



Town of Hilton Head Island
Arts and Cultural Strategic Planning
Committee Meeting
March 29, 2016 at 4:00 p.m.
CONFERENCE ROOM 3
AGENDA

As a Courtesy to Others Please Turn Off/Silence All Mobile Devices During
the Town Meeting

- 1) Call to Order**
- 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 the Agenda**
- 4) Approval of Minutes –**
 - A. Approval of January 4, 2016 Regular Meeting
- 5) Unfinished Business**
- 6) New Business**
 - A. Discuss HHICAN Formation Recommendations.
- 7) Adjournment**

Please note that a quorum of Town Council may result if a majority of their
members attend this meeting.

TOWN OF HILTON HEAD ISLAND
Arts and Cultural Strategic Planning Committee Meeting Minutes
January 4, 2016
3:00p.m. – Conference Room # 3

Committee Members Present: Chairman Jane Joseph, Jim Collett, Bob Lee, Hannah Horne, and Vice Chairman Maryann Bastnagel (by phone)

Committee Member Absent: Janice Gray, Ben Wolfe, Meg Eberly, Lisa Snider

Town Council Present: Kim Likins

Town Staff Present: Jill Foster, Deputy Director, Community Development

1. Call to Order

Chairman Joseph called the meeting to order and welcomed everyone in attendance.

2. FOIA Compliance

Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Approval of the Agenda

The Committee **approved** the agenda as submitted by general consent.

4. Approval of the Minutes

The Committee **approved** the minutes of the December 7, 2015 meeting as presented by general consent.

5. Unfinished Business

None

6. New Business

A. Review final report.

Chairman Joseph confirmed that the Final Report will be placed on the January 19, 2016 Town Council agenda, and that all documents to be forwarded to them must be submitted to staff by January 7th. Those items are a cover memo to Town Council, a cover memo to Steve Riley, and the Final Report. Thank you letters can be sent to participants later. Chairman Joseph also indicated she is reorganizing the Dropbox to delete old versions and unnecessary documents, so that what remains will be transferred to the Town's archives. She instructed the Committee to download any of the desired documents for themselves after she finishes the reorganization.

The Committee discussed the Town Council cover memo draft and the Riley cover memo draft, with no changes to the drafts.

The Committee discussed the latest draft of the Final Report. From suggestions by the Committee, it was agreed that the following changes will be made by Chairman Joseph:

- The extra title page will be eliminated
- The Executive Summary will be shortened to summarize only the recommendations with no discussion on them
- The Vision for the Future section will have personal or organizational names eliminated to avoid the perception of ‘advertising or promoting’
- HHICAN will be spelled without a hyphen
- An appendix will be added to form a matrix showing the Scope of Work tasks with general sections of the plan that discuss the task
- Appendix H will be revised to indicate 12-15 members of a proposed board and include representatives from the Latino and Native Island communities; and that ‘access’ was recommended to a grants administrator and social media person instead of new positions for those needs

The Committee also discussed the proposed thank you letters. Chairman Joseph will prepare the letters and send them to various Committee members for any inclusion of personal notes of thanks. Town staff will assist in mailing the letters. Chairman Joseph requested that Committee members send mailing addresses to Jill Foster, Town Staff, to complete this task.

A **motion** was made by Mr. Collett to **accept the Final Report as amended**. Ms. Horne **seconded** the motion and it **passed** unanimously.

All committee members commended Chairman Joseph on her efforts to lead, organize, and motivate them as chairman, and complimented her on her hard efforts to compile the draft and Final Report. Councilman Kim Likins also expressed her appreciation for the hard work of all Committee members.

7. Adjournment

The meeting was adjourned at 4:00 p.m. by general consent.

Submitted By:

Submitted By:

Jill Foster
Deputy Director

Jane Joseph
Chairman