

Warren County ABC Board Meeting Minutes for March 2018 Meeting on February 22, 2018

The Warren County ABC Board met on February 22, 2018 at 5:00pm in the conference room of the Norlina ABC Store. Meeting attendees are following, Chairman Victor Hunt, Board Members Stephen Pelfrey and Clarence Jones, Project Manager Susan Brown, Finance Officer Jamie Williams, Kilian Engineer Representative Michael Kilian & Claiborne Woods.

The meeting was called to order by Victor Hunt, conflict of interest disclaimer was read.

Victor Hunt asked for a motion to adopt the agenda for meeting, motion was made by Clarence Jones & second by Stephen Pelfrey.

The minutes for the previous meeting were read & Victor Hunt asked for a motion to accept the minutes as written, motion was made by Stephen Pelfrey & second by Clarence Jones.

Michael Kilian introduced Claiborne Woods a new employee for Kilian Engineer's. Both Michael Kilian & Claiborne Woods updated board on the progress of the Lake Gaston Store. Claiborne Woods had been to the new jobsite and explained with the current weather conditions the contractors are going to have to work quickly to meet all deadlines. Mr. Woods is going to follow up with the general contractor weekly to get updates on project. Mr. Woods discussed getting mud on the site under control and gave several suggestions to the general contractor of Danco to put out screenings so they can get the building dried in and to be able to start on laying the brick. They also went over a checklist from email with details from Mr. Woods of things he observed while on the construction site. The previous change order that was signed to move the driveway has been received by Danco.

Jamie Williams went over the finance report and answered a few questions from board members about the increase of mixed beverage income.

Jamie Williams gave a report on her meeting with the manager of the Littleton, NC in Halifax County. They did a full inventory of the Littleton Store using the scan gun and Ms. Williams got a full training on how to use the scan gun to perform inventory as well as how to upload the information to the computer, etc. Jamie also discussed staffing and policies that Halifax County uses for their stores and employees. She suggested that Warren County have some similar policies in place for each store. Jamie also suggested that Warren County do a full inventory of each store once a month in the future.

Jamie Williams gave an overview of the full inventory done on the Norlina Store on February 18, 2018. Inventory was conducted by Jamie, Linda, Betty, and Sarah the full inventory was completed in 5.5 hours. Report given on the results of the inventory

Board discussed personnel issues.

Board discussed an outstanding invoice from 2015 with Kearneco. A motion was made to pay outstanding invoice in exchange for a previously written check and waiver of all interest fees. Motion was made by Mr. Pelfrey and second by Clarence Jones. Motion passed.

With no other business to discuss, Mr. Pelfrey made a motion to close the meeting & Clarence Jones second. Meeting adjourned at 6:45pm