**CRAVEN COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD MEMBERS MONTHLY MEETING MINUTES**

**June 19, 2018 @ 5:30 pm - 3493 Martin Drive, New Bern, North Carolina 28562**

**Board Members Present:** Chairman Chagnon, Barbara Whiteman, Charles Collins, Carol Crayton, Tony Lee(absent**)**

**Staff Present:** Paul Brown**-**General Manager, Esther Patterson-Finance Officer

**Other Attendees Present:** Ronald Leonard-ALE Officer, Tripp Eure- MBF, Andie Moholt-MBF, Brian Gatchell- Attorney

***BUSINESS DISCUSSED AND ACTON TAKEN:***

ABC Board Chairman Chip Chagnon called the meeting to order. There being a quorum with four members of the Craven ABC Board present, the meeting was opened with a prayer by Mr. Gatchel. GM Brown led the Board in the Pledge of Allegiance. Prayer by Mr. Gatchell followed. Read by Chairman Chagnon: *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 conflicts of interest or appearance of conflict with respect to any matters coming before the Board today?*

CHAIRMAN REPORT – Approval of minutes from the prior meeting.

Motion was made to approve the minutes from June board meeting. Ms. Crayton moved, Mr. Collins seconded that the minutes be approved as written. The approval of the minutes passed unanimously.

LAW ENFORCEMENT ACTIVITIES REPORT

ALE Agent Leonard reported on Havelock parking to door timeline and suggested an additional camera would not be an advantage to safety or security. Mr. Collins requested the ALE arrest/violations reports distinguish between LBD and ABC Store arrest/incidents.

MONTHLY SALES REPORT

* The monthly sales report for June was discussed noting an increase of 6.11% for the month; year to date 3.26% increase. It was noted that Vanceboro Store recorded a 9.29% increase.
* Shrinkage county wide of $64.71 was discussed. Chairman Chagnon requested any inventory added from a previous loss reporting be noted on the current report.

OLD BUSINESS

* Chairman Chagnon discussed the past meeting with the Craven County Board of Commissioner’s Sub-Committee pertaining to the Bridgeton and other sites for new store consideration.
* Mr. Gatchell presented the Board with an update on recent communications with current Bridgeton site owners. Ms. Crayton moved that the Plan B site of Carolina Colors be considered for a 120 day due diligence and asked that Mr. Gatchell present intent of interest offer to site owners, Ms. Whiteman seconded, unanimous vote followed.
* Mr. Eure and Ms. Moholt presented the Board with an update on new store’s interior design and possible property schematics of Plan B, Carolina Colors site.

NEW BUSINESS

* CFO Patterson presented the 2018-2019 Craven County ABC budget. Board reviewed and discussed budget. Ms. Whiteman moved to adopt the budget as presented, Mr. Collins seconded; Board vote was unanimous.
* CFO Patterson asked for a budget amendment for various expenses, Mr. Collins moved, Ms. Crayton seconded the motion; amendment was approved by all Board Members present.

BOARD DISCUSSION:

Ms. Crayton discussed a recent visit to the Vanceboro Branch and whiles the interior or the store met with her approval; she noted that upon arrival both Associates on duty were out in front of the store smoking. Ms. Crayton requested that GM Brown address and correct this issue.

There being no further business before the Board, Vice Chairman Lee moved for a motion, Ms. Crayton moved, Mr. Collins seconded, motion approved; the meeting was adjourned at 6:47 PM.

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Wilfred “Chip” Chagnon, Chairman Tony Lee, Vice-Chairman

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Barbara Whiteman, Secretary Charles Collins, Member

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Carol Crayton, Member Signed: July 17, 2018