Minutes
Brevard ABC Board
March 27, 2025 10:00 AM

The Brevard ABC Board met for their regular monthly meeting at 10:00 AM on March 27, 2025. The meeting was held in the conference room of Store #1, 350 North Broad Street. The following were in attendance:

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| Members Present: | Lisa Conner, Chair |
| | Ron Brewer |
| | Frank Pearsall |
| | Paula McKeller |
| | Susan Miller |
| Staff: | Jackie Jarvis, General Manager |
| | Paxton McAbee, Assistant Manager |
| | Glenda Sansosti, Acting Secretary |

**Welcome and Call to Order**

Board Chair Lisa Conner called the meeting to order and welcomed those present.

**Certification of Quorum**

Acting Secretary Glenda Sansosti noted the presence of all Board Members and further certified a quorum present.

**Approval of Agenda**

A motion was made by Ms. Miller, seconded by Mr. Pearsall and unanimously passed approving the agenda as presented.

**Approval Minutes**

Upon motion by Mr. Brewer, seconded by Mr. Pearsall and unanimously passed, Minutes of the March 6, 2025 meeting were approved as presented

**Previous Auditor**

Ms. Miller stated the process the current auditor followed was not correct and recommended the Board proceed with obtaining a new auditor. Motion by Mr. Pearsall, seconded by Mr. Brewer and unanimously passed authorizing Ms. Jarvis to proceed with the search for a new auditor. Ms. Jarvis was further instructed to give notice to the current auditor that the Board would be seeking a new auditor and their services would no longer be required. . Ms. Jarvis stated she was in the process of obtaining three proposals for auditor. It was the consensus of the Board to review proposals and select a new auditor for FY ending June 30, 2025.

**Managers' Report**

Ms. Jarvis reported that sales were down $21,000 in February. A Bourbon Lottery was held in February last year. Another Bourbon Lottery will be held outside the store in May 2025 and this should provide for an increase in revenues.

Board Member Susan Miller asked if the $60,000 expenditure was moved within the budget. Ms. Jarvis stated the $60,000 expenditure was a quarterly payment to the City of Brevard. The expenditure was incorrectly entered on the January P&L Statement and has been corrected.

**Budget Amendment**

The Board received and discussed a proposed amendment to the budget. The amendment would provide funds for an employee pay increase, effective March 4, 2025. Further review employees' salaries will be discussed when the new budget is adopted. Ms. Miller stated she had worked with Ms. Jarvis on the proposed amendment and was comfortable in transferring these funds. With no further discussion a motion was made by Susan Miller, seconded by Mr. Pearsall and unanimously passed, the budget amendment was approved. The Budget Amendment is made a part of these Minutes by reference and on file in the Office of the General Manager and the ABC Commission.

**Closed Session**

Motion by Mr. Brewer, seconded by Mr. Pearsall and unanimously passed the regular meeting recessed to closed session at 10:30 AM for the purpose of discussing the salary of General Manager Jackie Jarvis. Jackie Jarvis and Paxton McAbee were excused from the closed session. No action was taken in closed session.

**Return to Regular Session**

All Board Members and staff were present after the Board returned to regular session. Upon motion by Mr. Pearsall, seconded by Ms. McKellar and unanimously passed the salary of General Manager Jackie Jarvis was increased by $5,000 per year, ($75,000 to $80,000) effective March 4, 2025. The Board will discuss an additional salary increase in May in an effort to bring the General Managers salary in line with other General Managers that are responsible for operation of two stores. Ms. Jarvis expressed appreciation to the Board for their support and the increase in salary.

**Adjourn**

Upon motion by Mr. Pearsall, seconded by Mr. Brewer and unanimously passed the meeting adjourned at 11:00 AM.

Minutes approved: _____

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Lisa Conner, Board Chair

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Jackie Jarvis, General Manager

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Glenda Sansosti, Acting Secretary

General Account of Closed Session

While in closed session, the Board reviewed salaries of other General Managers in cities similar in size to Brevard and managing two stores. They discussed the salary of General Manager Jackie Jarvis. The Board has been pleased with Ms. Jarvis performance as General Manager of the two stores. Her salary is much less that Genera Managers in cities of similar size managing two stores. No action was taken in closed season.