MINUTES
BREVARD ABC BOARD
May 14, 2015

The Brevard ABC Board met in a special call session on Thursday, May 14, 2015 at 8:35 a.m. in the City Hall Administrative Conference Room.

Members Present:	Tracey Love - Chair Milton G. Tynch, Jr. – Secretary Brian P. Philips Cameron K. Austin LeRoy H. Cowan
Staff Present:	Mark Balding – ABC General Manager Chiffon Hwang – Recording Secretary Desiree Perry – City Clerk
Others:	Karen Gorman – CARE Program Director

Welcome & Introduction

At 8:36 a.m., Ms. Love called the meeting to order. Mr. Balding announced that they had a guest speaker, and introduced Karen Gorman, Program Director for Transylvania County C.A.R.E. Coalition. Ms. Love motioned for regular agendas to be put on hold until after Ms. Gorman's presentation.

Guest Speaker

The C.A.R.E. (Community Awareness Recovery Effort) Coalition has recently received a significant grant under the Federal Government from the Drug Free Communities Program, and would like to partner with the ABC Board to provide resources to combat underage drinking in the County. The partnership would involve the ABC Board expending money to fund these activities in the upcoming year. This will be a joint effort between the Board and C.A.R.E.

After a request directed to City leaders by Schenck Job Corps for some assistance with alcohol education, the ABC Board and C.A.R.E. are currently exploring options in response to this request. Ms. Gorman has been working with the Wellness Coordinator of Schenck in defining some effective education options. Ms. Gorman presented these options to the Board.

Mr. Balding asked how much their defined options would cost, and below is a list with estimated amounts:

1. Revised Curriculum: ~$750 - $1,000
2. Media Messaging: ~$2,500
3. Guest Speakers: ~$750 - $1,000
4. Events: ~$500 - $1,000
5. Promotional Items: ~$1,000

Mr. Balding suggested they designate 5% of the Board's profit in the upcoming budget for alcohol education in the community. How much of this 5% would actually be spent, would be determined by the ABC Board. The 5% would be budgeted, but not necessarily spent in the upcoming budget year.

Ms. Gorman commented that the C.A.R.E. Coalition meetings are open to the public, and held every 2nd Wednesday of the month at 1 p.m. at the Community Services Building.

Conflict of Interest Statement

Mr. Balding covered Conflict of Interest Statement before going into agenda. Ms. Love read aloud the statement, and asked if a member had a conflict with any agenda items. Members replied, "no."

Approval of Minutes

Motion was made by Mr. Cowan to approve minutes from March 25th, seconded by Mr. Tynch. Motion carried.

New Business

The March Law Enforcement Report reflected that one traffic stop was made in which the driver was of age and not intoxicated, but two passengers were underage and had been drinking. A citation was issued. Mr. Austin suggested that a better description on the report of why the driver was stopped would be helpful.

Motion to approve bank reconciliation and bank statement, Mr. Tynch second, motion carried.

March retail sales down $1,600, mixed beverage sales down as well. Sales across the state up 5.27% in March.

April sales up 6.2%, mixed beverages up $10,000. Mr. Balding and Ms. Love stated that it seemed like all businesses were up in sales and should continue to go up. Mr. Balding said that the new signage also will make a difference at the downtown store.

Reviewed final draft of the Employee Performance Evaluation for Assistant Manager/CFO. Mr. Balding stated that they already approved part time and full time clerk evaluation forms. Edits were made to the final draft, and Mr. Austin questioned if skill requirements were the same for an assistant manager and a part time clerk. Ms. Love moved to approve the form with changes noted, seconded by Mr. Philips, and motion carried.

Next meeting, board will discuss evaluation form for the general manager position, present amended budget, and new proposed budget. Public hearing is in June, and board will have to adopt a new budget by June 30th. Board in agreement to dedicate 5% towards alcohol education program.

Ms. Love announced that this meeting was Mr. Tynch's last one. She will be leaving after June when her term ends. Mr. Austin, Mr. Cowan, and Mr. Philips expressed interest in wanting to serve another term on the board.

Adjourn

There being no further business, Mr. Austin made a motion to adjourn, seconded by Mr. Philips, the Board voted unanimously to adjourn at 9:30 a.m.

Next regular meeting: May 27, 2015 @ 8:30 a.m.

S/____________________________
Mark Balding, General Manager

S/_________________________
Tracey Love, Chair

S/_________________________
Chiffon Hwang, Recording Secretary

Minutes Approved: **May 27, 2015**

Approved
Austin:________
Cowan: _______
Philips:________