

# Warren County ABC Board Minutes of the September 21, 2023 Meeting

The Warren County ABC Board met on September 21, 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 Manager / Finance Officer Jamie Williams.

The meeting was called to order at 8:32 am by Mr. Hunt and the Conflict of Interest Disclaimer was read.

Agenda was reviewed, motion made by Henry Durham & second by Effie Adams to accept the agenda as written with changes to add 8 a warehouse enclosure, both motion & Agenda were approved. Motion approved

Motion made by Effie Adams to approve the minutes for the July meeting as written, second by Danylu Hundley. Motion approved

Personnel Update - Jamie discussed Lake Gaston store & expressed that they are now looking for a new part time person to help with the truck as well as work in the store. Lisa Alston is still working on the personnel manual but is hoping to finish that up soon for the board to review. Jamie is to send out a message to the board when she is not in the Norlina office or if she takes a vacation day or comp time off.

Financial Report – brief summary by Jamie Williams, sales are up not only in Warren County but across the state. Audit is being completed September 21 – 22, 2023 hope to have the audit results by September 30<sup>th</sup> for the board to review.

Inventory Update – summary of inventory as well as procedures used to keep inventory up to date. New equipment has been installed at each location and is working very well. Stores have not started using the handheld scanners yet but will be trained on them in the next 2 weeks. With the new equipment & computer system Jamie is now able to work from either store location which is what she is doing splitting her time between both locations.

State Omnibus – discussion of the changes that are on the table for approval. Nothing has been approved through the state yet but we discussed how this could impact the Warren County system. Most of the changes would be up to the local board's discretion.

Warehouse Enclosure – discussion of closing in the warehouse. Enclosure will be wood framed with a brick veneer per the recommendation of the Architect Stephen Baxter. Stephen Baxter designed both Norlina Store and the Lake Store. Motion made by Steve Pelfrey to approve design fees on warehouse enclosure, second by Henry Durham. Motion approved

With no further business, a motion was made by Victor Hunt to adjourn at 9:19 am, second by Steven Pelfrey. Motion Approved

Respectfully Submitted by:

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