

Durham County ABC Board

Minutes of the Meeting April 16, 2012

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard on the 16th day of April 2012.

Board Chair Kim Shaw called the meeting to order at 5:34 PM.

Other Board members present were Deirdre Guion, Kevin Nelson, Erroll Reese and Connie J. White. General Manager Emily Page and Attorney George W. Miller, Jr. were also present.

Consent Items

Consent agenda items included the Board Attendance Report, Adoption of Agenda and the Minutes of the March 19, 2012 meeting. On motion by Ms. White, seconded by Mr. Nelson, the consent agenda items were approved without objection.

Ms. Shaw read the Board's Conflict of Interest Review and Declaration statement. She asked board members to declare that they had no conflicts of interest with any items coming before the board and, if so, that they would recuse themselves from voting. All board members declared their agreement.

Law Enforcement Report and the Financial Reports for March 2012

- **Law Enforcement Report for March 2012**

In March, there were 22 ABC law violations, 1 controlled substance violation and 17 traffic offenses. Law Enforcement provided alcohol education to 6 groups, assisted other agencies during 13 incidents, conducted 70 inspections, 88 compliance checks and each member of law enforcement spent 24 hours in training which was state mandated for the year 2012.

- **Financial Reports for March 2012**

The March retail sales were up 8.38% compared to last year. MXB sales were up 16.93% compared to last year.

Total sales for the month were \$2,203,321, representing an increase of \$203,853 which is 10.20% over last year in March. Monthly sales were below the budget projections by \$7,622, a negative variance of .34%. Year-to-date sales of \$19,091,940 were up 5.96% compared to last year and 2.24% over budget.

Monthly profit before distributions of \$182,795 was above budget by \$48,521, representing a positive variance of 36.14%. Year-to-date profit before distributions of \$1,232,234 was above budget by \$351,445 representing a positive variance of 39.90%.

After profit distributions totaling \$61,872, there was net income of \$120,923, a positive variance of \$54,838 over budget. Year-to-date, net income of \$689,096 was above budget by \$389,709.

Compared to last year, March net income increased \$132,717. Year-to-date net income was up \$342,292.

Employee Benefit Review – 401K Plan (Preliminary Discussion)

Ms. Page presented a 401K plan analysis for consideration by the board as a possible benefit to offer Durham County ABC employees. A decision to adopt the benefit did not need to be made, however, in order for the benefit to be considered by the Board during FY 2013, a provision for this potential expense needed to be included in the FY 2013 budget. All board members concurred to include provisional funds to cover a potential 401K plan in the proposed 2013 budget. The board recommended that Ms. Page continue her survey study of other boards who offer 401K plans and the structure of their plans. The board also requested a review of current employee compensation and a comparison to other boards.

Strategic Planning and General Manager’s Report

Ms. Page provided the Strategic Planning and General Manager’s Report in the Board meeting packet which was distributed prior to the meeting.

The following items from the General Manager’s Strategic Report were added and/or discussed during the meeting:

- There was discussion about the Holloway Street store opening. Ms. Page has contacted the local media to make them aware of this event and the closing of Durham’s last counter service store.
- Ravenstone will close on May 12th.
- During the discussion regarding the unexpected sale of the property adjacent to the administrative building, Ms. Shaw requested an assessment of other properties to ensure that issues regarding the use of non-DCABC properties that make DCABC vulnerable can be managed proactively.

Other Business

- Ms. Page provided an “Other Business” report in the Board meeting packet. In addition to items on the report, there was discussion about the following:
 - The North Carolina Association meeting in Asheville, NC which is scheduled for July 22nd – 25th.
- Ms. Page had previously distributed a customer satisfaction survey from the ABC Commission via e-mail. The Board decided to review it at a later time when more clarifying information is available from the Commission.

Board Strategic Planning Retreat

- Dr. Guion reported that she had received feedback and direction from the board members about the retreat. Items at the top of the list that board members would want to cover are: the board’s vision, future locations, technology trends and/or external relationships. Dr. Guion reported that the committee had discussed allocating time once a quarter to work on items from the list generated by the board members. She queried the members as to how they felt about following through on this suggestion. All members felt this was a good idea. Dr. Guion will distribute the full report to everyone at a later date.


Closed Business

Ms. White made a motion for the Board to go into closed session per GS 143-318.11(a): (3) consult with attorney (5) facility leases or purchases (6) personnel matters which was seconded by Mr. Reese and approved unanimously by the board.

After all closed business topics were complete, Mr. Nelson made a motion to resume the meeting to open session which was seconded by Mr. Reese and approved without objection by all board members.

Adjournment

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

Approved By:  _____
Kim Shaw, Board Chair