

Durham County ABC Board

Minutes of the Meeting November 21, 2011

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard on the 21st day of November 2011.

Presiding board member Kim Shaw called the meeting to order at 5:30 PM.

Other board members present were Michael Nelson, Erroll Reese and Connie J. White. General Manager Emily Page and Attorney George W. Miller, III were present.

Consent Items

Consent agenda items included the Board Attendance Report, Adoption of Agenda and the Minutes of the October 17, 2011 meeting. On motion by Mr. Nelson, seconded by Ms. White, the consent agenda items were approved without objection.

Law Enforcement Report and the Financial Reports for October 2011

- **Law Enforcement Report for October 2011**

In October, there were 31 persons arrested with 31 total charges for various alcohol-related offenses and other offenses. There are now 0 cases pending in traffic court, 194 cases in district criminal court and 0 cases in superior court.

Ms. Page reported that Law Enforcement has received a \$40,000 grant to train on a new Google Maps technology called Pictometry. They are the only Law Enforcement agency in the country training on this equipment at this time. Once they are trained, they are required to train other law enforcement officers in the county and city of Durham and across the State.

Ms. Page mentioned that if it is acceptable to the board, then Law Enforcement will begin providing their monthly report in the State format only. Currently, an additional report has to be generated in order to include other information that has traditionally been provided to the board. The State began requiring a new format over a year ago and since that time both reports have been included in the board meeting packet. Ms. Page indicated that Chief McMillan will provide a summary of the differences in the two formats so the board can better determine if the State format will be sufficient for the needs on an ongoing basis.

- **Financial Reports for October 2011**

The October retail sales were up 2.36% compared to last year. MXB sales were up 2.64% compared to last year.

Total sales for the month were \$2,084,131, representing an increase of \$49,144 or a positive 2.41% as compared to last year. Monthly sales were above the budget projections by \$82,931, a positive variance of 4.14%. Year-to-date sales of \$8,015,620 were up 5.63% compared to last year and 2.84% over budget.

Monthly profit before distributions of \$163,530 was above budget by \$65,649, representing a positive variance of 67.07%.

After profit distributions totaling \$58,753, there was net income of \$104,777, a positive variance of \$69,503 over budget. Year-to-date, net income of \$203,580 was above budget by \$217,023.

Compared to last year, October net income increased \$39,831. Year-to-date net income was up \$102,973.

General Manager's Report and Strategic Planning

Ms. Page reported that there is a backflow problem at the warehouse which must be resolved immediately in order to be in compliance with the City. DABC was granted a grace period by the City to give us time to get into compliance. The cost estimate for this repair is \$27,000. General Services is managing the repair project and has assured the General Manager that they are in communication with the City regarding its status.

Terracon, an asbestos consulting firm which conducted our asbestos testing, provided a proposal for overseeing the abatement process for the Holloway Street site. Empuricon, a Cary based abatement firm, had been recommended to review the survey and comment on the proposal. Empuricon indicated that they could provide the abatement work without the use of a third party abatement consultant. After several weeks of delay without explanation, Empuricon indicated that they needed further information in order to provide a quote. After reviewing industry standards, Ms. Page accepted the Terracon proposal for consulting services. Terracon created a spec plan and put out bids for abatement contractors to handle the cleanup of the asbestos. Three firms submitted bids and from the three bids received, Terracon recommended EHG to handle the work because they were the lowest responsible bidder. Ms. Page recommended that the Board go with EHG. On motion by Ms. White and seconded by Mr. Reese, to award the asbestos cleanup project to EHG was approved without objection.

December 6th is the scheduled date of the pre-bid meeting for the Woodcroft store. Once the bids are submitted, Ms. Page will send out an e-mail to Board members asking for provisional approval of a contractor, if the Board meeting date is not near. The meeting on December 6th is contingent on all approvals being received from the City and County Planning Commissions.

The Falconbridge store will close on January 31, 2012. Store operations will actually cease on January 14, 2012. All store personnel have been informed of the closing and a store closing preparation plan is in place which is being reviewed and updated weekly.

Ms. Page informed the Board that the Point-of-Sale system has major problems. She explained that every department had problems with the system and she recounted some of the problems that had occurred during her tenure so far. She will keep the Board apprised of these issues on a regular basis and begin working toward recommendations for a resolution of the issues.

Holiday items are stocked and on sale in the stores now.

A gift card contest is being held amongst the stores to see which one sells the most gift cards. The

contest is intended to increase customer awareness of the availability of gift cards and increase gift card sales.

Meals will be provided for staff on Christmas Eve and New Year's Eve as a business necessity due to the anticipated extremely high customer and sales volumes on these two key days.

Other Business

Ms. Page reported that new Board members are scheduled to be appointed on November 28, 2011. Five applicants are vying for the one open seat on the Board.

The ABC Commission's Customer Satisfaction Survey executive summary was distributed via e-mail by Ms. Page to all the Board members. Mr. Nelson suggested that DCABC conduct its own local Customer Satisfaction Survey. The board agreed to revisit the idea of a local survey once the results of the ABC Commission survey are provided so that, if possible, lessons can be learned from it.

All the Board members agreed that they will only receive electronic copies of the Board packet in the future in order to reduce paper usage. Paper copies will no longer be mailed to them.

Closed Business

There were no closed business items this meeting.

Adjournment

On motion by Ms. White, seconded by Mr. Nelson, the meeting was adjourned without objection.

Approved By: _____
Kim Shaw, Presiding Board Member