

**TOWN OF HILTON HEAD ISLAND**  
**Venue Committee Meeting**  
**May 4, 2016**  
**4:00p.m. – Benjamin M. Racusin Council Chambers**

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

Committee Members Absent: Florry Gibbes

Town Council Present: Kim Likins

Town Staff Present: 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**

Ms. Foster made a motion to **approve** the agenda as submitted. Mr. Castro **seconded** the motion. The motion **passed** unanimously.

**4. Approval of Meeting Minutes – April 28, 2016**

Mr. Lee made a motion to **approve** the minutes of the April 28, 2016 meeting as presented. Ms. Attaway **seconded** the motion. The motion **passed** unanimously.

**5. Unfinished Business – None**

**6. New Business**

a) Discuss Committee Final Product

Chairman Creamer presented statements regarding the scope of work and purpose of the Committee. Chairman Creamer expressed that no decision regarding a venue has been made by the Committee. Chairman Creamer explained that the Committee's role is to provide a final product regarding a venue and present a recommendation to Town Council before their annual retreat in December.

b) Discuss Planning Process

Chairman Creamer presented statements regarding the planning process of the Committee. The process will require task teams to collect information in certain areas to be discussed in today's

meeting. The task teams will analyze and present their findings back to the Committee in upcoming meetings, and develop recommendations for Town Council.

c) Discuss Task Team Assignments for Data Gathering

Chairman Creamer stated that she and Vice Chairman Joseph are available to work with all of the Task Teams, and the teams are as follows:

- Task Team 1 will research Arts, Cultural, History Organizations and Schools (Public/Private). Members of this group are: Karen Attaway, Rex Garniewicz, Bob Lee, and Tim Ridge.
- Task Team 2 will research the Public and Business Community. Members of this group are: Charlie Clark, Juliann Foster, Florry Gibbes, and Suzanne Thompson.
- Task Team 3 will examine Other Cities and Research (including working with Consultants). Members of this group are: Gilbert Campbell, Dan Castro, Lili Coleman, Terry Herron, and Gregg Russell.

d) Discuss Next Steps for Teams

- List of Questions for constituency
- Methods for reaching constituency

Vice Chairman Joseph identified the following areas to be examined by the task teams:

- Who is our constituency? Who and how many do we need to talk to?
- What questions do we need to ask our constituency base in order for us to make decisions?
- How do we reach our constituency?

The Committee discussed several methods to achieve these objectives and identified resources available for their utilization. Chairman Creamer requested that each task team further examine these questions and methods and at the next meeting provide feedback, such as a list of questions to ask the constituency and a list of organizations and persons to contact.

e) Discuss Potential Consultant Role and Possible Areas for Assistance

The Committee discussed their Scope of Work and identified possible areas for assistance from a consultant. The Committee discussed the potential services of multiple consultants to cover various areas, such as: a capital campaign consultant for finance assistance; an arts management consultant; an engineer/architect; and an economic impact study prepared by American for the Arts or the like. The Committee inquired as to the utilization of USCB's Dr. John Salazar's services through the Town's current contract with him. Chairman Creamer indicated that Tim Ridge will assist Town Staff in drafting a Request for Proposal to hire any potential consultant.

f) Administrative Details

Staff stated that the recent upgrade from Dropbox to Dropbox Pro was intended to solve the problem of memory space for the members' accounts. However, the maximum memory space remains the same (2GB) and we are exploring other options to resolve this issue. In the next few days, Vice Chairman Joseph will reassess the current documents in Dropbox from the previous Arts and Cultural Strategic Planning Committee folder, and remove any not relevant to the Venue Committee to free up storage space.

Ms. Likins provided an update as to the recently contracted communication firm of Rawle Murdy and their potential assistance to the Committee. Ms. Likins has an upcoming call with the communications firm to discuss how to communicate factual information to our community regarding the Committee and its scope of work.

**7. Committee Business – None**

**8. Appearance by Citizens**

One member of the public questioned whether the Town would consider Honey Horn as a potential venue location. Ms. Likins indicated that location has limitations due to a contract with Coastal Discovery Museum; but it is not ruled out at this point.

**9. Adjournment**

The meeting was adjourned at 5:54p.m.

Submitted By:

Approved By: May 19, 2016

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Teresa Haley  
Administrative Assistant

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Cindy Creamer  
Chairman