MINUTES
BREVARD ABC BOARD
October 23, 2025

The Brevard ABC Board met for their monthly meeting at 10:00 AM on October 23, 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

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

Upon motion by Ms. Miller, seconded by Ms. McKeller and unanimously passed, the agenda was approved as presented.

Approval of Minutes

Upon motion by Ms. Miller seconded by Ms.McKeller and unanimously passed, Minutes of September 25, 2025 were approved as presented.

Managers report

General Manager Jackie Jarvis reported on a recent conversation with Ms Robin Black, the Board's auditor. The City is asking questions about why they have not been paid. Ms. Jarvis stated that Ms. Black has sent to the City of Brevard and Transylvania County information clearly explaining to them that they have been overpaid. Ms. Conner stated she has also talked

with Raleigh about this matter. Ms. Miller recommended withholding the next payment to make up for the over payment and pay in January and April. Ms. Black advised Ms. Jarvis to begin paying quarterly and that she and Trish will work together to make sure this happens.

Ms. Jarvis advised that direct deposit for payroll is in progress and that more information is needed by the bank.

The newly developed personnel handbook has been reviewed by all members and all members are in agreement to minor changes that have been made.

The old delivery truck has been sold for $5,500. The $1500 expense of having the new truck wrapped will come from the sale of the old truck. Ms. Jarvis presented a copy of the new logo that includes the white squirrel and will be shown on the truck.

The balance sheet as of September 30, 2025 reflects an increase in sales of $50,697.16.

Ms. Jarvis invited members of the Board to attend the employees Christmas party. The event will be held at Pescado's Restaurant on December 7, 2025 at 4:00 PM. Please let her know in advance if you will attend and if you prefer chicken or prime rib.

Recess to Closed Session to Discuss Bonus for Manager

A motion was made by Ms. McKeller seconded by Mr. Brewer and unanimously passed to recess to closed session at 10:22 AM for the purpose of discussing employee bonus. All Board members were in attendance as well as Glenda Sansosti, Acting Secretary. Manager Jarvis and Assistant Manager McAbee were excused from the Closed Session. The Board discussed at length Christmas bonuses for the manager, assistant manager and also employees for which a bonus was budgeted. No action was taken in the closed session.

Upon motion by Ms. McKeller seconded by Mr. Brewer and unanimously passed, the closed session adjourned and returned to open session at 10:50 AM. Ms. Jarvis and Ms. McAbee returned to the meeting.

Ms. Conner suggested having a special meeting on November 20th to replace the special called meeting of December 4th. The Board requested Ms. Jarvis to provide further information on what a 5% bonus will cost and how it will impact the budget. Mr. Carpenter noted the result of savings from the people that have been laid off. Mr. Brewer noted bonuses for employees were previously approved within the current budget and felt the employees should receive the budgeted bonus.

Ms. Miller stated the Board needs to take into consideration the increase in rent for the Pisgah Forest Store as well as the cost of insurance and retirement for full time employees prior to awarding any bonus as all affect the budget. She further stated the Board has a fiduciary obligation to make sure the funds are available before any further action.

Motion made by Mr. Carpenter, seconded by Ms. Miller and unanimously passed calling a special meeting for November 20, 2025 at 10:00 AM. The purpose of the special meeting is to receive and consider information to be presented by Manager Jarvis regarding employee bonuses.

Motion by Ms. Miller, seconded by Mr. Carpenter and unanimously passed, the Special Called Meeting scheduled for December 4th was canceled.

Adjourn

Upon motion by Ms. Miller seconded by Mr. Brewer and unanimously passed, the meeting adjourned at 11:05 a.m.

Minutes Approved November 20, 2025

Lisa Conner, Chair

Jackie Jarvis, General Manager

Glenda Sansosti, Acting Secretary