

Hyde County Board Meeting Minutes

7.18.2013 at 6:00 pm

SQ ABC Store/Ocracoke ABC Store

The Hyde ABC Board Meeting began at 6:03 pm. Finance officer Gary Davis was at the Ocracoke ABC Store alone. Board Members Glenda Williams and Meredith Nicholson were present along with General Manager Vicki Gibbs and County Manager Bill Rich at the Swan Quarter store.

Meredith will be assume the roll of Chairman until the County Commissioners elect the 3rd board member and appoint the chairman at their next Board meeting in August.

Meredith called the meeting to order and read the ethic statements of the ABC Board. She asked each person present if there was any known conflict of interest. No conflict was found.

The minutes of the last two board meetings were read and accepted.

Old Business was discussed.

1. Travel allowance
2. Retirement plan
3. QuickBooks clean up

1. Discussion of current audit and getting the information updated in Quick Books so we can pass it on to PP&C for the 2012-2013 audit. Gary is working on it every day. The books are looking better but we are not there yet!

2. Public Record Request. The ABC Board will follow the county policy in distribution of public records. Meredith will obtain a copy of that policy.

3. Computer equipment will be looked at and discussed for upgrades if needed. We will find someone from the county that is involved in computers to take a look at our properties and advise us if we should replace, remove or fix the items. No action taken at this time.

4. Removal of Keith Parker-Lowe's private property from the Swan Quarter store. Bill will speak to Keith and get a date set up for removal with the General Manager being present.

5. New software for point of sale in both stores. Find the software agreement. Talk to Ken about the program. Vicki will find out the information concerning this.

6. Clarification of State Travel reimbursement. County policy on travel was adopted and this is a similar policy of the State. The prior Board did not get approval to adopt the state policy. Meredith will discuss this further with Bill and obtain a copy of that policy. We will then let the Raleigh Commission know of our adopted policy.

7. Bill brings up that our board meetings could be arranged on Mondays at 5 pm before the County Commissioners meets at 6pm. We will have to check with the school in Ocracoke to see if the room will be available that early. Glenda and Meredith agreed on the time and dates. We will move toward those dates as soon as we find out. The Commissioners meet August 5th, 2013.

8. Keith was approved the \$250.00 from the County Commissioners in their November 2012 meeting. Gary is working on getting the Board paid once he is clear on what is owed. They are paid \$150.00 per meeting.

9. Follow County policy in hiring. Vicki agreed to hire by the rules.

Gary submitted the current profit & loss statements and discussed some of the items he had working on. He particularly has been working on reconciling the checkbook register.

Vicki recapped the sales for the month of July to date;

Ocracoke: July 2012 \$41,965.71 July 2013 \$53521.35 up by \$11,555.64

Swan Quarter: July 2012 \$6653.07 July 2013 \$7628.73 up by \$975.66

Both stores together up \$12,531.30

OC current store inventory: \$50,154.89

SQ current store inventory(including some of the OC inventory) \$48,665.00

There was discussion on the Ethics class needed for Gary and Meredith. They may participate in the webinar or travel if necessary. Glenda will need to take the online course sometime during the year once her term is set.

Bill recapped the needs of the county.

1. ABC Board attend County meetings
2. Appoint 3rd Board member, elect Chairman and set length of terms at next Commissioners meeting
3. Apply all State policies and work according to the rules.
4. Send monthly reports of profit and loss to him and Commissioners.

Meredith motioned to close the meeting, seconded by Glenda.
Meeting adjourned 6:50

Vicki Gibbs
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