

**Minutes of the Durham ABC Board's Board Meeting
August 15th, 2023**

The Durham County ABC Board met at the administrative office, located on 3620 Shannon Road, Suite 200, on the 15th day of August 2023.

Chairman, Daniel Edwards called the meeting to order at 5:31 p.m.

In attendance were Board Member Donald Lebkes, Board Member Gale Adland, Board Member, Ryan Urquhart, Board Attorney George Miller III, General Manager Lou Sordel, Assistant General Manager Deborah Warren, Human Resources Generalist Tristin Coleman, and Operations Manager Michael Mitchell. ALE Special Agent Williams, from ABC Law Enforcement joined us via Zoom. Board Members, Frachele Scott also joined us via zoom.

Conflict of Interest Review and Declaration

Chairman Daniel 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 attending Board members verbalized that they have reviewed the agenda and do not have any conflicts.

Consent Item

The consent item approved was from the July 18th 2023 Board Meeting Minutes. Gale Adland moved to approve the July 18th, 2023 minutes and Board Member, Donald Lebkes seconded the motion. The Board approved the July 18th, 2023 minutes unanimously.

Public Comment

There was no public comment.

Chairman, Daniel Edwards addressed the public and asked if anyone was present and if they had any comments. No one from the public was in attendance in person or via zoom.

On Wednesday, July 12, 2023, Agents received information from a credible source about the location of a “Tiny Home” stolen from Durham and currently being hidden behind a residence on Deer Run Lane in Granville County. As a result, the Granville County Sheriff’s Office, with the assistance of Agents, conducted a knock and talk at the suspected residence. After obtaining consent to search from the homeowner, law enforcement located the “Tiny Home” valued at \$110,000.00, which was confirmed stolen and entered in NCIC. Additionally, while at the property, law enforcement recovered a stolen 2023 Special Addition Jeep Cherokee, cocaine, methamphetamine, marijuana, and non-taxed paid alcohol. Agents charged the homeowner with possession and possess for sale non-tax paid alcohol. Granville County Sheriff’s Office will be filing multiple felony charges on the homeowner, as well as other individuals for the stolen property located as well as the controlled substances discovered.

On Friday, July 14, 2023, Agents received information regarding a larceny of spirituous liquor from ABC Store #5 located in Durham. After reviewing surveillance footage, Agents were able to identify the suspect. After seeing the suspects extensive criminal history, Agents swore out warrants for her arrest for Habitual Larceny, Shoplifting Concealment of Goods, Possession of Non-tax paid Alcoholic Beverage, and Possess for Sale Non-tax paid Alcoholic Beverage.

On Saturday July 15, 2023, Agents conducted an enforcement operation in Durham County. The purpose of the operation was to address criminal activity in and around ABC permitted establishments with a focus on underage possession/consumption and sales to underage. The operation led to 37 arrests consisting of 4 felony and 24 misdemeanor charges consisting of 9 underage alcohol possession, 26 other alcohol related charges, 18 drug charges, 5 other charges, and the seizure of 3 fake identifications.

On Thursday, July 20, 2023, Agents were conducting surveillance at One Stop Shop Mini Mart, located in Durham, NC, when the Agent heard multiple gunshots nearby. While investigating the sound, Agents located a deceased male with multiple gunshot wounds. Life saving measures were administered by law enforcement and paramedics but were unsuccessful.

products that will complete any home bar. The “Fall into Savings” end cap will highlight many of our top selling items that are on sale during September. We have been running this program for a few months now and it has proven to increase our sales and gross profit. Lisa created a plan-o-gram for each individual store according to each stores sales. We did it this way because we want to highlight our top selling products according to individual stores sales. Geographically each store may sell a certain product or category of products better than another store.

Ms. Garcia-Banda also discussed information about the 2023 Grant recipients and how checks are going out soon. We will have some of the grant recipients come to the office and we will take pictures, meet our Admin staff and give them their checks. We want to do this to build fundamental relationships with our Grantees.

Human Resources Generalist, Tristin Coleman

Mrs. Coleman updated the Board members about a change made to our full time health benefits start time. Going forward we will start newly hired employee’s health benefits at the beginning of the new month and not on the day, they start. The Board also discussed starting new employees the last week of the month so it would not create a large gap in health insurance wait time.

We completed the store manager’s evaluations for the month of June. We will continue to do six-month evaluations with our managers so we can hear from them and we can break down their achievements and what is expected of them as managers.

Assistant General, Manager Deborah Warren

Ms. Warren presented our monthly motto “Building Relationships” for the month of July to the Board. She showed a slide show of pictures of a new MXB account called the Glass House. We will be setting up events and trainings at the Glass House in the future and we wanted you to see the restaurant and their private rooms.

We had a Manager’s training and distillery tour at Durham Distillery. This was a product knowledge training. This will give managers the tools to talk about our products, which will help increase sales.

Fiscal Services Director, Rachel Wadsworth

Mrs. Wadsworth told the board about many upgrades that are being worked on and should be implemented soon. One of the major upgrades includes Live updating of our stores inventory amounts. This will be very helpful to customers and store employees. Store inventory will go live and automatically update which will allow stores to perform their monthly inventory while the store is open. Many other areas in Navision will also be updated.

She also discussed how the Mixed Beverage locations (Stores 10 & 11) are doing in sales. Mixed beverage sales for these two locations is up 23% over last year. Overall, for the month of July we were slightly down by .37 % in retail sales and up by 7.35 % in Mixed Beverage sales. We also had an increase of 0.51 % in total bottles sold. All of our account payables are paid up to August 10th and we are sitting at a totally liquidity of 4.3 million. We have set plans in place to increase our sales and gross profit by brining in items that are on sale now and utilizing the new Plan-o-gram in all of our stores. This is working great for us because we have a huge increase with 4.3 in total liquidity compared to \$30,000 last year. Overall, we are 5th compared to the other Boards. With that being said, our total sales are up by 2.4 % and many of the coastal area boards are getting a summer tourism rush and that's what boosted their sales higher in July.


General Manager, Lou Sordel

Ms. Warren and Lou Sordel are excited to announce we will have a celebrity guest visiting store #10 located on NC Hwy 55 in Durham on September 13th at 1:30 pm. We will be holding a bottle and autograph signing with NBA legend, Scottie Pippen from the Chicago Bulls. Scottie Pippen has created a Bourbon whiskey called Digits. We have teamed up with a few other ABC Boards to make this happen. We have purchased 100 cases for several events in Durham County.

Adjournment

Board Member, Ryan Urquhart moved to adjourned the meeting at 7:09 PM.
Board Member, Donald Lebkes second a motion to adjourn this meeting.

Board members then went into closed session.

Approved by: , Daniel
Edwards, Board Member.