

**Hilton Head Island  
Economic Development Corporation**

**Tuesday, June 24, 2014**

**9:00 a.m. – Palmetto Electric Community Room**

**111 Mathews Drive**

**Hilton Head Island, SC 29928**

*Note: Please park and enter through the back of the building*

**AGENDA**

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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 from June 10, 2014**
- 4. Old Business**
- 5. New Business**
  - a. Website Project**
    - i) Discussion of needs and timing
  - b. Update on Presentation Schedule**
  - c. Executive Recruitment**
    - i) Progress Report – PACE Status
    - ii) Update on Candidates and Selection Process from Personnel Committee
    - iii) Interview Timing
- 6. Appearance by Citizens**
- 7. Executive Session**
  - a. Discussion of negotiations incident to potential contractual arrangements.
  - b. Discussion of matters related to potential economic development.
  - c. Discussion of matters related to employment, appointment, compensation of employees.
- 8. Adjournment**

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

**Hilton Head Island  
Economic Development Corporation**

**Minutes of Tuesday, June 10, 2014**

**Members Present:** Steven Carb, Carlton Dallas, John Joseph, Diana McKenzie, Steve Riley, Tom Upshaw, Ray Wenig

**Members Absent:** John Joseph

**Town Council:** Bill Harkins, John McCann, Lee Edwards

**Town Staff:** Charles Cousins, Shawn Colin, Brian Hulbert

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**1. Call to Order:**

Chairman Upshaw called the meeting to order at 9:00 a.m. in the Palmetto Electric Community Room.

**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 from May 27, 2014.**

The minutes of May 27, 2014 were approved as presented.

**4. Old Business:** none

**5. New Business:**

**a. Approval of EDC Meeting dates for the second half of 2014.** Ms. Bastnagel made a motion to approve the meeting dates as presented. Mr. Dallas seconded. The motion passed unanimously.

**b. FY2015 Budget Update.** Mr. Colin reported that the Town Council approved the original proposed EDC FY2015 budget for the amount of \$441,012. The members of the EDC complimented Mr. Joseph on his outstanding budget presentation to the Town Council. Ms. Bastnagel stated that two questions that Town Council brought up are: (1) How does the EDC become self-funding - bring business to the Island? (2) What is envisioned for the EDC Administrative Assistant job description? Ms. Bastnagel suggested the EDC “flesh out” this job description as looking for an Administrative Assistant that is savvy in social media, can keep the EDC web site fresh and be more of a “right hand” assistant.

- c. **Upcoming Presentations.** Ms. Bastnagel sent out a spreadsheet listing presenters, meeting dates and contact information. Ms. Bastnagel stated that Mr. Joseph suggested adding a tab to the spreadsheet to include outbound presentations. Mr. Dallas suggested that the EDC prepare an “elevator speech” – a concise, synchronized message to share as a way to inform the public and engage community leaders in what the EDC is trying to accomplish.
- d. **Update from Nominating Committee.** Ms. Bastnagel stated that the following three EDC members have a one year term that will be expiring on June 30, 2014: Mr. Upshaw, Mr. Joseph and Mr. Wenig. According to the EDC Bylaws, Article III, Section 3.3 Terms of Office, these three positions may be reappointed to serve a second consecutive term of three years. The Nominating Committee (Ms. Bastnagel, Mr. Dallas and Mr. Carb) unanimously recommend that the EDC reappoint Mr. Upshaw, Mr. Joseph and Mr. Wenig for the three year consecutive term. Ms. McKenzie made a motion to reappoint Mr. Upshaw, Mr. Joseph and Mr. Wenig for a three year consecutive term per the EDC Bylaws Article III, Section 3.3 Terms of Office. Mr. Dallas seconded. The motion passed unanimously.
- e. **Update on Executive Recruitment.** Mr. John Lovorn of PACE stated that the Executive Director position was posted in the Southern Economic Development Council as well as a few other locations. Mr. Lovorn is interviewing potential local candidates this week. After much discussion, it was agreed that Mr. Lovorn will provide the master book of candidates to the EDC to review before the end of June. A date will be schedule for the EDC board to interview 3-5 candidates.

6. **Appearance by Citizens.** None

7. **Executive Session.**

At 9:40 a.m. Chairman Upshaw made a motion to go into executive session for discussion of potential contractual arrangements for an economic development prospect. Ms. Bastnagel seconded the motion. The motion passed unanimously No action was needed from executive session.

8. **Adjournment.**

There being no further business, the meeting was adjourned at 10:15 a.m.

Respectfully submitted:

Eileen S. Wilson  
Sr. Administrative Assistant  
Community Development

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Thomas Upshaw, Chairman