

Hilton Head Island Economic Development Corporation

Tuesday, September 9, 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

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 August 26, 2014**
4. **Appearance by Citizens**
5. **Presentation:** Community Foundation of the Lowcountry – Denise K. Spencer, President & CEO
6. **Executive Director Report**
7. **Unfinished Business**
8. **New Business**
 - a. “Community Outreach” update
 - b. Discussion of RFP for permanent office space
 - c. EDC logo update
 - d. Website development project update
 - e. 501(c)(3) application status report
 - f. Economic development/EDC talking points discussion
9. **Executive Session**
 - a. Discussion of matters related to potential economic development.
 - b. Discussion of matters related to employment, appointment, compensation of employees.
10. **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, August 26, 2014

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

Members Absent: none

Town Council: Kim Likins, George Williams

EDC / Town Staff: Don Kirkman, EDC Director, Charles Cousins, Shawn Colin, Eileen Wilson

1. Call to Order:

Chairman Upshaw called the meeting to order at 9:00 a.m. in Conference Room 3 at Town Hall Hilton Head Island.

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 August 12, 2014.

The minutes of August 12, 2014 were approved as presented.

4. Executive Director Comments. Mr. Don Kirkman thanked everyone for their support and warm welcome. Mr. Kirkman distributed a handout that captures the key priorities he is involved in. Mr. Kirkman stated that there is an enormous amount of talented, innovative and creative people on Hilton Head Island to connect with and the EDC has outstanding opportunities to make a positive impact on this community.

5. Old Business: none

6. New Business:

- a. HH Island Realtor Association** Jean Beck, Executive Vice President of the Hilton Head Area Association of Realtors, runs the operation of this three-tier organization. Ms. Beck stated that the realtors are Ambassadors who are fully engaged with your community. Ms. Beck also stated that they monitor legislation and are involved and support economic development. The EDC has been invited to participate in the economic summit that will take place in November. Ms. Beck stated that all entities should come together and try to educate the community as to why we need diversity in our tax base.

Ms. Bastnagel asked how the EDC could receive access to accurate commercial real estate data which is critical to the success of the EDC. Ms. Beck and Ms. Staiger replied that they have the access to that data and would be happy to provide that to the EDC.

- b. Discussion of Permanent Office Space.** Mr. Kirkman distributed an informal Request for Proposal (RFP) that he drafted. Mr. Kirkman asked the EDC to review the document and bring any suggested changes to the September 9th meeting. As soon as the RFP is finalized it will then be published.

At 9:30 a.m. Ms. Bastnagel made a motion to go into executive session to discuss potential contractual arrangements. Mr. Dallas seconded the motion. The motion passed unanimously.

7. Appearance by Citizens. none

8. Executive Session.

At 10:00 a.m. the EDC came out of executive session.

Chairman Upshaw stated that Ms. Bastnagel and Mr. Joseph will work together with the logo designer and the web developer to come to a consensus on how to proceed with the EDC logo. The EDC also discussed additional expenses from the PACE Group.

As a result of executive session, Ms. Bastnagel made a motion to authorize Mr. Don Kirkman to make discretionary expenditures up to \$5,000. Mr. Wenig seconded the motion. The motion passed unanimously.

9. Adjournment.

There being no further business, the meeting adjourned at 10:05 a.m.

Respectfully submitted:

Eileen S. Wilson
Sr. Administrative Assistant
Community Development

Thomas Upshaw, Chairman