

# TOWN OF ANGIER ABC BOARD

## MEETING MINUTES

Approved and filed by

*Fran M Bishop*  
4/11/2024

### DATE:

March 21, 2024

### TIME:

7:00 PM

### FACILITATOR:

Frances Bishop - Chairwoman

### IN ATTENDANCE

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

ABC Board Attorney Chip Hewett

ABC Board Temporary Finance Officer  
Gianna Cramer

### APPROVAL OF MINUTES

The minutes were approved from the February 8<sup>th</sup> and February 19<sup>th</sup> open sessions. Closed session minutes from February 19<sup>th</sup> were approved in closed session.

### BOARD

The meeting was called to order at 7:00 PM by Chair Bishop. Ms. Gianna Cramer was introduced as the new Temporary Finance Officer for the ABC Store. Mr. Chip Hewett was introduced as the Attorney representing the ABC Board. The standard conflict or appearance of conflict statute was read and there were no members reporting conflict with the current agenda. All in attendance recited the Pledge of Allegiance and Member Tom Taylor led the invocation.

### ADVISORY COMMITTEES

Member Dan Simon discussed the formation of the multiple subcommittees to facilitate and distribute responsibilities among board members. The board had previously appointed a finance committee of Joe Langley and Tom Taylor. Additional subcommittees approved are as follows:

**Personnel Subcommittee** will be Dan Simon and Fran Bishop

**Governance Subcommittee** will be Joe Langley and Dennis Gilby

Motion was approved unanimously

### PUBLIC COMMENTS

There were no public comments made at this meeting

## OLD BUSINESS

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

Purchase of plastic pallets for the warehouse.

Purchase of 2TB Data Backup for all 3 store computers.

Replacement of the hot water heater in the warehouse.

Gondola shelving estimates for sales floor.

Preparing an RFP for all local banks to compare rates.

Managing the signature card updates at our current bank.

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

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

Complete the personnel manual and employee handbook for the store, including obtaining input from current employees and ideally from the new general manager when one is hired.

Chair Bishop will be posting the approved General Manager Job with the NCABC, Indeed and the Town Angier, to obtain a pool of candidates to interview ASAP. Interviews will be conducted and a set of 2-3 will be interviewed in closed session by the entire board for a final decision.

Individual tasks assigned:

Member Gilby and Member Simon will reach out to local businesses to discuss their current security systems and provide a list of options at the April 11<sup>th</sup> meeting.

Chair Bishop will contact the Angier Fire Department to source training options for CPR and AED for store employees.

Finance Officer Cramer was successful in cleaning up many aging AP errors and disbursements and had a good report specifically regarding the NCDOR ongoing challenges. This matter has been closed.

Discussion of an additional disbursement of excess funds to the Town of Angier for use at their discretion. Motion was made for \$300k – and was approved unanimously.

## NEW BUSINESS

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

Discussion of new and existing employee training will be implemented once the new GM is in place.

In the absence of a General Manager – Member Simon will act as liaison between employees and the board.

**Governance Subcommittee** is tasked with the following:

Angier ABC Board – Board members outside affiliations and disbursements form

General code of conduct and expectations for ABC Board members.

## **Additional Business**

Discussion regarding the handling of funds earmarked for the Angier Library. The ball is in the hands of the town to create new legislation to change the statute. Chair Bishop will follow up with Town Manager Krige to offer assistance in getting this legislation drafted. In the interim we will continue to disburse funds to the town as per the statute.

Discussion regarding the effectiveness of the current computers in the store. Lucas B of the Angier ABC Store offered to run some diagnostics on the AP computer and will let us know if the performance improves. Chair Bishop suggested perhaps we need to add an additional tower dedicated to Online QuickBooks to speed up the process and put less strain on the current machine, which appears to be near maximum memory capacity. Chair Bishop had researched several options that met or exceeded the requirements for QB Online and they range roughly \$700 each. Decision to table that purchase was moved to April meeting, pending the results of the disc clean up and defragmentation performed by Lucas.

Discussion on the current back-up of our computers determined there is currently no back-up in place. The finance Subcommittee agreed to purchase an external back-up system that would be set up to back up all the computers every day. Lucas B Agreed to assist in implementing that process.

Discussion of adding an awning to the dock in the rear was moved to the April meeting. There was discussion about the purchase of a generator but that has been tabled to April Meeting pending an additional quote.

Discussion about keeping Chip Hewett and Hewett Law Group P.A. as the attorney for the ABC Board. Motion passed unanimously.

Discussion regarding the posting of meeting agendas and financial summaries the Friday prior to our regularly scheduled monthly meeting. Chair Bishop will create a financial snapshot document that is easy for the public to understand. Motion passed unanimously.

Chair Bishop gave a run down on the sales numbers for the Angier ABC Store as well as several in the region. Our Margin is declining, and our sales are relatively flat YOY.

Discussion regarding the quarterly reporting to the Town of Angier Commissioners. A Motion to continue and refine that process was discussed and approved unanimously. Chair Bishop will lead this task.

The Board went into closed session at 8:21 PM to discuss personnel matters.

The Board returned to open session at 9:35 and no further business was discussed. Chair Bishop indicated that no decisions were needed in the open session. Meeting was adjourned at 9:36 PM

**NEXT MEETING APRIL 11<sup>TH</sup>. 2024 AT 6:30 PM**