

**Minutes of the Meeting  
December 5, 2016**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 5<sup>th</sup> day of December, 2016.

Board Chair, Wayland Burton, called the meeting to order at 5:30 p.m.

Board members Norwood “Andy” Miller and Lawrence Daye were present. Acting General Manager Misty Walters and attorney George W. Miller, Jr. were also present. Durham County ABC Support Services Director Perlie Davis, Durham County ABC Chief Rufus Sales and Durham County ABC Finance Officer Lee Keatts were also in attendance.

**Conflict of Interest Review and Declaration**

Chairman Burton read the Board’s conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members present verbalized that they have reviewed the agenda and do not have any conflicts.

**Consent Items**

There were not any consent items for approval at the meeting.

**General Business**

**Public Comment**

Chairman Burton stated that there are not any members of the public present this evening.

**Financial Report**

Mr. Keatts reported to the Board that sales for the month of November were above budget by \$121K or 4% and sales for the month increased 11.86% over the prior year.

**Support Services Report**

Ms. Davis reported to the Board on the status of the DCABC administrative offices move to M&F Corporate Center. She stated that the anticipated move date is January 13<sup>th</sup>.

Ms. Davis provided an update on in-store radio services. She proposed utilizing funds in the amount of \$9K, previously allocated for video monitors, to pay for radio services in stores as an alternative. Chairman Burton provided background to the Board regarding the ongoing project of obtaining in-store radio and video services. In an effort to have uniformity across all stores, retail radio services were researched. He noted that flat screen televisions, for the purpose of promoting advertisements in stores, were included in the budget. He stated that opting for paying for radio services instead of video monitors will allow DCABC to advertise and play music in retail stores. Chairman Burton motioned to go forward with purchasing retail radio services using the funds allocated for video services. Mr. Daye seconded the motion and the Board approved unanimously.

### **Law Enforcement Report**

Chief Sales stated that law enforcement activity for the month included investigating complaints against an ABC permittee. Additionally, Mr. Sales stated that a new delivery truck purchase order was submitted and that DCABC may be exempt from excise taxes. The Board had a general discussion regarding the new delivery truck, law enforcement activity for the month and the upcoming holiday parade.

### **General Manager's Report**

- **Thanksgiving Sales Update**

Ms. Walters reported that, at the managers meeting, a major topic of discussion was regarding employees providing excellent customer service during the holiday season. She informed the Board that DCABC's sales leading up to Thanksgiving were a record high this year noting that the day before Thanksgiving was the busiest day of the year.

- **Holiday Hours Extended**

Ms. Walters reported that retail store hours of operation have been extended to open early during the week prior to Christmas. Chairman Burton requested that meals for employees be provided both Friday and Saturday before Christmas and New Year's Day. Additionally, he requested holiday cookie platters for customers and employees be delivered to all retail stores, administrative offices and the warehouse.

### **Other Business**

#### **Review of Board Meeting Dates**

Chairman Burton recommended that the November Board Meeting be rescheduled from November 20<sup>th</sup> to November 13<sup>th</sup>. He suggested that meeting prior to the week of Thanksgiving may be more convenient for Board members. Mr. Daye motioned to schedule the November Board meeting on November 13<sup>th</sup>. Board Member Miller seconded the motion and the Board approved unanimously.


#### **Closed Business**

Board Member Miller motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. Mr. Daye seconded the motion and the Board approved without objection.

#### **Adjournment**

Chairman Burton motioned to adjourn the meeting and the Board approved without objection.

Approved By: \_\_\_\_\_

  
Wayland Burton, Board Chair