

**MINUTES
MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD**

JANUARY 6, 2015

The meeting was called to order by Vice Chairperson, Steve Vaske at 6:23 p.m. Members present were Bill Ludwig, Liquor Store Manager; Steve Vaske, Jeff Thompson, and Jennifer Welling, Administrative Assistant/Zoning Specialist. Reed Ringstad and Sue Hecht were absent.

No minutes were presented for approval.

JANUARY PROMOTIONS

Ludwig reviewed the January promotions; including the MMBA Coat Drive.

SALES & PURCHASING REPORT

Ludwig reported on the following:

- Sales are up \$77,739.00 or 6% for the year
- Profit is up \$17,628.00 or 6.2% for the year

WINE CLUB

80 People attended the December Wine Club with 84 bottles sold.

SURVEY

A survey will be drafted and given out at the January or February Wine Club. The survey is to include at minimum:

- Other events people want
- Day of week/month and time
- Venue

EMPLOYEE MANUAL

The manual is back in Ludwig's hands for necessary changes.

MMBA REPORT

Ludwig reported on MMBA and Total Wine & Spirits. The MMBA Boot Camp is February 16 – 18, 2015.

STAFFING

Mathies' hours have been increased to 32 hours a week. Baas is retiring on January 31, 2015 and Ethan Brown started just before the holidays.

PROVIDING COMMUNITY WORTH

May 14, 2015 was set for a community worth event to support the holiday lights.

2014 INVENTORY

The inventory was conducted on December 28, 2014 from 7:00 a.m. to 3:00 p.m. The store was \$250.00 short in product. The audit went well and the periodic cycle counts help.

TEALS

It was suggested that Ludwig visit with Roger Teal.

COOLER

Haines has been contacted regarding lighting in the cooler.

SURPLUS PROPERTY

Welling was asked to research how to get rid of items that were given to the store by a vendor and the vendor does not want back.

SHIRTS

Ludwig mentioned the need for new shirts for staff. Welling will bring in some samples.

There being no further business, the meeting was adjourned at 7:43 p.m.