

**DCABC Board Retreat**  
**July 15<sup>th</sup>, 2017**

**Store Status Report**

**Hillsborough Road Store**

Mr. Sales reported to the Board on the status of the lot DCABC purchased to use as additional parking next to the Hillsborough Road Store. It was previously determined that the lot would only provide for several additional parking spaces due to various city ordinances. Mr. Sales recommended that the lot be cleared and covered with gravel. Unofficially, parking on the lot will be allowed until a building is constructed.

**Holloway Street Store**

Mr. Sales recapped the settlement agreement with DOT taking a portion of the Holloway Street Store parking lot to widen the highway. He noted that there were previous discussions regarding demolishing the old ABC store building located next to the new store and using the empty lot for additional parking.

**DCABC Growth**

Mr. Sales reported to the Board that, during a recent meeting with the County Commissioners, there were mixed opinions on whether new retail ABC stores are needed in Durham. While one Commissioner stated that DCABC stores are crowded and need new growth, another stated that stores are not crowded and therefore new growth is not needed. Mr. Sales stated that whether the stores are crowded simply depends on the time of day. Mr. Sales recommends a feasibility study be performed to make an assessment of the DCABC system and determine if additional stores are needed and, if so, the locations of additional stores. The Board agreed that a feasibility study is needed to make this determination. The Board next discussed the possibility of a new retail store in the downtown area as housing and population growth is ongoing. The Board also discussed retail space and parking confinements at various retail stores.

**Conflicting Policies**

Mr. Sales stated that, as the Board is responsible for writing DCABC policies and procedures, there are some conflicting policies that he recommends the Board give attention to. The Board

discussed the exorbitant number of policies currently in place. Mr. Sales stated that it is difficult for a General Manager to enforce policies when the language is confusing and conflicting with other policies. The Board agreed that the Personnel Policies and Procedure Manual is in need of review. The Board requested Mr. Sales bring to the Board policies in need of revised language. The Board also decided to revisit the short term and long term disability policies.

### **Warehouse Inventory and Deliveries**

The Board discussed liquor delivery schedules, warehouse space limitations, the archaic ordering system presently utilized and limitations of delivery trucks. Mr. Sales stated that he recognizes the inefficiencies and is working to improve the processes involved in ordering and supplying liquor to retail stores. The Board discussed the need for retail store scanners tied into the main inventory system. The General Manager will research the technology required to accomplish automation of the inventory system with the assistance of Mr. Daye.

### **Grant Recipients**

The Board discussed holding grantees accountable for providing a semiannual and annual progress report detailing use of grant funds and results. It was decided that DCABC will ensure that expectations of grantees are clearly communicated and noncompliant grantees will not be eligible for future grants. Additionally, grantees receiving funds for three years consecutively will not be eligible the following year. A reminder entailing expectations and the three year cutoff policy will be delivered to all grant recipients.

### **CIT Training Program**

The Board agreed Chief Pettiford will arrange for DCABC Law Enforcement Officers to attend free CIT training through the City of Durham.

Approved By: 