MINUTES
BREVARD ABC BOARD
September 25, 2025

The Brevard ABC Board met for their monthly meeting at 10:00 AM on September 25, 2025. The meeting was held in the conference room of Store #1 at 350A North Broad Street. The following were in attendance:

Board Members: Lisa Conner, Chair
Ron Brewer
Paula McKeller
Susan Miller
Tommy Carpenter

Staff: Jackie Jarvis, General Manager
Paxton McAbee, Assistant Manager
Glenda Sansosti, Acting Secretary
Trish Cheek, CPA

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. There was no conflict of interest or appearance of a conflict of interest expressed by any Board Member on any agenda item pursuant to G.S.18B-201.

Approval of Agenda

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

Approval of Minutes

A motion was made by Ms. Miller, seconded by Mr. Brewer and unanimously passed approving the Minutes of August 28, 2025 as presented.

Report from Trish Cheek, CPA

Ms. Trish Cheek, CPA for the ABC Stores, appeared before the Board and stated she has been working on the books and reviewing the Auditors Report presented last month. She noted Ms. Black's concerns regarding old AP's , etc., and stated all cleanup work that was recommended by Ms. Black has been completed. Most of these items were before Jackie's time as General Manager. Trish will review journal entries and make sure all is cleared up before giving it to Ms. Black for the audit next year. (See the handout presented by Ms. Cheek outlining all the adjustments made which are a part of these minutes by reference). Ms. Miller also asked if Trish foresees any changes with a new manager? Trish stated this would be the Board's decision and should be very clear on the role of the auditor as to the duties of the Finance Director. Ms. McKeller inquired as to why payroll is prepared manually. It was noted direct deposit can be easily implemented. Trish stated there should be no issues in September's report.

Managers Report

Ms. Jarvis stated she has completed a review of profit and loss statements from the Pisgah Forest Store and noted one employee can handle sales. She has also changed the store's operating hours. The store will open at 11 AM and close at 7:00 PM. This will hopefully alleviate people hanging around at night that sometimes sleep in front of the store as well as the old Bi-Lo Building. Several people have been laid off - all of them part time and they all have full time jobs. An employee from the Brevard Store will give the Pisgah Forest Store employee a break each day. Jackie noted that once the "Round About" is started, the Pisgah Forest Store will also lose revenue, as well as lose revenue when the Mills River ABC Store is operational. Ms. Miller advised the Board should look at the Ingles lease for the Pisgah Forest Store in about a year and then make a decision when we know what our position is.

Ms. Jarvis asked the Board if they wanted her to pay the bill from the previous auditor in the amount of $900 - supposedly for information provided to the new auditor. However, the auditor has not provided a list of information that was provided. Ms. Jarivs was advised to to hold on to the invoice at this time. Ms. McKeller stated she had researched lawyers that might be willing to review contracts, etc., on behalf of the Board. A new

attorney practicing in downtown Brevard is Shey Alrey. A price range of $425-450 was quoted. Paxton advised Michelle Morris, Attorney-at-Law, handles employee complaints, etc., at this time.

Ms. Jarvis presented a proposed Personnel Policy that Paxton has been working on, utilizing Hendersonville's policy as a guideline. The draft is presented for the Board's review. The proposed policy will be presented in October for discussion and any proposed changes to the draft .

Recess to Closed Sessoin

Motion by Ms. McKeller, seconded by Mr. Brewer and passed, the Board recessed to closed session at 10:50 AM for the purpose of discussing a personnel matter.

Present in closed session were Chair Lisa Conner and Board Members Miller, McKeller, Brewer and Carpenter. Glenda Sansosti was also present for the closed session. No action was taken in the closed session.
Ms. Miller stated four candidates were interviewed for General Manager. There were two candidates that met all qualifications, one internal and one external. The board discussed expectations and whether the new General Manager would work under contract. The Board also discussed other positions affected by Ms. Jarvis' retirement, particularly that of Assistant Manager and Finance Officer. The General Manager cannot serve as Finance Director.

Adjourn Closed Sessionn & return to Open Session

Motion by Ms. Miller, seconded by Mr. Brewer and passed, closed session adjourned into open session at 11:05 AM.

Appointment of General Manager

Motion by Ms. McKeller, seconded by Mr. Carpenter and unanimously passed, Ms. Paxton McAbee was named as the candidate selected to serve as General Manager upon Ms. Jarvis' retirement. Paxton will begin serving on a probationary basis as Interim Manager on January 1, 2026 at a starting salary of $70,000 per year. Upon Ms. Jarvis retirement on March 1, Paxton will then be promoted to General Manager. An Assistant Manager and Finance Officer can be promoted in house with adjustment in salaries.

Paxton accepted the offer and expressed her appreciation to the Board for their confidence in her experience and qualifications and appointing her General Manager.

Letters will be written to candidates that submitted resumes for the position, advising them a General Manager has been appointed.

Adjourn

Motion by Mr.Carpenter, seconded by Mr. Brewer and unanimously passed, the meeting adjourned at 11:16 AM.

Lisa Conner, Board Chair

Jackie Jarvis, General Manager

Glenda Sansosti, Acting Secretary

The next meeting is October 23, 2025 at 10:00 AM.4