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NOV 30 2009

NC ABC COMMISSION

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System KENANSVILLE ABC

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME DAVID M. EDWARDS TITLE MANAGER
SALARY \$ 30,500.00 BONUS \$ 10,828.41 BENEFITS Yes No HIRE DATE 1-04

NAME CARLA DRINKWATER TITLE SAGES CLERK
SALARY \$ 8,000. BONUS \$ _____ BENEFITS Yes No HIRE DATE 7-06

NAME ROGER JAMES TITLE SAGES CLERK
SALARY \$ 8,000. BONUS \$ _____ BENEFITS Yes No HIRE DATE 7-06

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME DAVID M. EDWARDS TITLE MANAGER
SALARY \$ 30,500.00 BONUS \$ 0 BENEFITS Yes No HIRE DATE 1-04

NAME CARLA DRINKWATER TITLE SAGES CLERK
SALARY \$ 8,000. BONUS \$ _____ BENEFITS Yes No HIRE DATE 7-06

NAME ROGER JAMES TITLE SAGES CLERK
SALARY \$ 8,000. BONUS \$ _____ BENEFITS Yes No HIRE DATE 7-06

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME DAVID M. EDWARDS TITLE MANAGER
SALARY \$ 29,000.00 BONUS \$ _____ BENEFITS Yes No HIRE DATE 1-04

NAME CARLA DRINKWATER TITLE SAGES CLERK
SALARY \$ 8,000. BONUS \$ _____ BENEFITS Yes No HIRE DATE 7-06

NAME ROGER FAMES TITLE SALGS CHERK
SALARY \$ 900.00 BONUS \$ 0 BENEFITS Yes No HIRE DATE 7-06

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

retirement for all employees Health Insurance Dental Plan

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Willie Stebbins - Chairman - \$700.00 Willie King - \$600.00
Jerry Newkirk - \$600.00 Davis Jackson - \$600.00 Bill Houston - \$600.00

Fiscal Year 2008

Mr. Stebbins - \$600.00 Mr. King - \$500.00 Mr. Newkirk - \$500.00
Mr. Jackson - \$500.00

Fiscal Year 2007

SAME AS ABOVE

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____
6. Do your board members receive other compensation for their service? Yes No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No
11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009?

Submitted by Name David A. King Title: Manager Date: 11-19-09

**Local ABC System
Compensation and Benefits Survey**
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Kings Mountain ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 3
other X

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME <u>Ailene Ormond</u>	TITLE <u>Manager</u>
SALARY \$ <u>36,103</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>1-2-1996</u>
NAME <u>Wendell Smith</u>	TITLE <u>Ass. Manager</u>
SALARY \$ <u>24,856</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12-23-1999</u>
NAME <u>Paige Nary</u>	TITLE <u>Full-time</u>
SALARY \$ <u>21,939</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12-17-2001</u>
NAME _____	TITLE _____
SALARY \$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____
NAME _____	TITLE _____
SALARY \$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME <u>Mike Howard</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>14,477</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>2-21-2000</u>
NAME <u>Ailene Ormond</u>	TITLE <u>Ass. Manager</u>
SALARY \$ <u>33,944</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>1-2-1996</u>
NAME <u>Wendell Smith</u>	TITLE <u>Full-time</u>
SALARY \$ <u>23,892</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12-23-1999</u>
NAME <u>Paige Nary</u>	TITLE <u>Part-time</u>
SALARY \$ <u>20,286</u> BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>12-17-2001</u>
NAME _____	TITLE _____
SALARY \$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME <u>Mike Howard</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>45,015</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>2-21-2000</u>
NAME <u>Ailene Ormond</u>	TITLE <u>Ass. Manager</u>
SALARY \$ <u>24,463</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>1-2-1996</u>

NAME Winella Smith TITLE Full-Time
 SALARY \$ 19,993. BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE 12-23-1999

NAME Paice Navy TITLE Part-Time
 SALARY \$ 11,401. BONUS \$ _____ BENEFITS Yes ___ No X HIRE DATE 12-17-2001

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees. Retirement - Health care
4. List the names of your board members and their annual board compensation for Fiscal Year 2009 \$ 600.00 MARK Hullander - Chairmen
David Faunce - Ragan Harper, Margaret Leach,
Sandra Murphy
- Fiscal Year 2008 \$ 600.00 Same
- Fiscal Year 2007 \$ 600.00 mark Hullander - Chairmen
David Faunce - Ragan Harper - Margaret Leach - Julie Moore
5. Do your board members receive insurance or retirement benefits? Yes ___ No X If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ___ No X If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No X
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No X
11. Do you have a nepotism policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ___ No X If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? NONE

Submitted by Name Phil Ormond Title: Manager Date: 11-30-09

kingsmountainabc

From: "Lee, Laurie" <Laurie.Lee@abc.nc.gov>
To: "Kings Mountain" <kingsmountainabc@bellsouth.net>
Sent: Thursday, December 03, 2009 10:22 AM
Subject: survey

Ailene,

Do you also get paid vacation? Sick leave? Paid holidays?

One other question, you show 0 for board travel expenses but didn't your board members go to the summer conference in 2008 and 2009?

Laurie Lee

ABC Board Auditor
Director, Pricing Division
NC ABC Commission
3322 Garner Road
Raleigh, NC 27610
T. 919-779-0700, ext. 254
F. 919-661-5927

AH Laurie Lee

E-mail correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Hello Laurie,

Yes, we do get paid vacation's.

Yes, Sick leave, if we have enough days.

Yes, Paid Holiday's - only full time employee's.

Travel Policy:

We pay mileage, rooms, and eating expenses for board members only, no spouse's. We get receipts for everything.

Kings Mtn. A.B.C. Board
Ailene Orman

**Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Lake Waccamaw ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 1
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Carolyn Moore 12-08 TITLE manager
 SALARY \$ 21,000.20 BONUS \$ 50.00 BENEFITS Yes No HIRE DATE 01-00

NAME Rhonda Long 12-08 TITLE Clerk
 SALARY \$ 9,732.00 BONUS \$ 25.00 BENEFITS Yes No HIRE DATE 4-08

NAME Jackie Hampton TITLE Clerk
 SALARY \$ 441.00 BONUS \$ NO BENEFITS Yes No HIRE DATE 07-07

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Carolyn Moore TITLE manager
 SALARY \$ 20,000.24 BONUS \$ NO BENEFITS Yes No HIRE DATE 01-00

NAME Rhonda Long TITLE Clerk
 SALARY \$ 7,848.00 BONUS \$ NO BENEFITS Yes No HIRE DATE 04-08

NAME Jackie Hampton TITLE Clerk
 SALARY \$ 3,540.50 BONUS \$ NO BENEFITS Yes No HIRE DATE 07-07

NAME Frankie Bridgers TITLE Clerk
 SALARY \$ 10,147.20 BONUS \$ 0 BENEFITS Yes No HIRE DATE 10-07

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Carolyn Moore TITLE manager
 SALARY \$ 20,000.24 BONUS \$ 0 BENEFITS Yes No HIRE DATE 01-00

NAME Wendy Waterene Gardner TITLE Clerk
 SALARY \$ 5,933.93 BONUS \$ NO BENEFITS Yes No HIRE DATE 02-05

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Harold Cain \$420.00 Stuart Carroll \$360.00
Gilbert Collins \$360.00

Fiscal Year 2008

Harold Cain \$420.00 Stuart Carroll \$360.00
Gilbert Collins \$360.00

Fiscal Year 2007

ANDY WILLIAMSON \$420.00 Allen Martin \$360.00
Gilbert Collins 360.00

5. Do your board members receive insurance or retirement benefits? Yes ___ No If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ___ No If so, what? _____

7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes No ___ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No ___

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No ___ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No ___ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? None

Submitted by Name [Signature] Title: Mgr. Date: 12-06-09

Lake Waccamaw ABC Board
104 Sam Potts Highway
Lake Waccamaw, NC
910-646-3830

TRAVEL POLICY

The purpose of this policy is to establish guidelines for reimbursement of expenditures incurred during authorized travel on official business of the town of Lake Waccamaw ABC Board, by Board Members and staff.

Expenses to attend ABC conferences, seminars, or other official meetings and other travel on official business will be paid.

Reimbursable expenditures include:

- Hotel/Motel accommodations
- Airline Travel
- Meal costs and tips (meal allowance of \$40.00 per day)
- Personal use of vehicle reimbursable at the rate of .50 cents per mile
- Parking and toll fees
- Baggage handling tips
- Conference registration fees and conference related meal fees

If a representative, by choice, stays at a hotel/motel other than the conference site, allowable room expenses shall not exceed the costs at the conference site.

An itemized expense report must be submitted to the Board in a timely manner upon completion of travel.

Any charges incurred by spouse or other person (s) travelling with store representative are **not reimbursable**.

SECTION 2. EQUAL OPPORTUNITY EMPLOYMENT. All appointments and promotions of employees shall be made solely on the basis of merit and fitness. Employment practices shall at all times adhere to the laws guaranteeing equal employment opportunities to all persons without regard to race, creed, color, sex, age, or national origin.

SECTION 3. RESPONSIBILITY OF MANAGER. The Manager of the Town of Lake Waccamaw ABC Board shall be responsibility for the management of personnel policies and rules. Which apply to all appointed employees. All matters dealing with personnel shall be routed through the Manager who shall maintain proper personnel files and records.

SECTION 4. EMPLOYEES SUBJECT TO RESOLUTION. The provisions of this Resolution shall be applicable to all full-time employees. The employment of part-time and temporary employees shall be governed by this Resolution to the extent that it is applicable and by such other regulation as are adopted by the Board upon the recommendations of the Manager.

ARTICLE II

SALARY PLAN

SECTION 1. MAINTENANCE OF THE SALARY PLAN. The Board shall be responsible for the administration and maintenance of the salary plan. Each year the Manager may be asked to secure information concerning the general level of salaries paid to the Lake Waccamaw ABC Board employees and any change in the cost of living in the area during the previous year. Based on its studies and general financial conditions, the Board shall make such increases, reductions, or amendments of the salary plan as it deems necessary to maintain the fairness and adequacy of the salary plan, The salary plan should be kept on file in the Manager's office.

SECTION 2. SALARY OF PART-TIME EMPLOYEES. The pay plan established by this Resolution is for full-time service. An employee may be appointed for less than full-time service but shall be paid at an hourly rate approved by the board.

SECTION 3. PAY PERIOD. All employees shall be paid weekly. Payday shall be on Friday. In the event Friday should fall on a holiday, payday will be the preceding Thursday.

SECTION 4. SALARY INCREASES. Salary increases shall be granted in recognition of superior or improved performance. Salary increases shall effective upon recommendation of the Manager or ABC

Board, and with the approval of the Board. Salary increases will be considered on an annual basis.

ARTICLE 111

APPOINTMENT

SECTION 1. APPOINTMENTS . The Manager shall be responsible for recruiting and or employing such employees as authorized. After reviewing qualifications and experiences of applicant, the Board shall assign the position and salary of the new or promoted employee, subject to board approval.

SECTION 2. QUALIFICATIONS STANDARDS. Employees shall meet the employment standards established by the Board and/or such other reasonable minimum standards as may be established by the Manager.

SECTION 3. LIMITATIONS ON EMPLOYMENT OF RELATIVES. Two members of an immediate family shall not be employed at the same time. Immediate family shall be defined as (husband, wife, father, daughter, son, sister, brother , half-sister, half-brother, stepmother, stepfather, stepdaughter, stepson, stepsister, stepbrother, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law).

SECTION 6 PUBLIC FUNDS Clerks will be held responsible for any funds entrusted to them, and will be required to reimburse any shortages.

SECTION 7 SALE TO OR PURCHASE BY A MINOR The Lake Waccamaw ABC Board considers one of the most important duties of employees is to prevent sales of alcoholic beverages for or by a minor. Of in doubt as to age of a customer, employees should always protect themselves by requiring identification and proof of age. The only acceptable forms of identification are Passport, Military ID, Drivers License and State issued ID card.

SECTION 8 SALE TO, OR PURCHASE BY AN INTOXICATED PERSON. A sale to anyone visibly intoxicated is prohibited. Employees must be alert to their responsibility in this respect, and be able to recognize the person who has had too much to drink. Never accuse a customer of being “drunk”.

SECTION 9 CONFLICT OF INTEREST No member of a local board or employee thereof shall have any direct or indirect interest in any manner whatsoever, in any firm, corporation, company, or enterprise which manufactures, produces, buys, mixes, bottles, sells, stores or transports alcoholic beverages and no member or employee shall be related by blood

degree of first cousin or closer to any person interested or engaged in such business.

SECTION 10 EMPLOYMENT OF BOARD MEMBERS No member of a local board shall be employed in any capacity by the board, nor be paid or received any compensation of any kind from the board, except for compensation as a board member thereof.

SECTION 11 EMPLOYMENT OF RELATIVES No local board shall employ, in any capacity, any person related to a board member, (GS- 18a-16).

SECTION 12 CONFIDENTIALITY Employees are expressly prohibited from giving confidential or other information, records, or printed material pertaining to the Lake Waccamaw ABC Board operation, to anyone other than the ABC Board Members or authorized employees. Employees should also refrain from discussing identity of customers with anyone not employed by the Lake Waccamaw ABC Board.

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System TOWN OF LAKE LURE ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 0 part-time 3
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME Charles W. McEntyre TITLE MANAGER
 SALARY \$ 32,127.27 BONUS \$ NO BENEFITS Yes No HIRE DATE 9-02-07

NAME Woodrow Price TITLE Clerk
 SALARY \$ 18,609.95 BONUS \$ NO BENEFITS Yes No HIRE DATE 5-10-01

NAME Jim H. Cook TITLE Clerk
 SALARY \$ 18,230.70 BONUS \$ NO BENEFITS Yes No HIRE DATE 4-08-07

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME Charles W. McEntyre TITLE MANAGER
 SALARY \$ 22,279.67 BONUS \$ NO BENEFITS Yes No HIRE DATE 9-02-07

NAME Woodrow Price TITLE Clerk
 SALARY \$ 20,139.20 BONUS \$ NO BENEFITS Yes No HIRE DATE 5-10-01

NAME Jim H. Cook TITLE Clerk
 SALARY \$ 14,308.42 BONUS \$ NO BENEFITS Yes No HIRE DATE 4-07-07

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME Charles W. McEntyre TITLE MANAGER
 SALARY \$ 31,688.90 BONUS \$ NO BENEFITS Yes No HIRE DATE 9-02-07

NAME Woodrow Price TITLE Clerk
 SALARY \$ 19,606.49 BONUS \$ _____ BENEFITS Yes No HIRE DATE 5-10-01

NAME Jim H. Cook TITLE Clerk
SALARY \$ 2948.60 BONUS \$ NO BENEFITS Yes No HIRE DATE 8-05-07

NAME Reuben A. Hutto TITLE Clerk
SALARY \$ 7,883.11 BONUS \$ NO BENEFITS Yes No HIRE DATE 11-01-80

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

EVAN B. Schmitt \$1,800 - STUART W. Richardson \$900.00
KARLA C. Brodeur \$900

Fiscal Year 2008
EVAN B. Schmitt \$1,800 - STUART W. Richardson \$900
KARLA C. Brodeur \$900

Fiscal Year 2007
EVAN B. Schmitt \$1,800 - STUART W. Richardson \$900
KARLA C. Brodeur \$900

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. PAGE 10
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No PAGE 7
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No PAGE 7
11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. PAGE 2
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy. PAGE 1
13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? NONE

Submitted by Name Wanda N. Mistry Title: MANAGER Date: 11-24-09

LAKE LURE ABC BOARD

PERSONNEL POLICY HANDBOOK

RECEIVED

DEC 01 2009

NC ABC COMMISSION

Effective 04/01/2008

LAKE LURE ABC BOARD PERSONNEL POLICY

Effective 04/01/2008

The following handbook has been prepared to give you information concerning the personnel policies of the Lake Lure ABC Board. The policies may be changed at any time as deemed necessary by the Board. As changes occur, a replacement or supplemental sheet will be provided to keep you up to date. The following policies replace any previous handbook.

WORK SCHEDULES:

Regular, full-time employees are scheduled to work forty (40) hours per week. Hourly employees are scheduled as needed. The manager will set the work hours through the use of monthly work schedules. All hourly employees shall record on the provided time sheet the number of hours worked on a daily basis. Falsification of time sheets or of reports of hours worked is grounds for immediate dismissal.

PAY:

The Board is attentive to our employees' standards of pay and benefits. In this regard, it is our intention to remain competitive within the public and private sectors of our region of North Carolina. The pay period begins on Friday of the first week and ends of Thursday of the second week.

OVERTIME:

There will be no overtime pay unless approved in advance by the manager. Overtime will be allowed only in emergencies of unusual situations. Compensatory time off for overtime work may be granted an employee for the amount of time worked at a time which will least obstruct the operation of the store.

HARASSMENT:

The ABC Board is committed to providing a work environment that is free of discrimination. The Board maintains a strict policy prohibiting unlawful harassment of any kind in the work place and will not tolerate harassment of the Board's employees by anyone, including a co-worker or vendor.

DRUG AND ALCOHOL-FREE WORKPLACE:

All employees are absolutely prohibited from the use, sale, purchase, transfer, or possession of illegal or non-prescribed drugs at any time. The Board strictly prohibits employees from being under the influence of alcohol and/or any drugs while performing Board business. Only legally prescribed medications are excluded from this rule and permitted as long as they do not impair work ability, job performance, safety, and the safety of others.

GRIEVANCE PROCEDURE:

The prompt settlement of misunderstandings or problems on an informal basis at the work level is desirable and in the best interest of sound employee-management relations. We recognize that questions, suggestions, and grievances are a normal occurrence among people working together. You are encouraged to take your thoughts to the Manager. The Manager and the ABC Board shall maintain an open door policy. Always keep in mind that your problems should be presented directly to the Manager and that complaining to anyone else is neither constructive nor in good taste.

PHONE USAGE:

Occasionally, it may be necessary to make or receive a personal phone call during business hours. Please keep personal phone calls to a minimum so that phone lines remain open for business.

HIRING OF RELATIVES:

No member or employee of the Board shall be related to any person engaged or employed in the sale or distribution of alcoholic beverages in the Lake Lure Store.

SMOKING:

There is a "no smoking" policy within the confines of the ABC Store. This policy is established to benefit the welfare of employees and customers who choose not to smoke.

OUTSIDE EMPLOYMENT:

The work of the ABC Board shall have precedence over the other occupational interests of employees. No special arrangements can be made with regard to such things as work schedules to accommodate non-ABC business. Conflicting outside employment shall be grounds for dismissal. You may not work for the ABC Board and at the same time be employed by or have any direct or indirect interest in any distillery or other business involving the sale of alcohol, malt, or brewed beverages.

CONFIDENTIAL INFORMATION:

Employees' are exposed daily to a great deal of confidential information, including sales records, security matters, personnel matters, inventory problems, customer names, and Board policies. Employees' are expressly prohibited from giving confidential or other information, records, or printed materials pertaining to the ABC store to anyone other than ABC Board Members or authorized employees.

HOLIDAYS:

The Lake Lure ABC Store regular, full-time employees observe the following six paid holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

VACATION:

Each regular, full-time employee shall earn vacation at the following rate:

<u>Years of Service</u>	<u>Total Days Per Year</u>
0 - 1	6
2 - 5	12
6 - 19	15
20 +	20

Earned, but unused, vacation cannot be carried forward to the next calendar year. There is a six-month probationary period for new hires before vacation can be accrued. Persons who are hired on or before the fifteenth (15th) of the month start their probationary period that month; and those hired after the fifteenth (15th) of the month, start their probationary period on the first of the following month. All vacation must be taken by the last week of November each year. Vacations are scheduled on first come, first serve basis. The manager must approve your request prior to you scheduling your vacation. More than one person cannot take vacation at the same time. The Board must approve any deviation or change of this policy for unusual circumstances.

SICK LEAVE:

Sick leave is a privilege. Sick leave with pay is not a right that an employee may demand, but a privilege granted by the Board. An employee may be granted sick leave if the absence is due to sickness, bodily injury, quarantine, required physical or dental examination, exposure to a contagious disease when continued work might jeopardize the health of others, or illness in the employee's family which requires the care of the employee.

Sick Leave Earned

Each regular, full-time employee, at the successful completion of the six-month probationary period shall earn sick leave at the rate of one day per full calendar month of service using the following table:

<u>Years of Service</u>	<u>Total Days Per Year</u>
0 - 1	6
2 +	12

Sick leave can be accrued one day per month and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System. All accumulated sick leaves shall be lost when an employee resigns or is separated from employment with the Lake Lure ABC Board. No employee shall be paid for accumulated sick leave. Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

Physician's Certificate

The manager or supervisor may require a physician's certificate as to the nature of the illness and the employee's ability to resume his duties.

BEREAVEMENT LEAVE:

In the event of a death in the immediate family (spouse, grandparents, father, mother, sibling, child, grandchild, and associated step relationships) bereavement leave may be granted not to exceed three (3) days. Bereavement leave is not charged against a full-time employee's vacation or sick leave. Consultation with the manager is necessary to determine the amount of time off needed by the employee.

RETIREMENT:

Employees are required to become a member of the North Carolina Local Governmental Employees' Retirement System on the date of hire if they are a permanent employee and their duties require that they work at least 1,000 hours a year. Information is available in the North Carolina Local Governmental Employees' Retirement Booklet.

HEALTH INSURANCE:

Eligible Employee: All Full-time employees
Part-time employees working over 20 hours per week

Employee Coverage: Paid in full by the Board

Family Coverage: Employee pays 100% for family coverage

Supplemental Coverage: Employee must elect supplemental insurance once they reach 65 years of age

DENTAL INSURANCE:

Eligible Employee: All Full-time employees
Part-time employees working over 20 hours per week

Employee Coverage: Paid in full by the Board

Family Coverage: Employee pays 100% for family coverage

Supplemental Coverage: Employee must elect supplemental insurance once they reach 65 years of age

MILITARY LEAVE:

A full-time employee who is a member of the Armed Forces or National Guard may be granted two (2) calendar weeks leave for required annual training per calendar year. Adjusted pay to compensate for the difference between military pay and regular pay will be given.

CIVIL LEAVE:

Employees called for jury duty or as a witness for the Federal or State Government (or a subdivision thereof), shall be entitled to receive his regular compensation for work missed during the required absence. Employees may retain all fees received for jury duty in addition to their regular compensation.

LEAVE WITHOUT PAY:

The Manager may grant an employee a leave of absence without pay for up to one year with approval by the Board. The leave is used for personal or family illness, completion of education, or special works that will permit the Board to benefit by the experience gained, or work performed. The employee must apply in writing to the Manager for the leave permission. The employee is obligated to return to duty within or at the end of the time determined appropriate by Management. The employee should immediately notify the Board should they find they would not be returning to work. Failure to report by specified date will be considered a resignation. Accumulated vacation will be used before an employee goes on leave without pay, except in a workmen's compensation situation. If the leave is for a personal disability, a physician must furnish a prescribed form verifying the actual period of disability. The employee is not eligible to earn vacation, holiday, or sick pay during the leave of absence. The regular employee will be reinstated to the same position, or one of like classification, seniority and pay upon return of work.

WORKMEN'S COMPENSATION:

In compliance with the compensation laws of North Carolina, the Board pay Worker's Compensation for all employees. Any work-related injury, no matter how minor, must be reported immediately to the manager or next in charge so that proper medical attention can be provided. Failure to report an accident or injury could possibly result in not only the loss of workmen's compensation benefits, but also needed medical treatment.

INCLEMENT WEATHER:

In situations involving inclement weather; heavy snow storms, icy roads, or other unusual circumstances, the store shall remain open for the full scheduled working hours unless authorization for early closing or other deviation is received from the Manager. If you fail to report or are unable to report for work because of conditions beyond your control, you should notify the Manager as soon as possible.

CUSTOMER COMPLAINTS:

Any employee receiving a complaint from a member of the general public, either in person, by phone, or in writing, shall attempt to secure the name and address of the complainant, and telephone number where said complainant may be contacted. The employee shall explain that the request for identification is for the purpose of contact by the Manager or Board to conduct a proper investigation into said complaint. If identification is refused, the matter must still be reported to the Manager immediately.

PROBATIONARY PERIOD:

All new hires or promotions to regular positions in the service of the Lake Lure ABC Board shall be for a probationary period of six (6) months. The manager shall:

1. Discuss the employee's progress, accomplishments, strengths, failures, and weakness with the new or promoted employee; and
2. Decide whether the new or promoted employee is performing satisfactory work;
3. Decide whether the new employee should be retained, or whether the employee's probationary period should be extended for a period of time;
4. Or whether the employee should be discharged, or if on probation following a promotion, possibly reinstating the employee to his former position.

GIFT POLICY:

Definitive rules have been set by the North Carolina ABC Commission regarding the issuance of gifts or inducements by industry personnel to ABC employees, and the acceptance of the same. Also, the North Carolina General Statutes addresses this subject, and it is a matter that is now viewed with much scrutiny.

The Board and employees are prohibited from accepting any gift of value, whether in the form of service, loan, thing, or promise, from any person interested directly or indirectly in doing business with the board.

For the purposes of defining N.C. General Statute 18B-116 (a) (3), a "thing of value or gift" is any gratuity, favor, discount, entertainment, hospitality, loan, tickets or other items having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings, entertainment fees and meals. Advertising novelties will not be construed to be "a thing of value".

IN-STORE RULES:

1. You are expected to do your job while on duty. Always be alert to customer needs (effective customer service) and be ready to offer assistance.
2. Conduct any person business outside of store work hours.
3. Employees may provide information about alcoholic beverages but may not recommend brands.
4. Discourage customers from loitering in the store.

SAFETY:

Our facilities and procedures are planned to be safe and convenient for employees and customers. Familiarize yourself with the location of fire extinguishers and with emergency procedures.

PROHIBITED SALES TO DRUNKS OR MINORS

(Sec. 18-46 ABC Laws) "No alcoholic beverage may be sold knowingly to any minor, or to any person who has been convicted of public drunkenness or of driving any vehicle while under the influence of intoxicating liquors - or to any person known to be a habitual drunkard. The Manager and Employees may, in their discretion, refuse to sell alcoholic beverages to any individual applicant."

If you doubt that a customer is of legal age, you must not sell to him unless he furnishes sufficient proof that he is 21 years old. Be certain that such proof applies to the person presenting it and is not borrowed for the occasion. Please use the current I.D. Checking Guide to check for valid identification cards from the various states and countries. A valid identification card must be **current**. Sales to anyone visibly intoxicated are prohibited. You must be alert to your responsibility in this respect and be able to differentiate between the person who has had something to drink and the one who has had too much to drink. Never accuse a customer of being drunk. Use diplomacy and courtesy in declining to sell. This will generally satisfy the matter, but ask for assistance if needed.

Employees are prohibited from selling any person a quantity in excess of what can be lawfully transported.

DISMISSAL

Discipline may range from a written warning with a copy placed in your personnel file, to suspension without pay, to dismissal. In some cases, dismissal may be immediate. A permanent employee may be dismissed if he or she fails to perform work up to the standards of their job description or is no longer qualified because of, but not limited to, the following:

1. Negligence
2. Inefficiency
3. Unfit to perform duties
4. Failure to perform assigned duties
5. Incompetence
6. Inexcusable neglect of duty
7. Fraud in securing employment
8. Insubordination
9. Dishonesty
10. Drinking or under the influence of drugs while on duty, or reporting to work under the influence of alcohol or drugs
11. Unexcused absence
12. Conviction of a felony, or conviction of a misdemeanor involving moral turpitude
13. Willfully disregarding State ABC Laws
14. Discourteous treatment of public or other employees
15. Improper political activities
16. Willful disobedience
17. Misuse of ABC Board property
18. Willful disregard of the published policies of the Board
19. Any conduct reflecting discredit on the Board or on the ABC System
20. Possession of unauthorized weapons on the job
21. Betrayal of confidential information from official records
22. Engaging in incompatible employment
23. Improper use of merchandise or funds
24. Habitual tardiness
25. Habitual improper use of sick leave

TRAVEL POLICY:

The travel policy shall follow the guidelines set forth from the State Alcoholic Beverage Control Commission and North Carolina State guidelines. When employees of the Board are required to travel on official business, the Board will pay reasonable amounts for transportation, meals, and lodging.

Policy regulations are as follows:

1. The Town of Lake Lure ABC System will pay for Board Members and employee expenses only. The System will not pay for any expenses incurred by spouses or other non-members.
2. The mileage rate shall be based on the current Internal Revenue Service approved mileage rate.
3. All expenses claimed should be accompanied with a receipt.
4. The Board Member and Manager must sign all travel expenses before being paid.
5. Our CPA is to ensure the expenses are in line with approved policy and state regulations. Our CPA will audit all travel expense reports.
6. When lodging is required, employees are expected to utilize standard, medium priced hotels or motels, whenever possible. In all cases, the Board will pay no more than the regular single room rate. Receipts must be presented for all lodging.
7. All travel must be authorized in advance by the Board.

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System LAUREL PARK

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 4
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME JOAN Beddingfield TITLE MANAGER
SALARY \$ 36400.00 BONUS \$ 600.00 BENEFITS Yes No HIRE DATE 10/27/97

NAME George B. Dycart Jr. TITLE ASSISTANT MANAGER
SALARY \$ 28496.00 BONUS \$ 450.00 BENEFITS Yes No HIRE DATE 7/30/99

NAME Dr. George B. Dycart TITLE PART-TIME
SALARY \$ 10785.00 BONUS \$ 350.00 BENEFITS Yes No HIRE DATE 1/20/03

NAME Bruce L. Ball TITLE PART-TIME
SALARY \$ 9438.04 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 4/21/08

NAME Phillip Rehm TITLE PART-TIME
SALARY \$ 6442.44 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 9/6/06

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME JOAN Beddingfield TITLE MANAGER
SALARY \$ 35900.01 BONUS \$ 550.00 BENEFITS Yes No HIRE DATE 10/27/97

NAME George B. Dycart Jr. TITLE ASSISTANT MANAGER
SALARY \$ 27168.00 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 7/30/99

NAME Rainey Long TITLE ASSISTANT MANAGER
SALARY \$ 10589.50 BONUS \$ 300.00 BENEFITS Yes No HIRE DATE 1/19/98

NAME Dr. George Dycart TITLE PART-TIME
SALARY \$ 10716.30 BONUS \$ 275.00 BENEFITS Yes No HIRE DATE 1/20/03

NAME Phillip Rehm TITLE PART-TIME
SALARY \$ 7608.50 BONUS \$ 225.00 BENEFITS Yes No HIRE DATE 9/6/06

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME JOAN Beddingfield TITLE MANAGER
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes No HIRE DATE 10/27/97

NAME Rainey Long TITLE ASSISTANT MANAGER
SALARY \$ 27824.00 BONUS \$ 875.00 BENEFITS Yes No HIRE DATE 1/19/98

NAME George DYSANT Jr. TITLE PART-TIME
SALARY \$ 13150.95 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 7/30/99

NAME Dr. George DYSANT TITLE PART-TIME
SALARY \$ 8903.40 BONUS \$ 250.00 BENEFITS Yes No HIRE DATE 1/20/03

NAME Phillip Rehm TITLE PART-TIME
SALARY \$ 5830.50 BONUS \$ 150.00 BENEFITS Yes No HIRE DATE 9/6/06

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Kenneth Landriau (Chairman) \$1800.00
Michael Hodes \$1200.00 Meredith Keever \$1200.00

Fiscal Year 2008

Kenneth Landriau (Chairman) \$1800.00 Richard Lewis \$300
Michael Hodes \$1200.00 Meredith Keever \$900.00

Fiscal Year 2007

Dorothy Kilpatrick \$450.00 Kenneth Landriau \$1650.00
Michael Hodes \$900 Richard Lewis \$1200.00

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes No If so, what? _____

7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No N/A

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No N/A

11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 249.69

Submitted by Name Joan Bedding Title: MANAGER Date: 11-23-09

LAUREL PARK ABC

We only have 2 full time employees with Benefits.

PART-TIME - get NO VACATION, holidays, INSURANCE, Retirement or 401K.

Full-time Employees - (1) health INSURANCE ON employee) PAID BY STORE
\$10,000 life INSURANCE
DISABILITY INSURANCE

(2) 2 weeks of VACATION
(NO MATTER how many years service)

(3) 2 weeks sick PAY

(4) Employees 6% Retirement PAID BY STORE

(5) NO CONTRIBUTION TO 401K

(6) 7 holidays

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System City of Lenoir

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time 11
 other 0

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME <u>Judy Wilson</u>	TITLE <u>General Manager</u>
SALARY \$ <u>49,000</u> BONUS \$ <u>4,254.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>04/30/1979</u>
NAME <u>Shirley Church</u>	TITLE <u>Adm. Assistant</u>
SALARY \$ <u>31,460</u> BONUS \$ <u>2,325.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11/20/1986</u>
NAME <u>Mike Suddreth</u>	TITLE <u>Store Manager #1</u>
SALARY \$ <u>30,212</u> BONUS \$ <u>1,572.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/28/1994</u>
NAME <u>Jerry Triplett</u>	TITLE <u>Store Manager #2</u> (retired)
SALARY \$ <u>24,626</u> BONUS \$ <u>1,745.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11/23/1989</u> (this year)
NAME <u>Debra Matheson</u>	TITLE <u>Chief Clerk</u>
SALARY \$ <u>24,084</u> BONUS \$ <u>866.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/02/2004</u>

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME <u>Judy Wilson</u>	TITLE <u>General Manager</u>
SALARY \$ <u>49,000</u> BONUS \$ <u>4,173.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>4/30/1979</u>
NAME <u>Shirley Church</u>	TITLE <u>Adm. Assistant</u>
SALARY \$ <u>30,590</u> BONUS \$ <u>2,279</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11/20/1986</u>
NAME <u>Mike Suddreth</u>	TITLE <u>Store Manager #1</u>
SALARY \$ <u>29,354</u> BONUS \$ <u>1,724</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/28/1994</u>
NAME <u>Jerry Triplett</u>	TITLE <u>Store Manager #2</u>
SALARY \$ <u>27,440</u> BONUS \$ <u>1,705</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11/23/1989</u>
NAME <u>Debra Matheson</u>	TITLE <u>Chief Clerk</u>
SALARY \$ <u>18,783</u> BONUS \$ <u>752</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>03/02/2004</u>

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME <u>Judy Wilson</u>	TITLE <u>General Manager</u>
SALARY \$ <u>47,150</u> BONUS \$ <u>4,026.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>04/30/1979</u>
NAME <u>Shirley Church</u>	TITLE <u>Adm. Assistant</u>
SALARY \$ <u>27,900</u> BONUS \$ <u>2,384.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11/20/1986</u>

NAME Mike Suddreth TITLE Store Manager #1
 SALARY \$ 28,750 BONUS \$ 1484.00 BENEFITS Yes No HIRE DATE 03/28/1994

NAME Jerry Triplett TITLE Store Manager #2
 SALARY \$ 26,530 BONUS \$ 1663.00 BENEFITS Yes No HIRE DATE 11/23/1989

NAME Tarina Woody TITLE Chief Clerk
 SALARY \$ 17,426 BONUS \$ 900.00 BENEFITS Yes No HIRE DATE 10/17/1994

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Marvin Lovins Bd chair 2400 yearly - Jerry Brooks 1500 yearly, Susie Hutchens 1500 yearly

Fiscal Year 2008

Marvin Lovins Bd chair 2400 yearly Jerry Brooks 1500.00 yearly, Susie Hutchens 1500 yearly

Fiscal Year 2007

Marvin Lovins Bd chair 2400 yearly Jerry Brooks 1500 - Susie Hutchens 1500

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes No If so, what? _____
7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? 1994 Please attach a copy. revised copy of personnel (Travel included)
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy. We go by 18B laws governing the sale of liquor and general accounting procedures plus local statutes
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No N/A but we don't have a problem w/meals provided. States this in personnel policy
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No N/A - We do not have a policy other than good common sense and statement in personnel policy
11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? 1979 Please attach a copy. personnel policy revised copy attached.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy. Usually follow same as city's percentage of increases
13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? 3000 per year - Judy Wilson - General Manager
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 9750.00

Submitted by Name Judy Wilson Title: General Mgr Date: 11/24/09

Employee Benefits

full Time (over 30 hours weekly) :

1. Local government state retirement
2. Health & Dental Insurance
3. Life Insurance
4. 6 paid Holidays
5. 12 days per year vacation pay
(can accrue 30 days)
6. 12 days sick pay per year.
(can accrue 120 can use all toward retirement time)

CITY OF LENOIR
BOARD OF ALCOHOLIC CONTROL
PERSONNEL POLICIES

7/13/2004
Revised

EMPLOYMENT

The City of Lenoir ABC Board grants equal employment opportunity to all persons without regard to race, color, sex, age (in accordance with state and federal laws), religion, or national origin. Equal opportunity will be provided in employment, promotion, wages, benefits, and all other privileges, terms and conditions of employment.

NEPOTISM

The board reveres the rights of families to stay together enjoy all good times together, however, the board does not believe that it is in the best interest of the family to work together. Therefore, the board has adopted the policy of not hiring as regular full-time employee's immediate family (spouse, parent, and parent of spouse, child, brother, or sister).

PROBATIONARY PERIOD

New employees are considered to be on a probationary status for six months after their date of hire. This period is established to determine the new employees ability and fitness to perform the work required.

EMPLOYEE WORK CLASSIFICATION

All persons employed by the board shall be considered as full-time, part-time or temporary employees.

- A. A full time employee is one who is scheduled to work 30 or more hours per week on a regular schedule.
- B. A part-time employee is one who is scheduled more than 10 hours per week, but less than 30 hours per week on a regular schedule.
- C. A temporary employee is one who is employed by agreement for a specific period of time either on a full-time or part-time basis. A temporary employee is not eligible for board benefits.

WAGES

It is the policy of the board to pay wages equal to or higher than those for similar work in the community.

EMPLOYEE REVIEW

Each employee will be reviewed annually. The review will include job performance, punctuality, attitude, and salary. Salary increases if given will be on the basis of merit.

WORK SCHEDULE

An employee work schedule for the upcoming two weeks schedule will be inserted in your check for the previous pay period. The regular workweek is from 8:30 a.m. Monday through the following Saturday at 9:00 p.m. Any vacation or time off request should be given to the store managers the Friday before receiving your check. **THE GENERAL MANAGER RETAINS THE RIGHT TO CHANGE THE WORK SCHEDULE AT ANYTIME IN ORDER TO PROPERLY OPERATE THE STORE.**

OVERTIME

The board recognizes as overtime all hours worked over 40 during the same pay week. Overtime will be computed at time and one-half.

PAY PERIODS

Employees will be paid BI-weekly for work performed during that pay period. An employee who wished his check to be picked up by another person must send written notice or call the general manager before his check can be released.

TIME CARDS

Employees will be provided time cards for the purpose of correctly filling out their hours worked. Cards must be filled out on a daily basis noting time taken off for lunch and dinner breaks. Employee must turn cards into the Administrative Assistant each pay period completely filled out and signed.

TARDINESS OR ABSENCE

The board expects full-time attendance from all employees. If an employee cannot report to work he should notify the manager as soon as possible before his shift begins. Excessive absences or tardiness could result in disciplinary layoffs or termination of employment.

COMPLAINT PROCEDURE

If an employee has a complaint he is encouraged to discuss it with the general manager. If the employee is dissatisfied with the manager's decision, he or she may submit their complaint to the chairman of the board in writing. The chairman of the board will schedule a hearing at which the employee, general manager and any persons desired by them may attend and if appropriate, be heard.

MAKING AND RECEIVING PERSONAL PHONE CALLS

Employees will be allowed to use the phone for important calls but please limit the use of the business phone to no more than five minutes.

LONGEVITY PAY

Each full-time and each part-time employee who is employed on December 1 of each year will be entitled to longevity pay. The amount of the pay will be based on the following schedule.

0-10 years	4%
10-15 years	5%
15-20 years	6%
20-25 years	7%
25-30 years	8%

Payment will be within the first ten days of December, and the amount will be based upon earnings from December to December.

ANNUAL LEAVE AND HOLIDAYS

Each full-time and each part-time employee of the City of Lenoir ABC Board shall earn annual leave at the rate of 12 working days per year. One full day earned per month for each full-time employee working 30 hours or more and one-half day for part-time employees. An employee may accumulate a maximum of 30 days annual leave; however, employees must take at least one week each year if earned.

The general manager must approve all annual leave days. Annual leave may not be granted in November or December or other times when the absence will affect proper operations of the store.

In the event of termination of the employee, the board will pay as terminal pay all unused annual leave time, but in no case will this pay exceed thirty days pay.

The following days will be observed as paid holidays – New Year's Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and the Employee's Birthday. Other days may be observed as paid holidays at the discretion of the board.

SICK LEAVE

Definition – Leave from work with pay due to sickness, bodily injury, quarantine, required physical or dental examinations or treatment, illness in the employee's immediate family which required care by the employee, or funeral of a member of the employee's immediate family.

Each full-time employee shall earn sick leave at the rate of one day per month. Each part-time employee shall earn sick leave at the rate of one-half day per month.

A total of 120 days leave may be accumulated. However, physicians certificate may be required for any sick leave absences.

JOB PERFORMANCE

Each employee is expected to perform his or her duties as requested by the general manager and in a diligent manner. Since a large part of an employee's duties are meeting the public, **they are always expected to be friendly, courteous, and helpful.**

DEATH IN THE FAMILY

In the event of a death in the employee's immediate family, up to three days paid leave is granted. In the event of the death of an employee's spouse, up to five days are provided. Any sick leave taken for this purpose will be charged against accumulated sick leave. The board must approve any longer leaves.

APPROVED LEAVE OF ABSENCE

In the event of an extended disability due to illness or injury, or absence due to pregnancy, the board may grant a leave of absence. While on an approved leave of absence all company benefits will remain in effect.

GROUP INSURANCE

Employees of the ABC Board will be provided health insurance. The board will pay the cost of the insurance for the employee. In the event employee's wish dependent and family coverage it will be available. The employee will pay the cost of dependent and family coverage.

RETIREMENT PLAN

The board and employees voted to join the N. C. Local Government State Retirement Plan in January of 1999. All full-time employees must join the system. The rate of the employee contribution is currently at 6% of salary after taxes. Mandatory retirement age is 70 unless the City of Lenoir ABC Board authorizes further employment.

INDUSTRY GIFTS OF VALUE

All City of Lenoir ABC Board Members, General Manager, and Store Personnel shall adhere to subject rule and interpretation of the rule contained in Memorandum No. 2499 State of N. C. ABC Commission dated May 29, 1996 which states that no one connected with the ABC System shall received any gift of value from industry representatives.

The General Manger, who is the buyer, May in the performance of those duties, accepts unsolicited meals and point of sale materials.

SICK LEAVE CONTINUED:

Separated employees and employees who resign shall not be paid for accrued sick leave.

Only by the approval of the board will extended sick leave pay be granted.

CIVIL LEAVE

Any employee of the ABC Board called for Jury Duty shall be entitled to leave with pay for such duty during the required absence.

TRAVEL POLICY

Travel expenses incurred by the City of Lenoir ABC Board members and employees, will be reimbursed at the same rate as authorized by the City of Lenoir for Lenoir City Council and Lenoir City Employees. The Lenoir ABC Board will not reimburse travel expenses for non-related Lenoir ABC Board Personnel.

Further, travel expenses will not be reimbursed until mandatory distribution of profits, as required by N. C. ABC Laws 18B805, have been paid each quarter.

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Lenoir County

ABC Employees

1. How many employees does your ABC system have? full-time 6 part-time 8
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME Bruce Hill TITLE General Manager
SALARY \$ 55,908.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 11-78

NAME Anselia Melton TITLE Asst. General Manager
SALARY \$ 41,520.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 6-81

NAME Carolyn Mills TITLE Store Manager
SALARY \$ 31,776.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 2-83

NAME Frank Rouse TITLE Store Manager
SALARY \$ 29,016.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 3-95

NAME Gloria Davis TITLE Clerk
SALARY \$ 27,504.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 11-84

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME Bruce Hill TITLE General Manager
SALARY \$ 54,336.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 11-78

NAME Anselia Melton TITLE Asst. General Manager
SALARY \$ 40,308.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 6-81

NAME Carolyn Mills TITLE Store Manager
SALARY \$ 30,840.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 2-83

NAME Frank Rouse TITLE Store Manager
SALARY \$ 27,384.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 3-95

NAME Gloria Davis TITLE Clerk
SALARY \$ 26,700.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 11-84

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME Bruce Hill TITLE General Manager
SALARY \$ 52,740.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 11-78

NAME Anselia Melton TITLE Asst. General Manager
SALARY \$ 39,108.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 6-81

NAME Carson Mills TITLE Store Manager
 SALARY \$ 29832.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 2-83

NAME Frank Rouse TITLE Store Manager
 SALARY \$ 26376.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 3-93

NAME Gloria Davis TITLE Clerk
 SALARY \$ 25642.00 BONUS \$ 200.00 BENEFITS Yes No HIRE DATE 11-84

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Wiley Dawson Chairman 2400.00
Coley Little Board Member 660.00 Emmette Taylor Board Member 660.00

Fiscal Year 2008

Claude Stroud Chairman 2400.00 James Taylor Board Member (Deceased) 385.00
Coley Little Board Member 660.00 Wiley Dawson Board Member 220.00

Fiscal Year 2007

Claude Stroud Chairman 2400.00 James Taylor Board Member 660.00
Coley Little Board Member 660.00

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes No If so, what? _____

7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No

11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? Bruce Hill 350.00 per month
General Manager

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name Bruce Hill Title General Manager Date: 11-30-09

Lenoir County ABC Board Benefits

✓Hospitalization

✓Dental

✓Vision

✓Life Insurance

✓Retirement

✓401k

✓Sick Leave

✓Vacation

✓Paid Holidays

FICA

Short Term Disability

Workers Compensation

Unemployment Compensation

Funeral Leave

Civil Leave

Local ABC System
 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System City of Lexington

ABC Employees

1. How many employees does your ABC system have? full-time 6 part-time 6
 other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses); benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Beverly M. Billings TITLE MANAGER
 SALARY \$ 64,427. BONUS \$ 3745. BENEFITS Yes No HIRE DATE 1-15-72

NAME Brenda K. Leonard TITLE Secretary - Bookkeeper
 SALARY \$ 34,650. BONUS \$ 686. BENEFITS Yes No HIRE DATE 9-10-07
Longevity pay

NAME Phyllis L. Snider TITLE CLERK
 SALARY \$ 27,401. BONUS \$ 1344 BENEFITS Yes No HIRE DATE 7-1-88

NAME Robert P. Jarrett TITLE Clerk
 SALARY \$ 25,875 BONUS \$ 1269. BENEFITS Yes No HIRE DATE 3-23-91

NAME James T. Steele TITLE Clerk - Supervisor
 SALARY \$ 25,517. BONUS \$ 1048. BENEFITS Yes No HIRE DATE 9-2-97

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Beverly M. Billings TITLE MANAGER
 SALARY \$ 61,892. BONUS \$ 3,660. BENEFITS Yes No HIRE DATE 1-15-72

NAME Brenda K. Leonard TITLE Secretary - Bookkeeper
 SALARY \$ 26,488 BONUS \$ 190. BENEFITS Yes No HIRE DATE 9-10-07

NAME Phyllis L. Snider TITLE CLERK
 SALARY \$ 26,323 BONUS \$ 1291. BENEFITS Yes No HIRE DATE 7-1-88

NAME James T. Steele TITLE Clerk - Supervisor
 SALARY \$ 25,666. BONUS \$ 1007. BENEFITS Yes No HIRE DATE 9-2-97

NAME Robert P. Jarrett TITLE CLERK
 SALARY \$ 24,857 BONUS \$ 1219. BENEFITS Yes No HIRE DATE 3-23-91

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Beverly M. Billings TITLE MANAGER
 SALARY \$ 60,194. BONUS \$ 3537 BENEFITS Yes No HIRE DATE 1-15-72

NAME Teresa D. Brogdon TITLE Secretary - Bookkeeper
 SALARY \$ 27,375 BONUS \$ 1080. BENEFITS Yes No HIRE DATE 7-10-00

NAME Phyllis L. Snider TITLE Clerk
 SALARY \$ 25,336 BONUS \$ 1290. BENEFITS Yes No HIRE DATE 7-1-88

NAME James T. Steele TITLE Clerk - supervisor
 SALARY \$ 24,702 BONUS \$ 967. BENEFITS Yes No HIRE DATE 9-2-97

NAME Robert P. Jarrett TITLE Clerk
 SALARY \$ 23,924 BONUS \$ 937.00 BENEFITS Yes No HIRE DATE 3-23-91

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Roger S. Tripp - \$1200., George L. Clifton \$720.
J. Carlton Shoaf - \$360., Corey D. Buggs \$360.

Fiscal Year 2008
Roger S. Tripp - 1200., George L. Clifton - 720.
J. Carlton Shoaf - 720.

Fiscal Year 2007
Roger S. Tripp - \$1200., J. Carlton Shoaf - \$720.
Stacey S. Foster - 120., George L. Clifton \$600.

5. Do your board members receive insurance or retirement benefits? Yes No If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes No If so, what? Reimburse expenses for ABC Conferences
7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? '96 Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes No If yes, when was it instituted? '96 Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes No
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No
11. Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? '95 Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes No If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? \$780. - Beverly Billings, Mgr.
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$4,807.

Submitted by Name Beverly M. Dilling Title: MANAGER Date: 11-27-09

LEXINGTON ABC BOARD

P.O. BOX 1562 LEXINGTON, N.C. 27293-1562 (336) 249-2528
419 N. MAIN STREET (336) 249-6131 FAX
Email lexabc@lexcominc.net

ABC BOARD

Roger S. Tripp – Chairman
George Clifton
Corey Buggs

General Manager
Kay Billings

ATTACHMENT OF BENEFITS:

RETIREMENT: Local Governmental Employees' Retirement System
The Board contributes both the employees' and employer's contribution requirements.

HEALTH INSURANCE: The board pays the full amount of health insurance.

VACATION: Employees receive up to twenty days per year based on length of service.

SICK LEAVE: Accrued sick leave of one day per month.

LEXINGTON ABC BOARD

419 N. Main Street P.O. Box 1562 Lexington, N.C. 27293-1562 (704) 249-2528

BC Board

Joe Biesecker - Chairman

Thomas F. Brown

Bob McGinn

General Manager
Kay Billings

TRAVEL POLICY FOR MEMBERS AND PERSONNEL OF THE LEXINGTON ABC BOARD

The policy listed below will apply to Board Members and personnel of the Lexington ABC Board, while traveling outside of the City of Lexington on official ABC business:

1. Board Members and personnel travel expense, rooms, meals and out-of-pocket expense will be reimbursed by the board and supported by receipts.
2. Spouses traveling with Board Members and personnel will pay their own expense for meals, rooms and out-of-pocket expense. (The rate paid for rooms by the spouse should be the difference between the lowest single and double room rate.)
When a flat room rate is charged, then the spouse will not pay.
3. Official functions attended by Board Members and personnel (banquet tickets, etc.), with their spouses, then spouses will pay their own expense.
4. Travel expense when using private vehicles will be reimbursed at rate per mile recommended by auditor.

AMENDMENT TO TRAVEL POLICY

THE BOARD WILL REIMBURSE ANY BOARD MEMBER AND EMPLOYEE FOR ATTENDING THE STATE ABC CONVENTION IN PINEHURST ON SUNDAY AND MYRTLE BEACH AND ASHEVILLE ON SATURDAY.

6/3/96

June 3, 1996

PRESENT

Joe Biesecker

Bob McGinn

Tom Brown

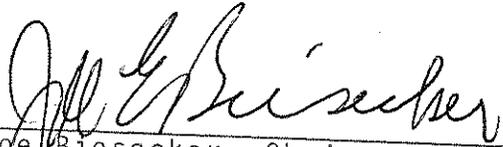
OTHERS

The minutes of the May meeting were read and approved unanimously.

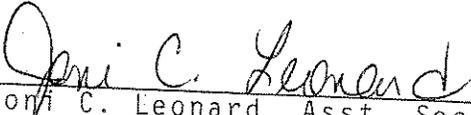
Motion made by McGinn and second by Brown to increase all ABC employees' salaries by 5% effective July 1, 1996. Motion approved. Passed by unanimous vote.

Motion made by McGinn and second by Brown to adopt an amendment to the Travel policy regarding ABC conventions. Passed by unanimous vote.

The next board meeting will be held August 5, 1996.



Joe Biesecker, Chairman



Joni C. Leonard, Asst. Sec.

PRESENT

Bill Fritts
Dedrick Samuels
Tom Brown

OTHERS

Bob McGinn

March 6, 2000

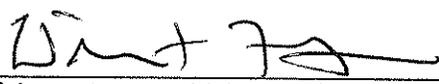
The minutes of the February meeting were read and approved unanimously.

The manager gave the ABC board members a copy of a memorandum from Michael Herring, Administrator State ABC Commission, concerning expenditures of public funds by ABC boards.

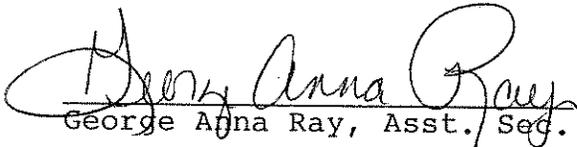
Motion made by Samuels and second by Brown to amend the travel policy for members and personnel of the Lexington ABC board to include attending the National Alcoholic Beverage Control Association Boards' conferences. Passed by unanimous vote.

The board reviewed the policy of giving ABC store employees longevity pay in December. All determined Christmas bonus was not a gift but longevity pay earned for years of service. Motion made by Samuels and second by Brown to continue with policy as in the past. Passed by unanimous vote.

There being no further business, the meeting adjourned.



William F. Fritts, Chairman



George Anna Ray, Asst. Sec.

LEXINGTON ABC BOARD

419 N. Main Street P.O. Box 1562 Lexington, N.C. 27293-1562 (704) 249-2528

ABC Board

Joe Biesecker - Chairman
Thomas F. Brown
Bob McGinn

General Manager
Kay Billings

DISTILLER REPRESENTATIVE POLICY

1. ENFORCE GS150-B-2.
2. NO DISTILLER REPRESENTATIVE SHALL ENTER THE CITY OF LEXINGTON ABC PREMISES EXCEPT TO CALL ON THE BOARD BUYER OR TO MAKE A PURCHASE OR TO DISPLAY PROPER ADVERTISING MATERIALS.
3. NO DISTILLER REPRESENTATIVE SHALL MAKE ANY CONTACT; DIRECT OR INDIRECT, WITH ANY BOARD EMPLOYEE OR MEMBER TO PROMOTE MERCHANDISE EXCEPT FOR BUYER.
4. NO DISTILLER REPRESENTATIVE SHALL TRANSFER, GIVE OR LEND ANYTHING OF SIGNIFICANT VALUE TO ANY BOARD EMPLOYEE OR MEMBER; EXCEPT HOWEVER, THE MANAGER MAY, AT HER DISCRETION ACCEPT CUSTOMARY ADVERTISING ITEMS SUCH AS PENS, TEE-SHIRTS, SCRATCH PADS, ETC. FOR DISTRIBUTION TO THE EMPLOYEES.
5. MEALS WITH DISTILLER REPRESENTATIVES SHALL BE PERMISSIBLE OCCASIONALLY FOR MANAGER, BOARD MEMBERS AND SECRETARY.

November 4, 1996

PRESENT

JOE BIESECKER

BOB MCGINN

TOM BROWN

OTHERS

The minutes of the October board meeting were read and approved unanimously.

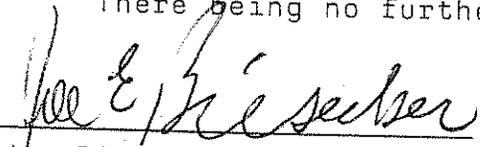
Motion made by McGinn and second by Brown to distribute \$57,000.00 profit made for quarter ending September 30, 1996. \$39,900.00 to City of Lexington - \$8,550.00 to City of Lexington Recreation Department - \$8,550.00 to City of Lexington Administrative School Board. Passed by unanimous vote.

Motion made by McGinn and second by Brown to approve accrued Christmas bonus for employees in December as policy has been in the past. Passed by unanimous vote.

Motion made by Brown and second by McGinn to adopt policy for the City of Lexington ABC Board as requested from the N.C. ABC Commission regarding distiller representatives entering ABC premises to call on board personnel and their contact with board employees. Also, the receipt of unsolicited meals and gifts from the distiller representatives. Passed by unanimous vote.

The next board meeting will be held January 6, 1997.

There being no further business, the meeting adjourned.


Joe Biesecker, Chairman


Joni C. Leonard, Asst. Sec.

QUALIFICATION STANDARDS

The most capable applicant available will be selected based on established standards for the job, including: mental ability, physical qualifications, personality, education, experience, and previous work record, without regard to race, creed, sex, political affiliation or national origin.

LIMITATIONS ON EMPLOYMENT OF RELATIVES

We do not employ members of your immediate family. If a question should arise concerning eligibility for employment, you may inquire in the office.

DISMISSAL

Discipline may range from a written warning with a copy placed in your personnel file, to suspension without pay, to dismissal. In some cases, dismissal may be immediate. A permanent employee may be dismissed if he or she fails to perform work up to the standards of the classification which they hold or is no longer qualified because of, but not limited to, the following:

1. Negligence.
2. Inefficiency.
3. Unfit to perform duties.
4. Failure to perform assigned duties.
5. Incompetency.
6. Inexcusable neglect of duty.
7. Fraud in securing appointment.
8. Physical or mental disability.
9. Insubordination.

10. Dishonesty.
11. Drinking or under the influence of drugs while on duty, or reporting to work under the influence of alcohol or drugs.
12. Unexcused absence.
13. Conviction of a felony, or conviction of a misdemeanor involving moral turpitude.
14. Willfully disregarding State ABC Laws.
15. Discourteous treatment of public or other employees.
16. Improper political activities.
17. Willful disobedience.
18. Misuse of ABC Board property.
19. Willful disregard of the published policies of the Board.
20. Any conduct reflecting discredit on the Board or on the ABC System.
21. Possession of unauthorized weapons on the job.
22. Betrayal of confidential information from official records.
23. Engaging in incompatible employment.
24. Improper use of merchandise or funds.
25. Habitual tardiness.
26. Habitual improper use of sick leave.

SERVICE TO THE PUBLIC

To deserve the goodwill of the public is of the utmost importance. It is best gained by giving cheerful, competent service in a clean, attractive store.

Clerks should give customers their undivided attention. Idle clerks should be considerate of busy ones by not doing anything to distract his or her attention from the customer. Should a customer be difficult in his attitude, always remain courteous and patient. Please refrain from discussing store business in front of all customers. Feel free to ask your Manager for help in difficult situations. There is no excuse for discourtesy.

Persons disqualified for membership on Boards:

No person shall be appointed a member of either State Board or any county or city board or employed thereby who is a stockholder in any brewery or the owner of any interest therein in any manner what-so-ever, or interested therein directly or indirectly, or likewise interested in any distillery or other enterprise that produces, mixes, bottles, or sells alcoholic beverage, or related by blood to a degree of first cousin or closer to any person likewise interested or associated in business with any person likewise interested. Neither the Board nor any county or city board shall employ any person who is interested in, directly or indirectly, or related by blood to a degree of first cousin or closer to any person interested in any firm, person or corporation permitted to sell alcoholic beverages in this State.

OUTSIDE EMPLOYMENT

The work of the ABC Board shall have precedence over the other occupational interests of employees. No special arrangements can be made with regard to such things as work schedules to accommodate non ABC business. Conflicting outside employment shall be grounds for dismissal. You may not work for the ABC Board and at the same time be employed by or have any direct or indirect interest in any distillery or other business involving the sale of alcohol, malt, or brewed beverages.