

## ADMINISTRATIVE VOTING SESSION

May 26, 2020

1. **t/a Old Line Fine Wine & Spirits**, see letter dated May 4, 2020 regarding a request to approve the attached Management Agreement.
2. **t/a Maryland Farms Super Liquors**, see letter dated May 15, 2020 regarding notice of a change in the hours of operation.
3. Licenses that accepted the Offer Letter:
  - a. **t/a Colony South Hotel**
4. Monthly Reconciliation Report
  - a. April 2020
5. Review Previously Presented Standard Operating Procedures
  - a. **Filing Deadline**
  - b. **Hearing Roles and Responsibilities**
  - c. **Monthly Report**
  - d. **New Application**
  - e. **One Day License**
  - f. **Personal Information Sheet**
6. Present Proposed Standard Operating Procedures
  - a. **Advertisement**
  - b. **Business Investment**
  - c. **Delivery Permit**
  - d. **Effectuation of Licenses**
  - e. **Entertainment Inspections**
  - f. **Maryland Public Information Act (MPIA) Requests**
  - g. **Postings**
  - h. **Protest**
  - i. **Secondary Employment**
  - j. **Violations**
7. Minutes:
  - a. Regular Session – March 4, 2020
  - b. Administrative Voting Session – March 4, 2020
  - c. Regular Session – April 21, 2020
  - d. Administrative Voting Session – April 21, 2020
8. Scheduled Meetings:

- a. June 10, 2020 @ 7:00 p.m.
- b. June 23, 2020 @ 10:00 a.m.
- c. July 1, 2020 @ 7:00 p.m.
- d. July 8, 2020 @ 7:00 p.m.
- e. July 28, 2020 @ 10:00 a.m.