



Town of Hilton Head Island  
**Accommodations Tax Advisory Committee**

Thursday, August 10, 2023, at 2:00 p.m.

**MEETING MINUTES**

**Present from the Committee:** Jim Fluker, *Chairman* John Farrell, Margaret Johnson, Cecile Eck, Martin Lesch, Keith Schlegel

**Absent from the Committee:** Stephen Arnold, *Vice Chairman*

**Present from Town Council:** Patsy Brison

**Present from Town Staff:** John Troyer, *Director of Finance*; Cindaia Ervin, *Assistant Town Clerk*; Erica Madhere, *Budget Analyst*; Shena Smith, *Finance Assistant*; Bob Bromage, & Jeff Shumaker, *Public Safety*

**Present from the Media:** None

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**1. Call to Order**

The meeting was called to order at 2:00 p.m.

**2. FOIA Compliance**

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**3. Approval of the Agenda**

Mrs. Johnson moved to approve the agenda. Mr. Schlegel seconded. By a show of hands, the motion was approved by vote of 6-0-0.

**4. Approval of Minutes**

**a. Accommodations Tax Advisory Committee Meeting July 6, 2023**

Chairman Fluker asked for a motion to approve the meeting minutes from July 6, 2023. Mr. Farrell moved to approve the meeting minutes. Mr. Lesch seconded. By show of hands, the motion was approved by a vote of 6-0-0.

**5. Appearance by Citizens**

Shena Smith, Committee Secretary, stated that comments concerning agenda items were to be submitted electronically via the Town's Open Town Hall portal. The public comment period closed the day of the meeting at 12:00 p.m. At the conclusion of the Open Town Hall, there were no comments submitted to the committee and there were two requests from citizens to speak to the Committee in person.

At the time of appearance by citizens at 2:04, Mr. Skip Hoagland and Lynn Greeley were not present.

**6. New Business**

- a. Calendar Year 2024 Accommodations Tax Grant Application Workshop to discuss the Application procedure, expectations and to address Applicant questions and concerns.

Jim Fluker, Chairman, invited Shena Smith, Finance Assistant for the Town, to walk workshop attendees through the 2024 Accommodations Tax Grant online application process. Ms. Smith explained the application in detail including how to access, where to upload documents, what items would prevent submission if not included, and how to make sure applicants don't lose any of their work. She also informed the applicants that the application will not pre-populate the information uploaded from previous years. Applicants will need to provide that information again if they want the committee to use it for deliberation. Ms. Smith emphasized that if an applicant finds they have uploaded a document in error, or if technical assistance is needed, they should contact Rene Tuttle, Web Developer, for help via phone or email. She also provided a separate flyer for all meeting attendants that highlighted important details to remember such as her and Rene's contacts, the application deadline of September 1<sup>st</sup> and presentation dates for the 12<sup>th</sup> and 19<sup>th</sup> of October that they can send in preferences for, but which are not guaranteed.

## **7. Chairman's Report**

Mr. Fluker asked for any final questions regarding the application process for those in attendance. He addressed those with financial tracking questions and stated that those that don't have a particular piece of information that is being requested should notate within the application why that is and when we can expect it. He also made it clear that while funds have been sufficient in previous years, we don't yet know the amount we are working with for 2024 grants. Mr. Fluker encouraged applicants not to take that as a limitation, but to still ask for what it is they need. He also encouraged those with requests that might be outside the norm of typical operations to submit more than one request. Mr. Fluker also mentioned that while it is not required, it is helpful to know what groups or organizations work together, which is why there is a place on the application for this information to be provided.

Some attendees as well as Committee Members asked about the new legislation regarding SC Bill 284 relating to use of revenue from Local Accommodations Tax and Mr. Troyer, Director of Finance, did not have an answer at this time. Ms. Smith mentioned an upcoming training with the Municipal Association of South Carolina was in the works and more details would be released at a later time.

Ms. Smith reminded those present of the September 1<sup>st</sup> 4pm deadline once more and to please contact her with questions as well as preferences on presentation dates and times.

## **8. Adjournment**

At 2:32 p.m. Mr. Fluker adjourned the meeting.

**Submitted by:** Shena Smith, Secretary

**Approved:** September 28, 2023