

**Hilton Head Island
Economic Development Corporation**

**Thursday September 19, 2013
9:00 a.m. – Palmetto Electric Community Room
111 Mathews Drive
Hilton Head Island, SC 29928**

Note: Please park and enter through the back of the building

AGENDA

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. Old Business – None**
- 4. New Business**
 - a. **Election of Officers**
 - b. **Approval of minutes from August 27, 2013**
 - c. **Schedule next meeting**
 - d. **Overview of Island Tour**
- 5. Adjournment to take a tour of Hilton Head Island**

Please note that a quorum of Town Council may result if four (4) or more Town Council members attend this meeting.

Hilton Head Island Economic Development Corporation

Minutes of Tuesday, August 27, 2013

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

Town Council: Mayor Laughlin, George Williams, John McCann, Bill Harkins, Lee Edwards

Town Staff: Charles Cousins, Scott Liggett, Brian Hulbert, Nancy Gasen, Susan Simmons

1. Call to Order:

In the absence of a Chairman, Mr. Steve Riley 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. Welcome / Opening Remarks

Mr. Shawn Colin welcomed the members and thanked them for their role in this exciting journey.

Mr. Steve Riley thanked the members for their commitment to serve on the Economic Development Corporation. Mr. Riley stated that there is a lot you can do to expand and improve the economy of this island with the cooperation from state, county and regional organizations.

Mayor Laughlin thanked the members for devoting their time to this corporation. Mayor Laughlin stated that Town Council and our citizens have a lot of great expectation and hope in their efforts to sustain the economic vibrancy of this community.

Each EDC member introduced themselves and gave a little background on their experience.

4. Old Business: none

5. New Business

- a. **Orientation Package:** Mr. Colin reviewed each section of the Orientation Package with the members.

- b. Guidance Concerning FOIA and Ethics:** Mr. Brian Hulbert, Town Staff Attorney, briefed the members on what it means to be members of a public body and the rules and regulations concerning Freedom of Information Act (FOIA) and State Ethics Laws.
- c. Bylaws:** Mr. Colin stated that Town Council had approved the draft bylaws but this corporation may choose to revise some of the bylaws and bring it back to Town Council.
- d. Discussion of Election of Officers:**

Maryann Bastnagel stated that she is interested in the Vice Chairman position. Carlton Dallas stated that he was interested in the Vice Chairman position but any position he could serve and help would be fine. Tom Upshaw stated that he would serve in any way he can be of help. Diana McKenzie stated that she would be interested in any officer position. Raymond Wenig stated that he has access to a tremendous level of history concerning economic development resources and would like to be sure it is available to the members. John Joseph stated that he would be interested any officer position or Treasurer based on his background.

Mr. Colin stated that at the next Economic Development Corporation meeting we will ask for nominations and complete the election of officers.

- e. Recommendations of Next Steps**

- i) Team Building/Strategic Planning Effort:** Mr. Colin stated that the members need to create a strategic plan that is brief and contains specific target actions over a period of time. At the next EDC meeting, Mr. Colin will bring in examples of what other groups have done. Mr. Colin asked the members if they would be interested in participating in a team building workshop facilitated by an outside person.

Mr. Dallas cautioned that with strategic planning we need to ensure we don't bring in existing conventional wisdom to that process. This group needs time to go into the community to do some fact finding and then bring in a wide range of perspectives.

All members agreed that it is critical to create a strategic plan as well as to have a team building workshop. Team building is an integral part of strategic planning. Mr. Joseph stated that he could recommend a consultant that is in the economic development business and will send that information to Mr. Colin.

- ii) Island Tour:** The EDC members all stated they have an interest in a tour of the Island. Mr. Colin stated he would arrange a tour for the next EDC meeting.

iii) Presentation of Citizens Committee Report on Economic Development Mr. Colin suggested asking Mr. Jim Gant and Mr. Terry Ennis from the Economic Development Citizens Task Force to come attend an Economic Development Corporation meeting to explain their report and conclusions. The members all agreed that this would be very beneficial. Mr. Colin also stated that he would invite Mr. John Salazar from USCB to come to that same meeting to discuss data sheets he compiled regarding various types of businesses.

iv) Presentation of Current and Proposed Town Projects: Mr. Colin gave a brief overview of three major projects that are currently taking place: (1) Shelter Cove Mall; (2) Coligny; (3) Chaplin Linear Park project Mr. Colin will send the EDC members conceptual plans of these three projects as well as a link to the Shelter Cove Towne Center website.

f. Upcoming Meetings: Mr. Colin will send the members a meeting appointment for the September meeting and will try to establish a regular meeting schedule maybe twice a month to start.

6. Adjournment

There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted:

Eileen S. Wilson
Sr. Administrative Assistant
Community Development