

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

Date: December 01, 2011 **Time:** 9:00 a.m.

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

Members Absent: None

Council Present: Bill Ferguson

Staff Present: Brian Hulbert; *Staff Attorney*, Bruce Seeley; *Inspections, Collections & Audit Manager*, Lori Schmidt; *Billing & Cash Receipting Manager*, Jayme Lopko; *Senior Planner*, Debra Cyrilla; *Accounting Specialist*

Others Present: Various representatives from some of the organizations that applied for ATAX Grants, members of the public

Media: none

1. Call to Order:

The meeting was called to order at 9:00 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. Approval of Minutes: None

4. Chairman's Report:

Mr. Martin confirmed that Dr. John Salazar of the University of South Carolina Beaufort will give a presentation at the December 8, 2011 Accommodations Tax Advisory Committee meeting concerning his research and approach to the tourism impact of ATAX applicants.

5. Unfinished Business:

Mr. Shay stated that he will ask Susan Simmons, Director of Finance, to recalculate the figures that she presented at the previous meeting and reduce funding to the applicants that received forward funding for the 2011 Grant period by the degree to which revenues are down this year as compared to last year. Ms. Simmons was not able to attend this meeting and Mr. Shay will contact her regarding this matter.

6. New Business:

a. Hearing of applicants

Mr. Martin stated that he would like applicants to complete their presentations within ten minutes allowing five to ten minutes for questions from the Committee. The following applicants made presentations to the Committee:

1. Mitchelville Preservation Project
2. The Heritage Library Foundation
3. The Sandbox
4. Hilton Head Island-Bluffton Chamber of Commerce
5. Hilton Head Concours d'Elegance
6. Arts Center of Coastal Carolina
7. South Carolina Repertory Company

Mr. Shay was unable to attend the entire meeting and left the dais at 11:05 a.m. The Committee broke for lunch at 12:23 p.m. and resumed the meeting at 1:30 p.m.

8. Hilton Head Dance Theater
9. Harbour Town Merchants Association
10. Shelter Cove Harbour Company
11. Skull Creek 4th of July Celebration

During the presentation by the Hilton Head Island-Bluffton Chamber of Commerce, Mr. Stenhammer disclosed a potential conflict of interest and did not participate. The required disclosure form is attached.

During the presentation by Harbour Town Merchants Association, Mr. Munro disclosed a potential conflict of interest and did not participate. The required disclosure form is attached.

During the presentation by Shelter Cove Harbour Company, Mr. Martin disclosed a potential conflict of interest and did not participate. The required disclosure form is attached.

7. Adjournment:

Ms. Heichel moved to adjourn the meeting. Ms. Soule seconded the Motion. The meeting was adjourned at 2:08 p.m.

Approved:

Respectfully submitted:

Bret Martin, Chairman

Debra Cyrilla, Secretary