

**TOWN OF ANGIER ABC
BOARD**
MEETING MINUTES

Approved and filed by

Fran Bishop
8/14/2024

DATE:

July 18th, 2024

TIME:

6:30 PM

FACILITATOR:

Frances Bishop - Chairwoman

IN ATTENDANCE

Frances Bishop, Dennis Gilby, Tom Taylor,
Dan Simon

Joe Langley- (via phone)

Patrick Brady – GM

Gianna Cramer – Finance Officer

APPROVAL OF MINUTES

June 2024 Minutes were approved
unanimously.

Next meeting August 8, 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

Motion to approve previous Meeting Minutes, Approval Unanimous.

Member Taylor requested to add a briefing on the attendance of the NC Association's Annual Conference in Greensboro.

OLD BUSINESS

GM Brady - Update on plastic pallets: We no longer have a need for plastic pallets; we are installing a new racking system. Member Gilby will assist GM Brady with installation.

-Motion to cap racking materials expenditure-not to exceed \$15K, Board approval unanimous.

GM Brady – Update on recent inventory: Numbers are correct; We will be conducting "spot" inventories once a week by section.

GM Brady – Update on CCTV: Waiting for the installer to follow up regarding progress; We will request an invoice upon project completion.

GM Brady – Update on Awning: Progress pending--Vendor has been slow to respond; Member Gilby to assist with finding an additional competing vendor.

NEW BUSINESS

GENERAL AND ADVISORY COMMITTEES

FINANCE COMMITTEE-

Final Budget Proposal presented to Board for Approval.

GM Brady- added a budget line for Teambuilding for \$1800.00.

Following Board review and discussion,

-Motion to Approve Budget as presented, Approval Unanimous.

Discovery audit will conclude by month's end; Current Financials will be available and submitted prior to Town Commission meeting.

Annual Fiscal Year End Audit (FY 23-24) will be completed on an undetermined date in August 2024.

FO Cramer- Update on Bank Accounts: First Federal accounts are no longer used for deposits and are projected to clear for closing in a couple of months; All deposits (cash & credit card) are depositing in our new First Bank accounts. All receivables and payables are now functioning solely out of the new First Bank accounts.

PERSONNEL COMMITTEE-

GM Brady – Update on Handbook Implementation: GM printed out copies and handed to each employee—time given to read and review; Employees are expected to acknowledge receipt and review—signatures pending.

GM Brady- Regarding Performance Reviews: GM wants to get Handbook in place and provide complete job descriptions for positions prior performance reviews. Semi annual reviews—verbal and written respectively.

Chair Bishop- Suggested completing and distributing Job Descriptions by end of August with a goal of year-end performance reviews for employees. GM Brady concurred.

GM Brady- Addressed Employee training for new and existing employees will commence by 1st quarter of Calendar Year 2025.

GM Brady- Update on Homebase App- overall good feedback—still working out some kinks. Employees and FO have acknowledged ease of use and overall advantage.

GENERAL-

GM Brady – Update on new Website: We are using the same website developer as Youngsville ABC and expect the aesthetics and utility improvement to mirror Youngsville's. We have sent first check – 50% starting deposit.

GM Brady- Update on parking lot striping: scheduled and will be completed during non-operational hours.

GM Brady- presentation of several illustrations for new logo—Board gives green light to proceed.

Chair Bishop- presented comparative Sales numbers across all ABC stores being generally down.

GM Brady and Chair Bishop noted that ABC stores can now opt for opening on specific holidays—July 4th, Labor Day, New Year's Day.

