

# Warren County ABC Board Minutes of the May 4, 2023 Meeting

The Warren County ABC Board met on May 4, 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., Effie Adams, Steve Pelfrey, & Danylu Hundley, General Manger / Finance Officer Jamie Williams.

The meeting was called to order at 8:34 am by Mr. Hunt and the Conflict of Interest Disclaimer was read.

Agenda was reviewed & amended to add item 5b reappoint Steve Pelfrey & 5c review of personnel manual – Lisa Alston. Motion made by Henry Durham & second by Effie Adams, both motion & Agenda were approved with amendment on agenda. Motion approved

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

Introduced Lisa Alston, she provided a personnel manual update. Going to add some revisions such as Equal Opportunity Employer statement & Lisa will send a draft next week for review. Lisa will get in contact with Jamie for updates & Jamie will distribute to board members for review.

Motion made by Effie Adams to reappoint Steve Pelfrey to the board for another 3 year term, motion second by Henry Durham. Motion approved

Jamie discussed Lake Gaston employees and the plan for the upcoming summer. Still short some employees but hoping to find new employees soon.

Financial Report – brief summary by Jamie Williams, plans for upcoming budget year with some changes. Sales seem to be about the same across the state.

Inventory Update – summary of inventory as well as procedures used to keep inventory up to date. Discussed that both stores plan to have a good handle on their inventory by June 30<sup>th</sup> so going in to the new fiscal year everything will be counted and inventory correct in the computer system.

Discussed still trying to get quotes to close in the loading dock warehouse area for the Norlina store. Jamie is still trying to get contractors to give quotes.

With no further business, a motion was made by Victor Hunt to adjourn at 9:37 am, second by Henry Durham. Motion Approved

Respectfully Submitted by:

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