



## **Town of Hilton Head Island**

### **Venue Committee Meeting**

**Wednesday, May 4, 2016**

**4:00p.m. – Benjamin Racusin Council Chambers**

### **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 Agenda**
- 4. Approval of Meeting Minutes – April 28, 2016**
- 5. Unfinished Business – None**
- 6. New Business**
  - a) Discuss Committee Final Product
  - b) Discuss Planning Process
  - c) Discuss Task Team Assignments for Data Gathering
  - d) Discuss Next Steps for Teams
    - List of Questions for constituency
    - Methods for reaching constituency
  - e) Discuss Potential Consultant Role and Possible Areas for Assistance
  - f) Administrative Details
- 7. Committee Business – None**
- 8. Appearance by Citizens**
- 9. Adjournment**

*Please note that a quorum of Town Council may result if a majority of their members attend this meeting.*

**TOWN OF HILTON HEAD ISLAND**  
**Venue Committee Meeting**  
**April 28, 2016**  
**9:00a.m. – Conference Room 3**

Committee Members Present: Chairman Cindy Creamer, Vice Chairman Jane Joseph, Karen Attaway, Gil Campbell, Dan Castro, Charlie Clark, Lili Coleman, Juliann Foster, Rex Garniewicz, Terry Herron (by phone), Bob Lee, Tim Ridge, Gregg Russell, Suzanne Thompson

Committee Members Absent: Florry Gibbes

Town Council Present: Kim Likins

Town Staff Present: Brian Hulbert, Staff Attorney  
Jill Foster, Deputy Director of Community Development  
Teresa Haley, Administrative Assistant

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**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 Agenda**

The Committee **approved** the agenda as submitted by general consent.

**4. Approval of Meeting Minutes – None**

**5. Unfinished Business – None**

**6. New Business**

a) Introductions of Committee and Staff

Chairman Creamer welcomed the new Committee Members and requested that they introduce themselves. The Committee Members introduced themselves and presented a brief summary of their professional backgrounds.

b) Freedom of Information Act (FOIA)/Ethics Discussion (presented by Brian Hulbert, Staff Attorney)

Chairman Creamer requested that Brian Hulbert, Staff Attorney, make his presentation on the Freedom of Information Act (FOIA) and Ethics.

Mr. Hulbert provided a “Freedom of Information at a Glance” handout to the Committee. Mr. Hulbert reviewed the rules and procedures of Public Notices and Public Records. Mr.

Hulbert explained that the Committee meetings are open to the public and subject to FOIA requirements. Mr. Hulbert asked the Committee if they wanted their contact information (email; telephone number; home address) available to the public. The Committee requested their contact information remain private. Mr. Hulbert further discussed the State Ethics Act. Mr. Hulbert answered questions raised by the Committee, including when a member of the Venue Committee must be recused from any committee discussion that would pose a financial conflict due to their position as Director or Board member of an arts/culture organization. Mr. Hulbert encouraged the Committee to contact him if they have further questions regarding FOIA or Ethics.

c) Committee Meeting Rules

1. Meeting Etiquette
2. Accepting Public Input at Committee Meetings

Chairman Creamer reviewed the rules of procedure regarding meeting etiquette and the acceptance of public input at Committee meetings. Chairman Creamer expressed that public involvement is encouraged at all meetings.

d) Meeting Schedule Discussion and Approval

The Committee briefly discussed the 2016 Meeting Schedule. Ms. Attaway made a motion to **approve** the 2016 Meeting Schedule. Mr. Lee **seconded** the motion. The motion **passed** unanimously.

e) Scope of Work Discussion

Chairman Creamer described the Committee Scope of Work. Ms. Likins noted that the Committee's work is vital to Town Council. The Committee's final recommendation regarding a venue will determine how Town Council proceeds. Ms. Likins further noted the timing of the venue project presented to the County's Sales Tax Commission, if approved, would be a possible source of funding.

7. **Committee Business** – None

8. **Adjournment**

The meeting was adjourned at 10:30 a.m.

Submitted By:

Approved By:

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Teresa Haley  
Administrative Assistant

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Cindy Creamer  
Chairman