

# Warren County ABC Board Minutes of the March 3, 2023 Meeting

The Warren County ABC Board met on March 3, 2023 at 8:30 am in the conference room of the Norlina ABC store. Attending the meeting was board chairman Victor Hunt, board members Henry Durham, Jr. & Danylu Hundley, General Manger / Finance Officer Jamie Williams.

The meeting was called to order at 8:36 am by Mr. Hunt and the Conflict of Interest Disclaimer was read.

Agenda was reviewed & amended to add item 8a Personnel Manual Proposal. Motion made by Henry Durham & second by Danylu Hundley, both motion & Agenda were approved with amendment on agenda. Motion approved

Motion made by Henry Durham to approve the minutes as provided, second by Danylu Hundley. Motion approved

Discussed Larry's retirement lunch on March 19<sup>th</sup> 2pm at George's Restaurant in Warrenton. Also discussed presenting Larry with his longevity bonus for 40 years of work at this lunch.

Discussed customer complaints on George McCall at the Lake Gaston store. Decided that Jamie would have an in person meeting with George to discuss complaints & to put notes as well as a write up in his personnel file, with a warning for no more complaints or we would be forced to dismiss him as an employee.

Jamie provided a copy of Wilson's job description for an executive assistant for the board to use as a point of reference when looking for an assistant.

Discussed a bonus for Linda Hargrove as she was interim General Manager while Jamie was out on maternity leave. Motion was made by Henry Durham to give Linda a \$4,000 bonus for her hard work, second by Danylu Hundley. Motion approved

Financial Report – brief summary by Jamie Williams, also agreed to provide bank statements for each meeting to be added to the financial report.

Inventory Update – summary of inventory as well as procedures used to keep inventory up to date monthly as well as weekly & spot checks. Also discussed making sure both locations are rotating in new stock accordingly.

Personnel Manual Proposal – presented by Victor Hunt from Aspire, they gave a proposal to revise the personnel manual of \$2,000 & \$200 for 20 copies of the manual. Aspire also offers employee training as well as a year’s worth of HR support at an additional fee. Motion by Danylu Hundley to accept the proposal of the revision of the personnel manual & 20 copies of the revised manual for a total of \$2,200, second by Henry Durham. Motion approved

With no further business, a motion was made by Victor Hunt to adjourn at 9:40 am, second by Henry Durham. Motion Approved

Respectfully Submitted by:

Jamie H. Williams, General Manager / Finance Officer  
Warren County ABC Board