

**Minutes of the Durham ABC Board's Annual Retreat  
Tuesday, March 19, 2024**

The Durham County ABC Board met at the Durham Hotel for our Annual Board Retreat Meeting, on Tuesday the 2nd day of March 2024.

Board Chair, Daniel Edwards called the meeting to order at 5:30pm.

In attendance were Board Chair Daniel Edwards, Board Members, Gale Adland Donald Lebkes, Ryan Urquhart, Frachele Scott, General Manager, Lou Sordel, Assistant General Manager Deborah Warren, Human Resources Generalist Tristin Coleman, Fiscal Service Director Rachel Wadsworth, MXB Operations Manager Michael Mitchell, Visual Compliance Manager Ikzuri K. Garcia-Banda, and Board Attorney George Miller III.

**Conflict of Interest Review and Declaration**

Chair Edwards read the Board's Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members verbalized that they have reviewed the agenda and do not have any conflicts.

**Consent Item**

The consent item approved was for the February 20th, 2024 Board meeting minutes and the Retreat Board Meeting held on March 2<sup>nd</sup>, 2024. Donald Lebkes made a motion to approve both the February 20th, 2024 minutes and the Retreat Board meeting held on March 2<sup>nd</sup>, 2024. Board Member, Ryan Urquhart seconded the motion. The Board approved both the February 20th, 2024 minutes and the Retreat Board meeting held on March 2<sup>nd</sup>, 2024 minutes unanimously.

**On Thursday, February 22, 2024,** District IV Special Agent conducted a traffic stop of a suspicious vehicle leaving the Joy Mart, located at 2109 N Roxboro Street, Durham NC. As a result, of the traffic stop investigation the driver was arrested and charged with possession with the intent to sell and deliver cocaine and possessing cocaine within 1000 feet of a childcare center.

**On Friday, February 23, 2024,** District IV Special Agents conducted outlet surveillance at Red Mill Quick Mart, located at 3422 Red Mill Road, Durham NC. During the surveillance, Special Agents seized three illegally possessed firearms from two suspicious vehicles.

Special Agent Delello also told the Board about a customer passing counterfeit bills at our Roxboro Road location. There is an ongoing investigation in this matter and we will be pressing charges. Delello also talked about an individual that stole a vendor check, altered it and attempted to cash it several times. Delello is working with Federal Agents to track this suspect down.

Delello also talked about stepping up their presents at all of the Durham County ABC stores as spring and summer traffic will be increasing.

Ryan Urquhart made a motion to go into closed session and Donald Lebkes seconded the motion. The Board went into closed session.

Board Member, Donald Lebkes asked the board if there should be a Real Estate Committee formed because of all of the new projects we have lined up. Chairman Edwards stated that he believes not all of these projects are going to start and stop at the same time so no committee is necessary at this time and we will restructure if need be.

### **Assistant General Manager, Deborah Warren**

Mrs. Warren shared a video from our Board Retreat that was held on March 2<sup>nd</sup>, 2024 at the Durham Hotel.

Ms. Warren also talked about our Maker's Mark Ladies pick. Back in August of 2023, we had a blending and tasting class with Maker's Mark. We sampled,

### **Operations Manager, Michael Mitchell**

Mr. Mitchell reviewed our new mixed beverage accounts, discussed our retail sales and mixed beverage sales during February 2022 vs 2023. For retail sales during February 2024, we generated \$3,794,258.00, which was an increase of \$166,475.00 compared to February 2023. Our wine sales for February was 2,285.15, which is slightly up. We had five new-mixed beverage accounts come on board in the month of February. Our mixed beverage sales were \$1,057,959.00 during February 2024. Which is slightly down by \$39,953.00. Overall sales are up by 126,522.00 compared to last February. Our current YTD sales are \$41,502,914.00 verse last year's sales at \$41,420.596. So far, we are exceeding our YTD sales by \$82,319.00. Mr. Mitchell also reviewed March's current sales numbers to date with the Board. He commented that we are on the right track to exceed last year's sales.

He also alerted the Board about a new mixed beverage account that will soon be opening in Durham County. The account is Top Golf and they should be opening sometime in April. We are ready to serve them and have good inventory levels to keep them well stocked.

### **Fiscal Services Director, Rachel Wadsworth**

Mrs. Wadsworth reviewed the sales between the two mixed beverage stores and discussed what was expected of these two stores. Store 10 is operating more mixed beverage accounts the sales between both locations is about 50/50.

Mrs. Wadsworth discussed our current financial summary and the projected year-end budget for 2023/2024 with the board. She broke down our projected budget for the Board by reviewing our projected retail and MXB sales, cost of goods, net sales and operating expenses. Mrs. Wadsworth also reviewed the first look into our FY Budget for 2024/2025.

Mrs. Wadsworth reviewed our financial account information with the board and stated our cash management account is also looking great. She also reviewed our closed and open invoices.

to what they have to say. We are building a family workforce here in Durham County.

We will also be updating and building new stores in the near future. We have updated the warehouse area at store 10 and added a new racking system to hold more inventory and products.

### **Adjournment**

Board Chair Daniel Edwards motioned to adjourn the meeting. Board Member Donald Lebkes made the motion to adjourn and Board Member, Ryan Urquhart seconded the motion and the Board approved without objection, and the meeting was adjourned at 7:12 PM.

Approved by:



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**Daniel Edwards, Board Chair**