

**ANGIER BOARD OF ALCOHOL CONTROL  
CALLED MEETING MINUTES  
April 8, 2021 6:00 pm  
ANGIER BOARD ROOM**

A called meeting for the Town of Angier ABC Board was held on April 8, 2021 at the Angier Board Room.

Members Present:

Brian Hawley, Chairman  
Howard Babbitt, Member  
Jerry Hockaday, Member  
George Price, Member

Others Present:

Keith Black, General Manager  
Shawna Mason, Finance Officer  
Mike Hill, Town Board Member  
Tom Taylor  
Austin Cavanaugh, NC ABC Commission

Brian Hawley, Board Chairman called the meeting to order at 6:01 pm.

1. Jerry Hockaday, Board Member started the meeting with a prayer, followed by the Pledge of Allegiance.
2. In an effort to avoid any possible conflicts, Brian Hawley, Board Chairman read the following ethics reminder:

In accordance with GS 18B-201, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflicts.  
Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today?

There were no conflicts of interest or appearance of reported.

4. The following additions/changes to the agenda were requested:
  1. Discuss and vote to add Brian Hawley, Howard Babbitt, Keith Black, and Shawna Mason as signers on the Capital Investment account
  2. Discuss potential QuickBooks upgrade

Board Action: The Town of Angier ABC Board voted unanimously to approve the amended agenda.

Motion By: Howard Babbitt  
Vote: 4-0, unanimous

5. Brian Hawley, Board Chairman opened the floor for review of the minutes from March 11, 2021. Mr. Hawley requested that #18 on the March 11, 2021 minutes be amended to the following:

18.a. With no further business in the open session, the board voted to enter into an executive session at 7:05 pm.

Motion By: Howard Babbitt  
Vote: 4-0, unanimous

18.b. With no further business in the executive session, the board chose to reconvene into open session at 7:43 pm.

Board Action: The Town of Angier ABC Board voted unanimously to approve the minutes for March 11, 2021 with the above amendment.

Motion By: George Price  
Vote: 4-0, unanimous

6. Brian Hawley, Board Chairman opened floor for discussion of a display case for high value items. Keith Black, General Manager said that the sales reps did not have any display cases that do not have a logo on them. Mr. Hawley asked Mr. Black to find some prices for display cases and email them to him within 1-2 weeks.

7. Board Chairman, Brian Hawley opened the floor to discuss the overpayment and refund request to Harnett County. There was an overpayment in April 2020 that was caught during the Angier ABC audit. Shawna Mason, Finance Officer has been working with the County and has confirmed that there was an overpayment. The County Commissioners are adding the refund to their consent agenda to approve.

8. Brian Hawley, Board Chairman opened the floor for an update on the Capital Investment account. We are currently waiting on BlueRock's open period to sell the remainder of our shares. Mr. Hawley reached out to Jim Burgin, NC State Senator regarding the matter. Mr. Hawley is going to request that Senator Burgin apply pressure to get the matter resolved. Jerry Hockaday, Board Member spoke with Sheila Wood at Capital Investments. Ms. Wood told him that she would have a representative contact him, but he has not yet received a phone call.

9. Board Chairman, Brian Hawley opened the floor to discuss the 2020/21 budget amendment. A budget amendment needs to be approved to account for increased sales and expenditures due to the pandemic.

Board Action: The Town of Angier ABC Board voted unanimously to approve the 2020/21 budget amendment.

Motion By: Howard Babbitt  
Vote: 4-0, unanimous

10. Brian Hawley, Board Chairman opened the floor to discuss the change of CPA for Angier ABC. The previous CPA, Scott May resigned. The Board received a quote from Thompson, Price, Scott, Adams & Co., P.A. in the amount of \$5,500 annually or \$1375 per quarter for the

audit and compiled quarterly reports. With a quarter just being completed, a new CPA is needed as soon as possible.

Board Action: The Town of Angier ABC Board voted unanimously to move forward and engage Thompson, Price, Scott, Adams & Co., P.A. as the CPA/Auditor for the Angier ABC Board.

Motion By: George Price  
Vote: 4-0, unanimous

11. Board Chairman, Brian Hawley opened the floor for discussion regarding the Board Decision on Investigation in accordance with G.S. 143-318.11. (a)6. Howard Babbitt, Board Member stated that after reviewing documentation, the Board has paid Vicki Pinkerton, former Angier ABC Finance Officer the appropriate amount of hazardous pay. Also, the Board did not find any evidence of malicious or criminal intent regarding her termination.

Board Action: The Town of Angier ABC Board voted to close the investigation on Ms. Pinkerton.

Motion By: Howard Babbitt  
Vote: 3-1, George Price voted against

12. Brian Hawley, Board Chairman opened the floor for the discussion and vote to add Brian Hawley, Howard Babbitt, Keith Black, and Shawna Mason as signer on the Capital Investment account. Shirley Brinkley, former Sales Manager also needs to be removed from the approved signers list due to her no longer being employed by Angier ABC.

Board Action: The Town of Angier ABC Board voted unanimously to add Brian Hawley, Howard Babbitt, Keith Black, and Shawna Mason to the approved signers list for the Capital Investment account. As well as to remove Shirley Brinkley from the approved signer list.

Motion By: Howard Babbitt  
Vote: 4-0, unanimous

13. Board Chairman, Brian Hawley opened the floor for discussion of upgrading QuickBooks in the store. Shawna Mason, Finance Officer said that the current version of QuickBooks that is being used will no longer support payroll functions as of May 31, 2021. It will cost \$899.99 to upgrade to QuickBooks 2021. Mr. Hawley suggested budgeting for future upgrades when the budget is proposed. He also suggested looking into an alternative software. Mr. Hawley asked Ms. Mason to contact Laurie Lee, NC ABC Commission to see if there is a state approved list of payroll software programs by the next board meeting.

14. General Manager Report:

Keith Black, General manger updated the Board on various items. Those items are the following:

1. The pressure washing of the store was completed on March 28, 2021 by AC3 Power Washing.

2. Two quotes have been received to repair the flooring in the store, but only one has currently been received in writing. This will be revisited once detailed written quotes are received.
3. True Care Maintenance has continued to provide landscaping services to Angier ABC. Mr. Black is going to reach out to them to get the trees and bushes trimmed on property. He is also going to contact Duke Energy regarding the trimming of trees that are growing close to the power lines.
4. The store has SDS sheets for the chemicals on premise, an eye wash station, an updated Employment Laws poster, and a first aid kit.
5. Shirley Brinkley, former Sales Manager brought in a list of bourbon groups and contacts. Mr. Black has been reaching out to the groups and sales reps to line up more barrels to run through the store later this year.

15. Finance Officer Report:

Shawna Mason, Finance Officer updated the Board on various items. Those items include the following:

1. The store's pre-tax retail sales for the month of March were \$328,730.37, which was a 2.91% increase over LY. Fiscal YTD sales were \$3,211,372.39, which was an increase of 39.34% over LY.
2. Hazardous pay for the month of March was reduced by 25%. The amount paid was \$3,274.19. The Board decided to continue with the plan that was voted on at the February 4, 2021 board meeting and reduce the hazardous pay by another 25% in the month of April. No vote was needed since it was a continuation of the plan already voted on.
3. Ms. Mason and Keith Black, General Manager attended a budget webinar that the NC ABC Commission held on March 29, 2021.

16. Additional comments:

1. The Board has requested that Keith Black, General Manager compile a list of items in the store that are not selling well so that they can explore avenues to help move the items.
2. Howard Babbitt, Board Member asked if the employees have been or want to be vaccinated. Keith Black, General Manager stated that only a couple of employees have expressed interest in receiving the vaccination.
3. The creation of the Assistant General Manager position was discussed. Brian Hawley, Board Chairman told the Board that the money is there to create the position. The Board discussed establishing roles and the need to create a job description. Jerry Hockaday, Board Chairman expressed a preference for hiring from within for the position. The Board wants to check with the State regarding who can hire for the position. The Board wants to

Board Action: The Board voted to unanimously to move forward to create the Assistant General Manager position, talk to the State regarding who can hire, and create a clearly defined job description.

Motion By: George Price  
Vote: 4-0, unanimous

17. Public comments:

Town Commissioner Mike Hill requested the Angier ABC quarterly audits from 2018-2020. Mr. Hill stated that he found issues with one of the quarterly audits and that no distributions were paid in 2019, but \$100,000 was invested. Mr. Hill would like to know the dates and where the money came from to do the investment. Brian Hawley, Board Chairman asked Keith Black, General Manager to gather copies of the 2018-2020 audit reports for Mr. Hill.

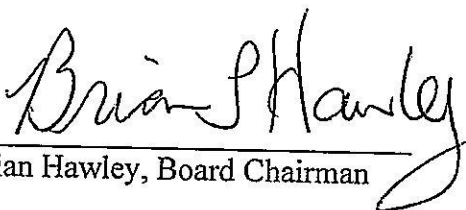
Tom Taylor told the Board that Laurie Lee, NC ABC Commission is retiring at the end of the April and suggested that they write a resolution of appreciation to her.


Austin Cavanaugh, NC ABC Commission stated that the 2% growth in March was good and in line with what the Commission was expecting. The state was up approximately 9% with quite a few Boards being down from the prior year. He also stated that regarding the Assistant General Manager position, it is split, some Boards combine the position with the Finance Officer position, and some have two separate positions. Mr. Cavanaugh also stated that typically the General Manager does the hiring and firing in the stores. George Price, Board Member told Mr. Cavanaugh that Moniqua McLean, NC ABC Commission needed to be retrained and that the NC ABC audit that was conducted last fall was not done properly.

19. With no further business, the board adjourned at 7:17 pm.

Motion By: Howard Babbitt

Vote: 4-0, unanimous

  
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Brian Hawley, Board Chairman

  
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Shawria Mason, Finance Officer