

TOWN OF ANGIER ABC BOARD

MEETING MINUTES

Approved and filed by

Frances Bishop
5/9/2024

DATE:

April 11th, 2024

TIME:

6:30 PM

FACILITATOR:

Frances Bishop - Chairwoman

IN ATTENDANCE

Frances Bishop, Dan Simon, Dennis Gilby,
Joe Langley, Tom Taylor

ABC Board Temporary Finance Officer
Gianna Cramer

APPROVAL OF MINUTES

The minutes were approved from the
March ~~7th~~, 2024, open session

21ST

BOARD

The meeting was called to order at 6:30 PM by Chair Bishop. All in attendance recited the pledge and Member Langley shared the invocation.

ADVISORY COMMITTEES

Personnel Subcommittee Member Simon and Chair Bishop discussed the adoption of the personnel manual and the process of letting the new GM make the final adjustments and implementation.

Governance Subcommittee Dennis presented a code of conduct for our board to adopt.

PUBLIC COMMENTS

Dale Speicher presented the Board with the details of our current camera system and what he recommended for the upgrades necessary and the maintenance going forward. He indicated there were currently 4-5 cameras needing to be repaired.

He recommended an updated digital recording device. We have 27 current cameras but would like there to be a couple closer more finely tuned cameras at our most sensitive breach points. Dale is going to do a detailed review of our system at the rate of \$85 per hour with a 3-year warranty on all his work. Also, there will be a service contract in place once we have the system updated. There was a brief discussion of purchasing a generator specifically for use on the security system.

There was also discussion that the previous GM was the only person who had the correct password for the system. That needs to be changed immediately. Casey had to call Previous GM to get the password.

Motion was made and approved to do full assessment, new DVR and replacement equipment up to a limit of \$5,000. Dale will provide a certificate of insurance for the work.

OLD BUSINESS

Finance Subcommittee will follow up on the follow old business items:

Discussion of plastic pallets – ordered 3 to put closest to the door.

Gondola Shelving to be discussed at our next meeting.

A new computer and backup system has been installed and this item is closed.

Signature cards are up to date for current staffing.

Hot Water Heater installed and completed – closed.

Casey has the old debit cards assigned to previous GM and Previous Finance Officer. Casey will continue to use them on Amazon for store needs until we change banks.

Banking RFP needs follow-up information.

Continue to work with the finance officer to prepare for the upcoming FY 2024/2025 budget.

Chair Bishop followed up on the training suggestions.

All CPR and AED training will be addressed by the new general manager. The cost for both trainings will be \$50 if we send a full class of 6 or more employees.

Personnel Subcommittee will follow up on the following old business items:

Conducted interviews and narrowed it down to the final 4. Presented the resumes of those final candidates and scheduled interviews with the board on April 16th in closed session.

Chair Bishop brought up for discussion the creation of a training manual for new employees that have benchmarks that they must reach and the details of which we could provide for other stores as well in the future.

Member Taylor discussed a prior procedure for training that was run by General Managers going from store to store. Member Taylor will try to find a contact for this information.

Member Langley discussed the creation of desk manuals for each position of authority in the store. Cross training is key. ABC 101 revisited.

NEW BUSINESS

We discussed that the reporting of the actuals is not in order, and we need to hire an expert to do a forensic audit of our QuickBooks Entries for the last couple years. Members Langley and Taylor are going to take that task and do this prior to our next meeting.

There was also a discussion of the search for a new CPA and the need to present the results to the Mayor and Town Council. Chair Bishop will email Mr. Bauer and Mr. Stallings for CPA suggestions.

Financial Officer Cramer brought up the discussion that we need to get a forensic audit performance on the current books. Member Langley will contact a couple CPA friends to see if they are available.

The ABC store needs a water dispenser (Culligan) for use at the store. Motion was made and unanimously approved to purchase.

Discussion of physical inventory of warehouse. Lucas said they were planning to do the physical count this upcoming Sunday April 14th.

Member Langley will be assisting Financial Officer Cramer with creating and updating a budget for the coming fiscal year.

Discussion was made regarding having a closed-circuit TV with internal messages and announcements. This item will be discussed in more detail in the next scheduled monthly meeting on May 9th, 2024.

A motion was made and approved to go into recess and reopen in closed session.

NEXT MEETING MAY 9TH, 2024 AT 6:30 PM

