

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

MONDAY, MARCH 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 Co-Manager
Earl Russell, Store Co-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

Chair Sayles added the meeting schedule amendment to the agenda to change April's meeting to April 10th at 11:00 a.m. under new business.

Mrs. Esther Lusk made a motion to adopt the agenda, as amended. 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 MARCH 3, 2023 SPECIAL ABC BOARD MEETING MINUTES

Mrs. Lusk made a motion to approve, as presented. Mr. Cassano seconded and all voted in favor.

V. NEW BUSINESS

A. *Discuss Performance Audit with Quinn Woolard of the North Carolina ABC Commission*

Mr. Quinn Woolard with the state ABC Commissioner joined the meeting via phone. Chair Sayles explained that the Board had reviewed the performance audit at the last meeting. Mr. Woolard reviewed the audit. It was noted that the beginning of the audit explains provides background information. Mr. Woolard reviewed financials and sales, cost of goods sold, and mixed beverages. It was noted that the working capital slightly exceeds the maximum. Mr. Woolard reviewed recommended actions. It was discussed that the ABC Board should be giving maximum funds to the Town for alcohol education. It was noted that Rhonda needs to complete ethics training and Store Manager Mr. Trent McGuire agreed to email ethics certificates to Mr. Woolard. The Board and Mr. Woolard discussed excess taxes and it was indicated that the Board still had not received them from the state. Mr. Woolard agreed to try and contact the state to settle the excess taxes and Chair Sayles noted that the Board had crafted a letter to send to the state and will send it to Mr. Woolard and Mr. Greg Stallings. Chair Sayles asked if the board could opt to not pay taxes until excess taxes are receive and Mr. Woolard said that it is unfortunately not possible to halt payments. The Board discussed importance of timely audits and agreed to abide by audit recommendations.

B. *Discuss ABC Store Operations*

Mr. McGuire the store has three upcoming tastings. Mr. McGuire reported that at the manager's conference, it was offered for people to view LB&B warehouse and he expressed that he would like for himself and Earl Russell to visit. Mr. McGuire detailed other occurrences at the conference. Mr. McGuire noted that suppliers had passed two notices and that the store need to get invoice from them. Mr. McGuire reported that the Tiki Bar is still not sending in mixed beverage orders via emails and are not complying with ordering operations. Mr. McGuire added that if a business emails, the turn over for the order is the same day, but if an order is submitted in-person the turnover is four days. Board members discussed the email process and supported Mr. McGuire's suggestion. Mr. McGuire mentioned that the store is completing an abundance of mixed beverage orders and the email system is working well. Chair Sayles expressed that it would be a good idea to send an email to all businesses in regard to email orders. Mr. Trace Boswell asked if an order form should be created and Mr. McGuire answered that he can but it has not been necessary in the past. The Board discussed an order form and it was determined that Mr. McGuire will draft an order form to bring to the next meeting for the Board to review.

Mr. Cassano made a motion for the ABC Board to require all restaurants to order via email effective March 20th. Mr. Boswell seconded and all voted in favor.

Mr. McGuire noted that he had met the General Manager of the Asheville ABC who is willing to help with any questions. Chair Sayles asked how the conference went overall, including the use of the debit card, and Mr. McGuire answered that it went well.

C. *Financial Report*

Ms. Rhonda Cook provided the Board with the finance report for the month. It was noted that liquor sales increased, but mixed beverage sales are down. Ms. Cook reported that the cost of goods are inflated, but still good comparatively. Ms. Cook provided a payroll report, noted that taxes had been paid, and that all invoices are paid that she is aware of except for 3 Stoli invoices that were recently received. Mr. Cassano expressed that he would like for himself, Mr. McGuire, and Mr. Russell to review personnel needs and budget for payroll for the upcoming fiscal year. Mr. Cassano asked about the new computer and internet charges and Ms. Cook answered that these charges were for Carolina Data services and Mr. McGuire noted that he would check all receipts from Carolina Data and identify the \$4,000 charge. Commissioner Scott Doster asked if Ms. Cook if she could do a year to date report and Ms. Cook said yes. Chair Sayles noted that when the Board get clean number and expressed that he would like to see yearly comparatives. Mr. Cassano expressed the need to establish norms and set guidelines for financials.

Mr. Cassano made a motion to add the commercial lease agreement to the agenda. Mr. O'Leary seconded and all voted in favor.

D. *Commercial Lease Agreement*

Chair Sayles explained that this had been discussed previously and everyone was in favor, but the lease needed dates added. It was noted that Mr. George Wittmer is flexible with dates and that the lease currently states that it starts on April 15th. Mr. Sayles reported that Mr. Wittmer told him that it would take about two weeks for the door and paint, and Mr. Sayles noted that Carolina Data would take about two days to install necessary technology. Chair Sayles expressed the need to discuss security and suggested that he could have a representative come to a meeting and Board discussed security cameras/locations. Mr. Sayles also expressed the need to find an electrician and Mr. McGuire noted that he had been in contact with an electrician. Mr. Sayles pointed out that PANGEA is already in the building and Mr. McGuire questioned if the Board should look into Spectrum instead. Board members continued discussion regarding security and front of store signs. Mr. Cassano and Mr. McGuire agreed to begin working on the store layout. Chair Sayles agreed to obtain a quote for security and Mr. Cassano recommended getting two quotes. Ms. Cook asked when she would need to submit the first rent check and the Board agreed on April 15th. Chair Sayles expressed that he thinks that the move can begin as soon as the warehouse is emptied. The Board expressed that a goal is to be fully moved and operating by May 1st.

Mr. Boswell made a motion to approve the lease agreement with the April 15th start date. Mr. Cassano seconded and all voted in favor.

E. Schedule Amendment

Mrs. Lusk made a motion to change the April meeting to April 10th at 11:00 a.m. Mr. O'Leary seconded and all voted in favor.

VI. CLOSED SESSION

Mrs. Lusk made a motion to enter closed session in accordance with G.S. 143-318.11(a) (6) for the purpose of discussing personnel matters. Mr. O'Leary seconded and all voted in favor.


During closed session, the Board discussed employee performance, titles, and pay.

Mrs. Lusk made a motion to return to open session. Mr. Cassano seconded and all voted in favor.

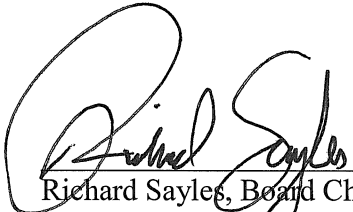
VII. ADJOURNMENT

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 5:37 p.m.

ATTEST



Olivia Stewman, Town Clerk



Richard Sayles, Board Chair

