



MECKLENBURG COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD OF DIRECTORS MEETING MINUTES

August 17, 2010 @ 12:00 Noon
3333 North Tryon Street Charlotte, North Carolina 28206

DIRECTORS: Cleveland Edwards, Chairman

David Conway and Harry Lomax

ABSENT: Angeles Ortega-Moore

STAFF: Chief Executive Officer Paul Stroup

Chief Financial Officer Mike Tully; Operations Director Jason Hughes, Kevin Helms and Wade Webber; Law Enforcement Division Director Mike Crowley, Human Resource Director Laura Sherer; Education/Community Relations Director Mary Ward and Administrative Assistant Dawn Carey

GUESTS: Howard Phillips, HMP Services

ITEMS OF BUSINESS DISCUSSED AND ACTION TAKEN:

Chairman Edwards called the meeting to order.

Ms. Ward gave a video presentation in honor of former board director, James K. Polk, Sr. who passed away on July 29, 2010.

I. CHAIRMAN REPORT

Director Conway questioned the explanation in the July 14 minutes why the board elected not to give additional funds in support of the libraries, and suggested the explanation be revised to state a more clear reason.

Quote: "Mr. Stroup stated the board had previously looked in to the possibility of giving additional funds, but elected not to do so due to the lengthy and tedious process".

Revision: "Mr. Stroup stated the board had previously looked in to the possibility of giving additional funds, but elected not to do so on the advice from the board of county commissioners citing regulatory challenges".

Motion was made by Director Conway, seconded by Director Lomax and unanimously carried to approve the amended July 14, 2010 meeting minutes.

Future meetings were confirmed for September 21 and October 19, 2010.

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There were no presenters for public comment.

II. STORE OPERATIONS

Mr. Hughes reviewed the July 2010 sales report.

As a matter of information, Mr. Hughes shared information regarding the top selling products for fiscal year 2009-2010. The board's top 25 selling codes account for approximately \$29 million in sales during fiscal year 2009-2010; approximately 30% of total sales.

III. FINANCE

Mr. Tully reviewed the July 2010 financial highlights.

Mr. Tully reminded members of the audit committee will meet prior to the board meeting on September 21, 2010 at 10:00 to review the results of the recent audit.

Mr. Tully informed contract negotiations for the 9500 South Boulevard location are ongoing.

IV. ALCOHOL EDUCATION

Ms. Ward reviewed highlights from the July 2010 Activity Report.

Anuvia will host its annual award's luncheon Thursday, September 30, 2010. The board will have one table of ten for directors and staff to attend. Due to the board's gift policy regarding acceptance of meals, Mr. Stroup sought the advice of Mr. Michael Herring (Chief Administrator, NC ABC Commission) as to the commission's position. Mr. Herring stated due to the nature of the event and given the fact Anuvia is a grant partner not a liquor supplier, Mr. Herring saw no problem with directors and staff accepting the purchased table and attending the luncheon. Mr. Stroup requested board approval authorizing management to accept the prepaid lunch event.

Motion was made by Director Conway authorizing management to accept the pre-paid lunch event hosted by Anuvia, but failed for the lack of a second.

The board continued its discussion relative to the pros and cons of accepting the purchased table by Anuvia. The board agreed to revisit the subject at its September 21 board meeting.

Ms. Ward presented dates of upcoming visits for the remainder of the year to grant partners. Directors interested in attending can contact Ms. Ward.

V. HUMAN RESOURCES

Ms. Sherer introduced a formal credit card policy for approval. Employees of the board are provided with company credit cards, for business use only. The board has a long-standing practice prohibiting the use of ABC Board credit cards for any use other than transacting the business of the board; however, these practices have not previously been formally approved by the board and incorporated into the board's personnel policy.

Ms. Sherer requests the board formalize these practices regarding company credit cards. Pursuant to formal approval, this policy will be incorporated into the Board's personnel policy guidelines, and a copy submitted to the ABC Commission.

Director Conway addressed the reference in the policy to "*certain employees*", and suggested clarifying those employees as "*approved employees*". Ms. Sherer noted the suggestion and will incorporate the recommended change.

Motion was made by Director Conway, seconded by Director Lomax and unanimously carried approving the amended credit card policy.

VI. LAW ENFORCEMENT

Ms. Crowley reviewed highlights from the August 2010 law enforcement activity Report.

Mr. Crowley discussed the law enforcement division overview; its mission, responsibility within the community and efforts to enforce ABC laws.

In follow-up from the July 2010 board meeting, the ABC law enforcement division applied to the Governor's Highway Safety Program (GHSP) for a \$19,000 grant to purchase equipment to assist officers with alcohol education and enforcement strategies in the community. The GHSP approved \$14,250 leaving the remaining \$4,750 for the board to pay. With this funding, two golf carts, a trailer and traffic cones would be purchased. The golf carts and trailer would be striped with Mecklenburg County ABC Board insignia.

Mr. Crowley requested board approval for the North Carolina Governor's Highway Safety Program Local Governmental Resolution form GHSP-06-A (which is required to be reviewed by the Mecklenburg County ABC Board in open session and signed by the chairperson).

Motion was made by Director Conway, seconded by Director Lomax and unanimously carried approving the North Carolina Governor's Highway Safety Program Local Governmental Resolution form GHSP-06-A.

Mr. Stroup thanked law enforcement for their assistance with traffic control during the funeral service for former board director Mr. James K. Polk, Sr.

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VII. MANAGEMENT

Mr. Stroup update on recent legislative updates relative to House Bill 1717. This bill indicates requirements that local ABC boards obtain approval from their appointing authority regarding diverse matters, including:

- Law enforcement accountability / reporting
- Number of members appointed to serve on boards
- Compensation of board members
- Travel policies
- Bonding of board members and employees
- Financial operations

Mr. Stroup also requested approval and presented an addendum to the board's travel policy. The current travel policy allows the CEO to approve travel in excess of \$1000. The proposed addendum would authorize the boards appointing authority (county finance director) the authority to approve travel in excess of \$1000.

Motion was made by Chairman Edwards, seconded by Director Conway and unanimously carried approving the addendum to the board's travel policy authorizing the board's appointing authority (county finance director) the authority to approve travel in excess of \$1000.

Mr. Stroup noted that he would attend the Mecklenburg Board of County Commissioners September 8 meeting for review and/or discussion.

There being no further business, the meeting was adjourned at 1:56 p.m.

Cleveland Edwards, Chairman