

**TOWN OF HILTON HEAD ISLAND  
FINANCE AND ADMINISTRATIVE COMMITTEE  
SPECIAL MEETING**

**Date:** March 24, 2015 **Time:** 11:30 a.m.  
**Location:** Panera Bread, 1012 William Hilton Parkway, Hilton Head, SC 29928  
**Members Present:** John McCann, *Chairman*; Tom Lennox and Bill Harkins, *Council Members*  
**Members Absent:** None  
**Staff Present:** Susan Simmons, *Director of Finance*  
**Others Present:** Eleanor O'Key, *Lowcountry Inside Track*  
**Media:** None

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**1. Call to Order:**

The meeting was called to order at 11:43 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. Unfinished Business:**

None

**5. New Business:**

**a. Organizational Matters**

The Committee discussed the following without taking action: the list of items under consideration for improving the ATAX Grant process, letters received by Committee Members regarding the pros and cons of the USCB Hilton Head campus, and determining the true costs of recreation and other areas.

The Committee also discussed other items of interest, such as which types of contracts should include Town Council involvement during the RFP process, the shelf-life of designs for Town construction projects, and the USCB Event Management and Hospitality Training program. The Committee would like to add these items to a future meeting agenda for further discussion.

**6. Adjournment:**

The meeting was adjourned at 12:48 p.m.

**Approved:**

**Respectfully submitted:**

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**John McCann, Chairman**

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**Susan Simmons, Director of Finance**