



**The Town of Hilton Head Island
Accommodations Tax Advisory Committee
Regular Meeting**

**Tuesday, October 18, 2011
9:00 a.m. – Benjamin M. Racusin Council Chambers**

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting

- 1. Call to Order**
- 2. Freedom of Information Act 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 Minutes**
 - a. Regular Accommodations Tax Advisory Committee Meeting of July 22, 2011
- 4. Chairman's Report**
- 5. Unfinished Business**
None
- 6. New Business**
 - a. Preliminary Review of Applications
 - b. Review individual dates and times for Applicant Hearings
 - c. Approval of 2012 Proposed Meeting Dates
- 7. Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.

**TOWN OF HILTON HEAD ISLAND
ACCOMMODATIONS TAX ADVISORY COMMITTEE**

Date: July 22, 2011 **Time:** 9:30 a.m.

Members Present: Bret Martin; *Chairman*, Willis O. Shay; *Vice-Chairman*, John Diamond, John Munro, Frank Soule, Robert Stenhammer, Trish Heichel

Members Absent:

Staff Present: Susan Simmons; Director of Finance, Vicki Pfannenschmidt; Executive Assistant, Lynn Buchman; Administrative Assistant-Executive, Debra Cyrilla; *Accounting Specialist*

Council Present: Kim Likins, Lee Edwards

Others Present: Jeffrey Reeves, GERALYN Keating; The Arts Center

Media: None

1. Call to Order:

The meeting was called to order at 9:30 a.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. Swearing in of Reappointed and New Members:

Mr. Shay asked the soon to be appointed members to briefly tell what experience they will bring to the Accommodation Tax Advisory Committee. Both Mr. Stenhammer and Ms. Heichel spoke about how their experiences relate to the work the ATAX Committee does.

Mr. Heitzke was unable to attend the meeting and in his absence, Council Member Kim Likins swore in reappointed committee member Frank Soule and newly appointed committee members Robert Stenhammer and Trish Heichel.

4. Crystal Award Presentation:

Council Member Kim Likins presented Mr. Michael Keskin with the Crystal Award on behalf of the Town of Hilton Head Island for his seven years of service on the Accommodation Tax Advisory Committee. Ms. Likins thanked Mr. Keskin for his service on the Committee and for everything the Accommodations Tax Advisory Committee does for the non-profit organizations in this community.

5. Reception:

6. Special Orders:

a. Election of Chairman and Vice Chairman. John Diamond nominated Bret Martin as Chairman. John Munro seconded the motion. There were no other nominations. Mr. Martin was elected unanimously.(7-0)

b. John Diamond nominated Willis Shay as Vice Chairman. John Munro seconded the motion. There were no other nominations. Mr. Shay was elected unanimously.(7-0)

7. Approval of Minutes:

Mr. Shay moved to approve the Minutes of April 8, 2011. Mr. Munro seconded the motion. The Motion passed.(5-0-2) Ms. Heichel and Mr. Stenhammer abstained.

8. Chairman's Report:

Mr. Martin had nothing to report. Mr. Shay noted that having been a member of the Accommodations Tax Committee for many years he believes that the Committee is one of most important committees in town and does its most to advance the cause of all of the citizens of Hilton Head Island to the best of its ability. He looks forward to Mr. Martin serving as Chairman and continuing the good work of the Committee.

9. Unfinished Business: None

10. New Business: None

11. Adjournment:

Mr. Shay moved to adjourn the meeting. Mr. Soule seconded the Motion. The meeting was adjourned at 10:15 a.m.

Approved:

Respectfully submitted:

Bret Martin, Chairman

Debra Cyrilla, Secretary

**ATAX SCHEDULE
INDIVIDUAL HEARINGS
COUNCIL CHAMBERS**

	Tuesday November 29, 2011			Thursday December 1, 2011
TIME	APPLICANT		TIME	APPLICANT
9:00-9:20	Art League of Hilton Head Island		9:00-9:20	Shelter Cove Harbour Company
9:20-9:40	Hilton Head Hospitality Assoc.		9:20-9:40	The Heritage Library Foundation
9:40-10:00	Harbour Town Merchants Assoc. 4 th of July Celebration		9:40-10:00	The Sandbox
10:00-10:20	BREAK		10:00-10:20	BREAK
10:20-10:50	Town of Hilton Head Island		10:20-10:50	Hilton Head Island-Bluffton Chamber of Commerce
10:50-11:10	Skull Creek 4 th of July Celebration		10:50-11:10	HH Concours d'Elegance
11:10-11:30	Hilton Head Audubon Society		11:10-11:30	Arts Center of Coastal Carolina
11:30-11:50	HH St. Patrick's Day Parade		11:30-11:50	South Carolina Repertory Co.
11:50-1:30	LUNCH		11:50-1:30	LUNCH
1:30-1:50	Hilton Head Symphony Orchestra		1:30-1:50	Beaufort County Black Chamber of Commerce
1:50-2:10	Hilton Head Choral Society		1:50-2:10	Mitchelville Preservation Project
2:10-2:30	SC Lowcountry & Resort Islands Tourism Commission		2:10-2:30	Hilton Head Dance Theater
2:30-2:50	Main Street Youth Theater		2:30-2:50	Hilton Head Island Airport
2:50-3:10	BREAK		2:50-3:10	
3:10-3:30	Native Island Business & Comm. Affairs Association			
3:30-4:00	Coastal Discovery Museum			

Red print is for special time requests

**2012 ACCOMMODATIONS TAX ADVISORY COMMITTEE
SCHEDULE
ACCOMMODATIONS TAX ADVISORY COMMITTEE**

Tuesday	April 10	9:00 a.m. Affiliated Agencies	Council Chambers
Tuesday	July 10	9:00 a.m. Swearing in of members, Election of officers	Council Chambers
Monday	August 27	8:00 a.m. Electronic Filing Available – on- line	www.hiltonheadislandsc.gov
Thursday	September 6	9:00 a.m. - 11:00 a.m. ATAX Applicant Workshop (All ATAC members are not required to attend)	Council Chambers
Friday	September 28	4:00 p.m. – Application Deadline	www.hiltonheadislandsc.gov
Thursday	October 18	9:00 a.m. – 11:00 a.m. Preliminary Review of Applications	Council Chambers
Wednesday	November 28	9:00 a.m. – 4:30 p.m. Applicant Hearings	Council Chambers
Thursday	December 6	9:00 a.m. – 4:30 p.m. Applicant Hearings	Council Chambers
Thursday	December 13	9:00 a.m. – 2:00 p.m. Review and Recommendations	Council Chambers