEST:**



\_\_\_\_\_  
Olivia Stewman, Town Clerk



\_\_\_\_\_  
Richard Sayles, Board Chair