

**Minutes of the Meeting
May 11, 2015**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 11th day of May, 2015.

Board Chair, Wayland Burton, called the meeting to order at 5:30 p.m.

Board members Deirdre Guion, Norwood “Andy” Miller, Robert “Bob” Nauseef and Pilar Rocha-Goldberg were present. General Manager Barry Sessoms and attorney George W. Miller, Jr. were also present. Lee Keatts, Durham County ABC Finance Officer, and Perlie Davis, Support Services Director for Durham County ABC, were also in attendance.

Conflict of Interest Review and Declaration

Chairman Burton read the Board’s Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members verbalized that they do not have any conflicts.

Consent Items

The consent item for the May Board meeting was the Minutes of the April 20, 2015 Regular Board Meeting. Board member Miller motioned to accept the consent item. Mr. Nauseef seconded the motion and the Board approved without objection.

It was brought to the attention of the Board that there was an oversight and the Minutes of the January Board Meeting were not previously accepted and approved by the Board. Chairman Burton requested whether there are any changes that need to be made to the January Board Meeting Minutes and, if not, does the Board approve the January Board Meeting Minutes. Mr. Nauseef motioned to accept the January Board Meeting Minutes as presented. Board member Miller seconded the motion and the Board approved without objection.

General Business

Public Comment

Chairman Burton stated that there are not any members of the public present this evening.

Law Enforcement Report for April 2015

Mr. Sessoms notified the Board that, in addition to a monthly report and at the Board’s request, Chief Sales prepared an annual report outlining the work and accomplishments of DCABC Law Enforcement.

Mr. Sessoms provided an update on the security cameras and stated that negotiations with vendor resulted in the ability for DCABC to purchase all cameras within the budget previously approved by the Board.

Financial Report for April 2015

Mr. Keatts stated that the monthly report will be forthcoming and the focus of his presentation to the Board is regarding the proposed budget.

Mr. Sessoms reported to the Board that sales were great for the month of April increasing nearly ten percent from April of the previous year. DCABC sales were highest of Boards that DCABC uses as comparable Boards. Mr. Sessoms attributed the continued growth of sales to excellent customer service and stocking of new and higher end products in stores.

- **FY 2016 Budget**

Mr. Keatts first presented to the Board the proposed operating budget following the structure used previous years. The Board had a general discussion regarding the operating budget.

Mr. Keatts noted that the proposed budget regarding revenue was listed by each store individually and department and included proposed profit distributions to the City and County along with monies available for the Grant Program.

Mr. Keatts then discussed the proposed budget regarding personnel salaries and benefits. All store locations were listed individually noting an increase in part-time personnel. Mr. Sessoms elaborated on the advantages associated with the proposed personnel budget including utilization of additional part-time employees on staff.

Mr. Keatts presented the proposed capital budget including facility matters, support services requirements, law enforcement items and possible relocation of facilities. The Board had a general discussion regarding store locations which require projects and maintenance.

Ms. Davis presented to the Board an update on the necessity to replace computer servers, scanners, credit card payment processing equipment, additional POS register terminals at several stores and accounting and reporting software as items included in the proposed capital budget.

Mr. Sessoms discussed law enforcement items requested in the proposed capital budget including two new vehicles and a trailer to transport the golf cart used for responsible alcohol training along with standard law enforcement officer equipment.

The Board had a general discussion regarding possibly allocating monies to open a new store and had a conversation regarding ideal store locations.

Chairman Burton requested Board member volunteers to participate in the grant subcommittee. It was decided that Ms. Rocha-Goldberg and Mr. Nauseef will comprise the subcommittee.

Closed Business

Mr. Nauseef motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) consult with attorney, (5) facility leases or purchases and (6) personnel matters. Ms. Rocha-Goldberg seconded the motion and the Board approved without objection.

Adjournment

Chairman Burton motioned to adjourn the meeting and the Board approved without objection.

Approved By: _____


Wayland Burton, Board Chair