

TOWN OF ANGIER ABC BOARD

Approved and filed by

MEETING MINUTES

DATE:

May 9th, 2024

TIME:

6:30 PM

FACILITATOR:

Frances Bishop - Chairwoman

IN ATTENDANCE

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

Patrick Brady – General Manager

Giana Cramer – Finance Officer

APPROVAL OF MINUTES

April 11th, 2024 - Minutes were approved unanimously.

Next meeting JUNE 13th, 2024, at 6:30 PM

BOARD

The meeting was called to order at 6:30 PM by Chair Bishop.

Pledge and Invocation by Chair Fran Bishop

A motion was made by Member Langley to address the library funding. Added to Agenda as line item e

A motion to add to the agenda a discussion institution bidding. Added to Agenda as line item f

The newly appointed General Manager was asked to say a few words of introduction. He gave a run down on his first week. Mr. Brady met with the General Manager of the Lillington store to mend fences and introduce himself as the new GM in Angier.

Chair Bishop discussed the use of microphones during the meeting. Disruptions of meetings will not be tolerated and will be asked to leave.

Member Langley told a joke 😊

Guest Mr. Bishop came forward to make comments about the banking fee issues. In His opinion it is a criminal offense that we have been paying the bank to invest our money. He mentioned that this was his money as a citizen of the town of Angier.

Member Langley made a motion to go into recess and reopen in closed session.

ADVISORY COMMITTEES

FINANCE SUBCOMMITTEE – Member Taylor made a suggestion that we approve the preliminary budget and restate our budget expectations in August following the results of the audit.

Chair Bishop stated that we intend to utilize the full operational functions of QuickBooks to make the accounting more thorough and accurate following the audit findings.

Member Langley discussed the hiring of the CPA firm with the hiring of the QB Expert trainer. Mr. Langley also indicated that the bank was not communicating with the QB account. There were forced balances in the system vs the reconciliation of the accounts. Unnecessary transactions will be reconciled, and the chart of accounts will be adjusted. Following GAAP. Training with the auditor for the Finance Officer and the General Manager. Possibly the finance committee to be trained as well.

Member Taylor discussed the RFP to all the banks in the area and the resulting presentations.

Member Langley proposed that we go to our current bank and request payment of prior year interests.

Member Taylor made a motion to accept the proposal from First Bank for 4.75% interest and \$0 monthly fees. Further discussion.

Finance Officer Cramer discussed the First Citizens 4% rate was only for 4 months and would need to be recalculated quarterly.

Member Simon made a motion that we move our banking services to First Bank immediately. Unanimous 4-0 yes

Member Langley discussed the library fund situation with Rep. Penny. Angela Mc Cauley is the Harnett County Library Rep. Member Langley will contact Ms. McCauley to get next steps.

PERSONNEL SUBCOMMITTEE – Member Simon discussed the personnel Manual – Employee Handbook - employee feedback and final review with General Manager next week for final approval. GM Brady will be responsible for training and implementation.

Member Simon also discussed new hire training requirements and expectations.

Chair Bishop discussed AED and CPR Training for employees as an optional training.

GOVERNANCE SUBCOMMITTEE – Member Gilby presented the new ABC Board Code of Conduct, and all members signed it. Chair Bishop will be sending the signed copy to the store email to publish on the website.

Chair Bishop mentioned that GM Brady still needs to take the Ethics Training.

GM Brady discussed adding email addresses from the website to simplify communications.

Employee Bolenbaugh discussed the passwords on the CCTV System. GM Brady is aware of the new PW.

Member Gilby discussed that the new CCTV System will be more streamlined and have a more secure PW procedure.

GM Brady mentioned that he will be getting the entire building rekeyed for security control due to missing keys that were not returned when former employees left.

Member Langley made a motion to go into recess and reopen in closed session.

Member Langley made a motion to return to open session at 8:30 PM Vote was 4-0 Unanimous.

Member Taylor made a motion to adjourn – Vote was 4-0 unanimous.

The meeting was adjourned at 8:31 PM.

PUBLIC COMMENTS

OLD BUSINESS

Discussion of plastic pallets is pending delivery. 3 were ordered a week ago.

GM Brady invited the employees to work this weekend to organize the warehouse.

He also began a brief discussion on racking for the warehouse and he will get some estimated costs.

GM Open position is officially closed with the hiring of Mr. Brady

CCTV Update – Mr. Speicher had a family emergency and will contact Mr. Brady next week.

National Night Out disbursement of \$5500 was completed and this item is closed.

Filtered water/machine was purchased for the store. Item closed

Coverage for back door in weather was discussed. GM Brady is getting estimates for 18-wheeler tent style covers. Also mentioned was a non-skid layer added to the dock in back.

NEW BUSINESS

Chair Bishop discussed the previous analysis of the P&L and reported the current trend for the profit margin is increasing to a rate of 9.36%. Chair Bishop described the purpose of the discovery phase of the audit.

Chair Bishop mentioned that the physical inventory was not completed as promised last meeting. GM Brady will be performing spot audits of sections of the store in the interim.

Chair Bishop discussed the statewide results of the sales - In April we had an improvement of 1.8% YOY for April 2024.

Member Langley discussed the reduced usage of checks due to a rise in check fraud. And the use of 2 factor authentication on all bank accounts

Finance Officer Cramer will research the use of ACH transfers for payments of invoices when possible.