

Hilton Head Island Economic Development Corporation

Minutes of Tuesday, June 24, 2014

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

Members Absent: Diana McKenzie

Town Council: Bill Harkins, John McCann

Town Staff: Shawn Colin, Eileen Wilson

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 June 10, 2014.

The minutes of June 10, 2014 were approved as presented.

4. Old Business: none

5. New Business:

a. Website Project. The following website needs and timing items were discussed:

- a. Ms. Bastnagel sent out a revised version of the website project description last Thursday and incorporated all input from EDC members.
- b. Looking for next steps on how to move forward; it could take 5-6 months to get the website launched.
- c. It is not necessary to spend a lot of money on a logo; it is all about the message you send. Combine branding in the creation of a logo.
- d. All agreed that the new EDC Executive Director should have input on this prior to sending it out to bid.
- e. Ms. Bastnagel will meet with Mr. Tom Fultz and format the proper structure of the RFP.
- f. Mr. Joseph will speak with a contact he knows to learn about the procedures for branding.
- g. Working with local website/branding businesses is the preference of the EDC.
- h. EDC Personnel Committee will create an onboard priorities document that will be presented to the full EDC for approval prior to the new Executive Director starting.

b. Update on Presentation Schedule. Ms. Bastnagel stated that the EDC meeting presentation schedule is full through the end of the year. The members all agreed to keep the presentation schedule as it is currently set and not combine any presentations at this time.

c. Executive Recruitment. Mr. Dallas stated the search for an Executive Director by PACE is moving forward. The posting closes on June 30, 2014. On July 2, 2014 the EDC Personnel Committee will receive resumes for 3 to 5 final candidates from PACE for review. On Monday, July 7 the EDC Personnel Committee will narrow that down to a final three candidates and present the resumes of the final three recommendations to the full EDC on Tuesday, July 8 for approval. The candidates will arrive on Hilton Head Island on Sunday, July 13, 2014. The EDC will meet at 9am on Monday, July 14, 2014 and then begin interviews. The interviews will conclude on Monday, July 14 and the EDC will continue their meeting and decide if they want to make a final decision or reconvene on Tuesday morning July 15. Mr. Joseph made a motion to accept this schedule as Mr. Dallas presented. Mr. Carb seconded. The motion passed unanimously.

6. Appearance by Citizens. Ms. Hannah Horne, Hilton Head Island-Bluffton Chamber of Commerce, thanked Mr. Carb for his comment about using local vendors for the website / branding and putting that in RFP. Ms. Horne stated the Chamber is available to provide a list of local businesses if the EDC needs their assistance.

Ms. Jocelyn Steigar, of Hilton Head Area Association of Realtors, also thanked the EDC for using local businesses. Ms. Steigar stated that the Association of Realtors is also pursuing supporting the LMO Rewrite Committee recommending that the Planning Commission look into housing that is critical to economic development on the Island; density needs to be increased in some areas.

7. Executive Session.

At 9:30 a.m. Mr. Dallas made a motion to go into executive session for discussion of matters related to employment, appointment, and compensation of employees. Mr. Wenig 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 9:55 a.m.

Respectfully submitted:

Eileen S. Wilson
Sr. Administrative Assistant
Community Development

Approved 7/8/14
Thomas Upshaw, Chairman