

**Minutes of the Meeting  
December 17, 2018**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 17<sup>th</sup> day of December, 2018.

Board Chair, Andy Miller, called the meeting to order at 5:30 p.m.

Board members Donald Lebkes, Beverly Thorpe and Ryan Urquhart were present. General Manager Rufus Sales, Assistant General Manager Eddie Hewlin, attorney George W. Miller, Jr., Durham County ABC Finance Officer Lee Keatts, Durham County ABC Support Services Director Perlie Davis and Durham County ABC Law Enforcement Interim Chief Pittman were in attendance.

**Conflict of Interest Review and Declaration**

Chair Miller 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 present verbalized that they have reviewed the agenda and do not have any conflicts.

**Consent Item**

The consent item approved was the November 19, 2018 Board Meeting Minutes. Mr. Lebkes motioned to approve the meeting minutes as presented. Ms. Thorpe seconded the motion and the Board approved unanimously.

**General Business**

**Public Comment**

Chair Miller stated that there are not any members of the public present for comment this evening.

**Financial Report**

**November Financials**

Mr. Keatts reported to the Board the summary of income statement results. DCABC sales for the month increased by \$530K or 16.38% over sales in November of last year. Mr. Keatts noted that several new restaurants opened during the month, NCCU Homecoming took place during the first week of November and there was an additional Saturday in November this year, all which contributed to increased sales.

General Manager Sales commended DCABC employees for their hard work and the significant financial results. The overall sales increase last year totaled \$1.2M. After only five months into this fiscal year, DCABC has already reached a sales increase of \$1.1M.

**Support Services Report**

Ms. Davis reported on support services as included with the board meeting packet. The Board discussed grant report policies and fund distributions. Mr. Sales will contact grantees regarding submission of required grant reports.

**Law Enforcement Report**

Interim Chief Pittman stated that the law enforcement report was previously submitted to Board members. He noted that law enforcement's focus during the holiday season was on store visits and safety of employees and the public.

**General Manager's Report**

Mr. Sales reported to the Board regarding plans for upcoming retail store improvements. An assessment to determine DCABC needs for the purchase of generators will take place in January.

The recent snow storm closed several stores and the warehouse. Employees were reassigned to staff the busiest stores and the majority of retail stores along with mixed beverage were operational during the storm.

**Closed Session**

Mr. Lebkes motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; (a): (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Mr. Urquhart seconded the motion and the Board approved without objection.


**Open Session**

The Board returned to open session.

Mr. Lebkes motioned to accept the Executive Session Minutes as presented and to hold the minutes in the Board attorney's office. Mr. Urquhart seconded the motion and the Board approved unanimously.

**Adjournment**

Mr. Urquhart motioned to adjourn the meeting. Mr. Lebkes seconded the motion and the Board approved without objection.

Approved By:  \_\_\_\_\_