

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

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

Members Present:

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

Others Present:

Keith Black, General Manager
Christina Kazakavage, Finance Officer
Mike Hill, Town Board Member

Brian Hawley, Board Chairman called the meeting to order at 6:00 pm.

1. Christina Kazakavage, Finance Officer started the meeting with a prayer.
2. All present said the Pledge of Allegiance.
3. 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. Brian Hawley, Board Chairman opened the floor for any additions to the meeting agenda. Mr. Hawley requested to add #3, recognition of promotions for the store. He also wanted to add #4, discussion of QuickBooks and #5, a closed session meeting.

Board Action: The Town of Angier ABC Board voted to amend the agenda.

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

5. Board Chairman, Brian Hawley opened the floor for the approval of the agenda.

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

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

6. Brian Hawley, Board Chairman opened the floor for review of the minutes from June 10, 2021. George Price, Board Member wanted to amend the minutes from the June 10, 2021 meeting to reflect that Shawna Mason, Finance Officer, was at the time also the Assistant General Manager.

Board Action: The Town of Angier ABC Board voted to amend and approve the minutes for June 10, 2021.

Motion By: Steve Adams
Vote: 4-0, unanimous

7. Public Comments: Brian Hawley, Board Chairman opened the floor for public comments. Mike Hill, Town Board Member requested to speak to the board regarding the Alcohol Education disbursements from the pervious quarter. He pointed out that there were procedural issues regarding the fund disbursement, as that board did not decide, as a whole, where the funds were supposed to be sent. Mr. Hawley stated that it was a failure on the Boards part to have not properly overseen the disbursement and that corrections are being made to not let that happen again.

8. Board Chairman, Brian Hawley opened the floor for discussion of inventory issues. Mr. Hawley stated that all the boards in North Carolina were experiencing shortages, with bars reopening and suppliers struggling to meet demand. Outages are expected to continue for a period of time.

9. Brian Hawley, Board Chairman opened the floor for discussion about the GFL contract. Keith Black, General Manager, stated that the new dumpster size was accommodating to the store better. George Price, Board Member, noted that the dumpster area was now out of code and would need to be updated. Mr. Black would get with the town to have the area analyzed and brought up to code.

10. Board Chairman, Brian Hawley opened the floor for discussion regarding background checks and a workplace drug/alcohol policy. Mr. Hawley stated that he and another board member had been working on drafting a new workplace drug and alcohol policy, which would soon be shared with the rest of the Board. Also, that background checks were already being implemented and used for new hires.

11. Brian Hawley, Board Chairman opened the floor for discussion of the Merchant Services through BB&T and First Federal. The Board examined the provided comparison documents for both banks and compared them to the offer from First Citizens. George Price, Board Member requested that all the banks in the Town of Angier be given the opportunity to provide merchant services to the store. Mr. Hawley suggested that the Board pick one bank and then compare it to

First Bank, the only other bank that would offer the services in the Town of Angier. The Board agreed to use First Federal for the comparison.

Board Action: The Town of Angier ABC Board voted to use First Federal Bank for the comparison to First Bank, and that should the offer not surpass that of First Federal, the Board will switch to First Federal Bank for Merchant Services.

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

12. Brian Hawley, Board Chairman opened the floor for discussion regarding upgrades to the managers office. Keith Black, General Manager requested permission to look into getting cabinets for the office to house security equipment and filing material, as well as a new desk for Shawna Mason, Assistant General Manager. Mr. Hawley said it was not a good idea, as there was no knowledge as to what the budget had allowed for office upgrades.

13. Board Chairman, Brian Hawley opened the floor for discussion of promotions at the ABC Store. First the Board recognized Shawna Mason for her promotion from Finance Officer to Assistant General Manager. Next, they recognized Christina Kazakavage for her moving into the Finance Officer position. George Price, Board Member made note that Graham Blake, Full Time employee, was nearing the end of his two- week notice with the ABC Store.

14. Brian Hawley, Board Chairman opened the floor for discussion on QuickBooks. Christina Kazakavage, Finance Officer, stated that she was looking into reorganizing QuickBooks to allow for adding bank statements and eliminate the general, handwritten ledger that is currently in use. She also requested that there be one single password, so that access was completely shared. Lastly, she wanted to have access to QuickBooks consolidated to the finance office. Howard Babbitt, Board Member stated that there should be separate access to QuickBooks, so that changes can be tracked. Also, QuickBooks should not be consolidated to one office to minimize disruptions when access is needed. Mr. Hawley recommended that Mrs. Kazakavage consult with the Town of Angier Accountant for assistance with correcting QuickBooks.

15. Board Chairman, Brian Hawley opened the floor for the General Managers report. Keith Black, General Manager, stated that he had plans to hire on one more part time employee and eliminate the full-time position in the evenings. The barrel program was doing well, including groups going to Mexico to pick tequila barrels for the store. Mr. Black had also been in contact with a NC ABC Association trainer, to provide training for staff at no cost to the store. There was also a brief recognition of the Angier Police Department, who were in attendance.

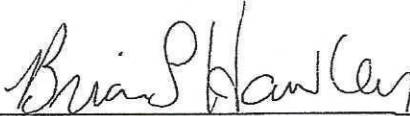
16. Brian Hawley, Board Chairman opened the floor for the Finance Officer report. Christina Kazakavage, Finance Officer stated that she was looking to implement a new method for cash drawer accountability for the employees.

17.a. The Town of Angier ABC Board voted to go into closed session following a five-minute break at 7:14pm.

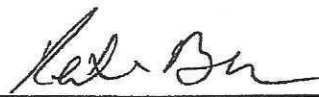
17.b. The Town of Angier ABC Board returned to open session at 8:00pm.

18. With no further business, the Town of Angier ABC Board voted to adjourn the July 8, 2021 meeting.

Motion By: Brian Hawley
Vote: 4-0, unanimous



Brian Hawley, Board Chairman



Keith Black, General Manger