

**Durham County ABC Board**

**Minutes of the Meeting  
February 20, 2012**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard on the 20<sup>th</sup> day of February 2012.

Presiding Board member Kim Shaw called the meeting to order at 5:40 PM.

Other Board members present were Deirdre Guion, Michael Nelson, Erroll Reese and Connie J. White. General Manager Emily Page and Attorney George W. Miller, Jr. were present.

**Consent Items**

Consent agenda items included the Board Attendance Report, Adoption of Agenda and the Minutes of the January 17, 2012 meeting. On motion by Ms. White, seconded by Mr. Reese, the consent agenda items were approved without objection.

**Law Enforcement Report and the Financial Reports for January 2012**

• **Law Enforcement Report for January 2012**

In January, there were 0 ABC law violations, 0 controlled substance violations and 0 traffic offenses. Law Enforcement provided assistance to other agencies during 15 incidents, conducted 48 inspections, 15 compliance checks and spent 118 hours in training.

Based on the LE report, the majority of Law Enforcement's time in January was spent on Pictometry training and General Instructor Training at Wake Tech.

• **Financial Reports for January 2012**

The January retail sales were up 1.32% compared to last year. MXB sales were up 8.53% compared to last year.

Total sales for the month were \$1,771,698, representing an increase of \$47,418 which is 2.75% over last year in January. Monthly sales were over the budget projections by \$181,874, a positive variance of 11.44%. Year-to-date sales of \$14,809,035 were up 5.03% compared to last year and 2.43% over budget.

Monthly profit before distributions of \$100,013 was above budget by \$99,218, representing a positive variance of 12480.25%. Year-to-date profit before distributions of \$887,360 was above budget by \$239,717 representing a positive variance of 37.01%.

After profit distributions totaling \$49,903, there was net income of \$50,110, a positive variance of \$94,191 over budget. Year-to-date, net income of \$464,362 was above budget by \$267,272.

Compared to last year, January net income increased \$29,227. Year-to-date net income was up \$152,448.

### **Technology Consultant Recommendation**

Ms. Page provided the Board members with an executive summary of the technology system issues that DCABC is facing. She requested approval to engage a consultant that will assess the system issues and make recommendations for solutions. The recommended consultant was HiTek Plus, a Raleigh based firm with strong POS and networking experience. The proposed cost for the consultant agreement is \$12-18K. A motion was made by Ms. White and seconded by Mr. Reese to approve the recommendation. The motion was approved without objection.

### **Strategic Planning and General Manager's Report**

Ms. Page provided the Strategic Planning and General Manager's Report in the Board meeting packet that was distributed prior to the meeting. In addition to the items in the report, Ms. Page announced that DCABC was sponsoring Responsible Alcohol Seller Program training for Durham County ABC permittees. The training was scheduled for Tuesday, February 21<sup>st</sup> at 1:30 pm at the Durham Hilton on Hillsborough Road.

In reviewing the report, the following items were discussed and/or actions taken:

- Expenses at the Holloway Street construction site remain within budget.
- Ms. Page shared shelving estimates with the board members.
- The flooring in both Woodcroft and Holloway Street stores will be upgraded to porcelain to give the stores a more modern look and easier, more cost-effective maintenance.
- Holloway Street's scheduled opening has not been officially revised but it will probably be later than planned based on current progress.
- The Woodcroft budget was not changed but some costs may increase from revised projections. Actual increases are to be determined.
- Woodcroft is scheduled to be completed by April 19<sup>th</sup>, but may be delayed depending upon the time it takes to receive City approval of the site expansion.
- The backflow preventer for the warehouse has arrived and installation should be completed by next week. The project will be complete following inspections.

### **Other Business**

- Ms. Page asked the board members to RSVP by March 10<sup>th</sup> for the April 25<sup>th</sup> Convention and Visitors Bureau Annual Tribute Luncheon.
- Ms. Page mentioned that Zander Guy, mayor of Surf City has been appointed Chairman of the ABC Commission.

### **Chair Responsibilities/Recommendation for Chair**

Ms. Shaw asked board members to share their thoughts on what the responsibilities of the chair should be. Ms. Page provided a description of the responsibilities that previous board chairs have assumed (attached as Appendix A). Board members agreed that these responsibilities would still be expected.

Dr. Guion asked if anyone was interested in the position of Chair. Mr. Reese and Ms. Shaw both expressed interest in the role.

Mr. Reese asked the Board to define the period of service for the Chair that the Board would be recommending. After discussion, the Board agreed to make a recommendation for a Chairperson

that will serve until July 31, 2012. After this decision, Mr. Reese withdrew from being considered at this time.

A motion by Ms. White, seconded by Mr. Nelson, to recommend to the Board of County Commissioners that Kimberly Shaw be appointed as Chair until July 31, 2012 passed unanimously. Ms. Page indicated that she will communicate this recommendation to the County Commissioners.

In order to establish a protocol, Ms. Page requested guidance from the Board on how they would like her to communicate with them if there were ever any issues involving the Chair since the Chair may be the primary point of contact for the General Manager. The Board indicated that they would like to be made aware of matters of concern, should any occur, through individual contact and through the board meetings.

After further general discussion regarding the Chair role, Ms. White reminded the Board that the general practice of the board, if contacted by the media, is to defer to the General Manager or Board Chair.

**Board Retreat Planning**

The Board held a general discussion regarding a strategic planning retreat. A sub-committee was formed to carry out further planning. Ms. Shaw and Dr. Guion volunteered for the committee that will include the General Manager.

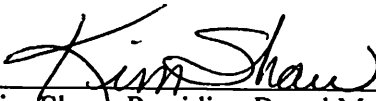
**Closed Business**

The Board went into closed session per GS 143-318.11(a): (3) consult with attorney (5) facility leases or purchases (6) personnel matters.

**Adjournment**

On motion by Ms. White and seconded by Ms. Guion, the meeting was adjourned without objection.

Approved By:

  
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Kim Shaw, Presiding Board Member