



Youngsville ABC Board
P. O. Box 387
101 N College Street
Youngsville, NC 27596
(919) 556-3590
ABCStore@townofyoungsville.org

MINUTES

July 20, 2021
9:00 AM

REGULAR MEETING

YOUNGSVILLE TOWN HALL CONFERENCE ROOM

134 US 1A SOUTH

(Teleconference and Web Conference was available)

Chairman Houser called the Board Meeting of the Town of Youngsville ABC Board to order at 9:02am. In attendance was Chairman Rick Houser, Members Kirk David and Mason Hurt. Members Lila Hedlund and Danny Stutzman were not in attendance. Also, in attendance were ABC System General Manager Bridget Stanley, Town Administrator Phillip Cordeiro, Finance Officer Kari Patton-Motluck and Clerk Emily Hurd. Guests included Mayor Fonzie Flowers and Trey Stewart from the Youngsville Crossing ABC Store.

The first item was to approve the agenda.

MOTION: TO APPROVE THE AGENDA AS SUBMITTED

The motion was made by Member Hurt and was seconded by Member David. The motion passed unanimously, 3-0.

Chairman Houser went over the Ethics Statement. There were no conflicts of interest.

In accordance with G.S. 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? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

The next item on the agenda was Citizens' Comments. There were no comments.



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The next item on the agenda was the Financial Report. Due to technical difficulties, Patton-Motluck was not in attendance at this time and would give an update when the problem was resolved.



Youngsville ABC Store Finance Report

To: ABC Board of Commissioners
From: Kari Patton-Motluck, Finance Officer
Date: July 13, 2021
Re: Finance Report – June 2021

During the month of June:

- Our Current Debt Issuance:
 - Line of Credit – total balance N/A
- Short-Term Goals:
 - Audit (scheduled for late August).
 - Work on Income Statement formatting for future separate reporting of Youngsville Crossing and College Street.
- Long-Term Goals:
 - Train Bridget on Finance Officer duties.
- Items of Note:
 - Large inventory purchase for new store opening – Line of Credit not yet utilized but remains available if needed. Cash on hand remains comfortable for now.
 - A/P Aging Summary:
 - 61-90 days was a missed LB&B Invoice Bundle from March 2021
 - 31-60 days was a software glitch with our payment processor Melio.
During the bank reconciliation – I realized twenty-five payments were processed for payment by Melio and given a check number but did not clear the bank. After further review – it was determined the payments were not issued by Melio. I reprocessed the payments and the problem is being monitored.
- Capital Outlays:
 - Youngsville Crossing – site work complete – final invoices and payments for capital outlay expected to be July 2021.

The next item on the agenda was approval of the Consent Agenda. The Consent Agenda included Minutes from the ABC Board Regular Meeting on June 15, 2021, and Minutes from the Special Called Meeting on June 11, 2021.



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MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Member David and was seconded by Member Hurt. The motion passed unanimously, 3-0.

The next item on the agenda was Old Business. The first item under Old Business was an update on the renovation and relocation of the ABC Store. Stanley stated the new ABC Store opened on July 9th and did over \$60,000 in sales on their first day. She noted everyone had a great time and acknowledged staff did an excellent job. Stanley stated the College Street location was exceeding expectations. She stated the ABC System was set up for success going forward. When asked, Stanley stated she had a short list of follow up items. She explained they were in the process of paying the final bills, noting most of the major bills have been paid at this time. Stanley stated she was working with the contractor on finishing the last few items on the punch list, most of which were small items. Chairman Houser stated staff did a great job and thanked the ABC Board for their help in getting the store ready to open. Stanley stated she was blown away by the ABC Board's support and couldn't image other ABC Boards were as invested. She noted Members helped stock, clean and get ready for the Grand Opening. Stanley stated staff appreciated the help as well.

The next item on the agenda was New Business. There was no New Business.

The next item on the agenda was Reports and Other Business. Stanley stated they took down the COVID screens at the College Street location, which made a huge difference, and noted staff was happy with the changes. She stated signage was posted onsite based on information from the CDC website regarding masks and vaccinations. Stanley stated they still have the sanitation stations and Chairman Houser noted they were a nice touch.

Chairman Houser acknowledged his appreciation to Stanley, stating the Grand Opening was a success and was the best one he's ever attended. The people were excited which made all their efforts worthwhile. As a former member of another ABC Board, Chairman Houser noted he wanted to be on the Youngsville ABC Board since he moved here, and it has been a dream come true to open a new store.

Member Hurt also thanked Stanley and her staff for everything, noting he now understands how difficult the work was. He stated he had a great time, and everyone seemed to have enjoyed their self. Member Hurt felt the raffle went over very well.



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Member David stated he was thoroughly impressed with how smoothly staff handled the crowd. He also noted how good of a time everyone had, noting they were smiling and laughing while spending money. Chairman Houser felt it came together all at once. Stanley noted there was also something that is last minute. Chairman Houser stated he had concerns, but it all worked out by the Grand Opening.

Patton-Motluck noted that she did not have anything to add to the Financial Report. She noted the ABC System was switching a lot of their invoicing over to digital but there had been a problem with several invoices showing up as paid when they weren't. Patton-Motluck stated they were working with LB&B to get the ABC System reinvoiced for payment.

Chairman Houser inquired about the \$100,000 that shows as reserved for law enforcement. Patton-Motluck stated she noticed that when reviewing the financial statements but was not yet able to track the entry. Chairman Houser noted it was the first time he had seen it as well. Stanley stated she would work with Patton-Motluck to track it down, noting it could be something that she keyed in incorrectly when doing the last Budget Amendment. Based on the location of the line item, Cordeiro felt it should have been coded to working capital. Patton-Motluck stated they could rename the line item as needed but she did not want to make any significant changes without the ABC Board's approval. Stanley stated she had added working capital to the chart of accounts but was unsure about the law enforcement line item. Patton-Motluck stated she would investigate.

Stanley noted Patton-Motluck had added a line of credit update to the Finance Report. She stated they have not needed to use any of their line of credit at this time. Stanley stated they would see how sales go and noted the ABC System was in a comfortable place with cash on hand. Chairman Houser reminded everyone that rent would not be due until August. When asked, Stanley stated she would follow up on the best way to make the payments.

Stanley noted Mr. White would issue a refund for the College Street location due to the septic issues the ABC Board paid to have repaired. She stated the new ABC Store had insurance coverage based on the date inventory was allowed onsite.

Stanley stated Jaclyn Patterson had put together an engagement letter should they need to use her services. Cordeiro noted billing should be requested in quarter hour increments and Stanley stated she would look into it.



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Stanley stated she was looking to have someone paint a mural in the Youngsville Crossing store, over the cash register area. She explained there would be some liquor signage, but she didn't want to fill the walls with them. Stanley stated a mural unique to Youngsville would be a great option. She stated she was investigating artists and costs, hopefully someone local. Chairman Houser inquired about a community bulletin board and Stanley stated she was planning on installing one, possibly a magnetic chalkboard style. This would fit with the theme of the store, allow for community posts, and staff will be able to post a message of the day.

Stanley stated they broke the June sales record with \$234,000 in sales, which bypassed the competition. Chairman Houser asked if the increase was due to inventory selection or customer service and Stanley stated she felt it was due to their social media presence and the way staff interacts with customers. Stanley explained they compiled a list from customers on what they do not like about ABC Stores and are working to correct them here in Youngsville. Transparency and selection are top of the list, noting that customers do not like when hard to get items are hidden by stores. Stanley also noted that staff is very friendly in their communications with customers and active on social media.

Stanley stated the College Street location was exceeding expectations and the Youngsville Crossing location was getting close. The ABC System is on track to hit their budget for this month. She explained she was working on a trend analysis and daily budgets. Chairman Houser asked if staff at the College Street location were telling customers about the new ABC Store and Stanley explained they were verbally telling customers but there was no signage. Stanley noted a customer had taken drone pictures of the Grand Opening and Mr. Stewart was working on getting new pictures as well. Mr. Stewart stated he was working on getting the Youngsville Crossing location to show up on Google. He also sent in pictures for Google to add to their location. Mr. Stewart stated he will keep on top of it and Cordeiro noted persistence was needed in updating Google locations.

Member David noted that one of the things listed by customers was a request for staff to be nice, noting that was a common complaint about other ABC Stores across the state. Stanley stated there was no where else to purchase liquor in the state other than ABC Stores and she wants Youngsville staff to make the customers feel appreciated. She stated it should be done because staff wants to, not has to. Stanley shared some comments from a recent survey.

Stanley stated the focus for July was to increase their social media presence and noted Mr.



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Stewart's TikTok video was a success. She explained there was a supply chain issue that she was working on with the warehouse. Stanley stated they will continue working on the best way to keep the shelves stocked so there were no gaps. She stated they had prepared by stocking extra inventory which has worked well.

Stanley stated staff will complete sales training and explained they will be updating their processes. She stated she would work on updating standard processes such as cash handling and will continue working on the personnel policy. Stanley noted talkitout.org has an underage drinking program that she wanted Youngsville to be a part of by assigning an ambassador. The NC ABC Commission has mentioned other ABC Boards have them and she felt it was important to be part of the community.

Stanley stated she was working with Patton-Motluck to finish paying for the new ABC Store. She noted that she would attend the Local Government Finance Conference later in the week. Stanley felt this education opportunity would help her become a better Budget Officer and noted she would work on a day-to-day budget analysis for the rest of the year.

Chairman Houser agreed the talkitout.org program was important, and he supports Youngsville joining. Stanley wants the ABC System to participate and stated talkitout.org has great resources, including partnerships with athletes and pledge cards. She stated she wants to partner with the Parks and Recreation Department to host talkitout.org at sporting events. Chairman Houser noted the NC ABC Commission has people that speak at civic organizations which is another way to get the word out. Stanley stated this was important to her and wanted the ABC System to become big advocates.

Member Hurt inquired about the online ordering system and Stanley stated she recently met with the developer. She explained there were a few issues they were waiting to fix, including separating the inventory by store. Stanley stated they hoped to have it active by the end of the week. Member Hurt asked about the delivery schedule and Stanley explained there would be two trucks. Stanley stated she has followed up with the warehouse about the best delivery schedule and it looks like they will receive a shipment on alternating weeks so Youngsville will get a truck every week. Stanley stated she was getting messages from customers who are excited about the curbside pickup. Another problem is the app is listing items that are not in stock, but they are working to correct it.

Cordeiro congratulated Stanley and her team for the great job they did at the Grand Opening. He wanted to continue to affirm this ABC Board's decision to hire her and her team. Chairman Houser stated Cordeiro has also been a great asset as well. Mayor Flowers



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also echoed the congratulations to the ABC Board, Stanley, and staff for the successful Grand Opening. He stated it was amazing how everyone jumped in to help. Mayor Flowers noted a local artist had donated a picture of the downtown mural to Town Hall and offered to contact the artist if needed. Chairman Houser also had a contact he would send to Stanley.

The next item on the agenda was Closed Session. Chairman Houser requested the ABC Board go into Closed Session to discuss personnel, N.C.G.S. 143-318.11 (6).

MOTION: TO GO INTO CLOSED SESSION TO DISCUSS PERSONNEL, N.C.G.S. 143-318.11 (6)

The motion was made by Member David and was seconded by Member Hurt. The motion passed unanimously, 3-0. The ABC Board entered Closed Session at 9:48am and exited at 9:54am. Action taken was to approve the minutes from the April 20, 2021 and June 11, 2021 Closed Sessions.

MOTION: TO ALLOCATE \$3,500 IN BONUSES; \$1,500 TO THE GENERAL MANAGER WITH THE REMAINING \$2,000 TO BE DISPERSED AT THE DISCRETION OF THE GENERAL MANAGER

The motion was made by Member David and was seconded by Member Hurt. The motion passed unanimously, 3-0. Stanley thanked the ABC Board and noted staff will appreciate the bonuses. Member David noted the bonuses were for a job well done.

The meeting adjourned at 9:55am upon a motion made by Member David, seconded by Member Hurt, and passed unanimously, 3-0.