

**Minutes of the Meeting
November 19, 2018**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 19th day of November, 2018.

Board Chair, Andy Miller, called the meeting to order at 5:30 p.m.

Board members Donald Lebkes, Beverly Thorpe and Ryan Urquhart were present. General Manager Rufus Sales, Assistant General Manager Eddie Hewlin, attorney George W. Miller, Jr., Durham County ABC Finance Officer Lee Keatts, Durham County ABC Support Services Director Perlie Davis and Durham County ABC Law Enforcement Acting Chief Pittman were in attendance.

Conflict of Interest Review and Declaration

Chair Miller 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 present verbalized that they have reviewed the agenda and do not have any conflicts.

Consent Item

The consent item approved was the October 15, 2018 Board Meeting Minutes. Ms. Thorpe motioned to approve the meeting minutes as presented. Mr. Lebkes seconded the motion and the Board approved unanimously.

General Business

Public Comment

Chair Miller stated that there are not any members of the public present for comment this evening.

Financial Report

October Financials

Mr. Keatts reported to the Board the summary of income statement results. DCABC sales for the month increased by \$191K or 6.33% over sales in October of last year. Chair Miller noted the significance of increased sales because a homecoming event took place last October that did not take place in October of this year.

Support Services Report

Ms. Davis reported to the Board on progress with the POS system and the status of initial grant reports. Some grant reports were not received by the deadline, which may be due to difficulties involving ZoomGrants. The Board decided to complete their review of the initial grant reports by December 16th. Ms. Davis will research whether the Board is able to insert their notes and comments into the reports. The Board agreed to review the Annual Report before it is distributed.

Law Enforcement Report

Acting Chief Pittman stated that the law enforcement report was previously submitted to Board members. The Board discussed recent alcohol awareness activities.

General Manager's Report

Mr. Sales reported to the Board regarding recent retail store improvements including landscaping, interior painting, building and signage pressure washing and parking lot restriping. Estimates for the purchase of generators are forthcoming.

Closed Session

Mr. Urquhart motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; (a): (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Ms. Thorpe seconded the motion and the Board approved without objection.

Open Session

The Board returned to open session.

Mr. Lebkes motioned to accept the Executive Session Minutes as presented and to hold the minutes in the Board attorney's office. Ms. Thorpe seconded the motion and the Board approved unanimously.

Adjournment

Mr. Urquhart motioned to adjourn the meeting. Ms. Thorpe seconded the motion and the Board approved without objection.

Approved By: *NIA Mc*