Town of Hilton Head Island
Venue Committee Meeting
Friday, December 16, 2016 – 9:00a.m.
Hilton Head Island Library
Large Meeting Room
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. **Approval of Agenda**

4. **Approval of Meeting Minutes** – November 17, 2016

5. **New Business**
   a) Activities Since Last Meeting
   b) Status of Work with Consultant

6. **Appearance by Citizens**

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
Venue Committee Meeting
November 17, 2016 – 9:00a.m.
Hilton Head Island Library – Large Meeting Room

Committee Members Present:	Chairman Cindy Creamer, Vice Chairman Jane Joseph, Karen Attaway, Gil Campbell, Dan Castro, Lili Coleman, Juliann Foster, Rex Garniewicz, Florry Gibbes, Terry Herron, Bob Lee, Tim Ridge, Gregg Russell, Suzanne Thompson
Committee Members Absent:	Charlie Clark
Town Council Present:	Kim Likins, Mayor David Bennett
Town Staff Present:	Jayme Lopko, Senior Planner; Tom Fultz, Director of Administrative Services; Melissa Cope, Systems Analyst; 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**
   The Venue Committee **approved** the agenda by general consent.

4. **Approval of Meeting Minutes** – September 22, 2016
   The Venue Committee **approved** the minutes of the September 22, 2016 meeting as presented by general consent.

5. **New Business**

   a) Update on Committee Business & Path Forward

   Chairman Creamer welcomed Mayor Bennett and all of those in attendance. Chairman Creamer expressed her appreciation to the Town for their ongoing disaster recovery efforts.

   Chairman Creamer then began the discussion regarding an update on Webb Management Services (the "Consultant") and the Committee's path forward. Mr. Fultz reminded everyone that Town Council approved Phase 1 of the Consultant contract and that the contract has been drafted, priced, and scoped. Currently, all contracts are on hold until further notice due to the Town's disaster recovery efforts. Vice Chairman Joseph presented a detailed Phase 1 scope of work of Consultant activities and Committee support, along with a corresponding detailed work plan and schedule. Vice Chairman Joseph asked that the Task Teams review the documents listed in Dropbox and identify missing items for the Consultant's review. Staff will provide to the Committee the current list of documents that will be provided to the Consultant. Vice Chairman Joseph emphasized the importance of and restrictions on the scope of work for Phase 1. The first step

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encompasses determining "if we need to build". This question would be based upon several factors, most prominently, the public and arts organizations' current and future demands. Vice Chairman Joseph stated that Phase 1 does not address financing, nor location – these items are reserved for subsequent phases, if needed. Because if we don't need to build anything, then issues like financing and location would not need to be addressed. Ms. Likins noted that forces and trends are critical in helping the community understand the final decision of the Venue Committee and ultimately of the Town Council. As provided in their interview presentation, the Consultant's research and analysis is data driven and the results will help provide the projection of trends. The Committee discussed and agreed upon the importance of holding a Venue Committee workshop and community presentation. The purpose would be to present and discuss analysis, preliminary findings and possible directions with: 1) the Venue Committee in a workshop setting; and 2) the general community in an open meeting. Feedback would be collected for ongoing analysis and final recommendations.

Chairman Creamer asked for a motion to approve the Consultant Scope of Work Phase 1. Ms. Attaway moved to approve. Ms. Foster seconded. The motion passed with a vote of 14-0-0.

6. Appearance by Citizens

One member of the public asked the following questions and the following answers were provided: 1) Does the public have access to the Consultant presentation? Mr. Fultz stated that the Consultant presentation cannot be made public until the contract is signed. 2) Does the Consultant define "regional"? Vice Chairman Joseph indicated that would most likely mean directly beyond Beaufort County, and certain competitive areas as well. 3) Do you have a sense of the Consultant's interview process – i.e. one-on-one, public meetings? Vice Chairman Joseph stated all of the above. 4) Will the Consultant talk to visitors? If so, how? Vice Chairman Joseph indicated that the Consultant will review the data that has been collected by USCB regarding this. 5) What is the cost of Phase 1? Mr. Fultz stated $42,460.00

One member of the public stated that it is crucial to convey the correct messages. That is arts, culture, and history; not just a venue, and lighting issues. Some renderings and a dollar amount were printed in the newspaper and that portrayed the wrong message, not the Venue Committee's message. Chairman Creamer thanked the public for their feedback. The Committee will continue to work hard to convey the correct message. Vice Chairman Joseph noted that the Town is looking into hiring an executive to promote and convey the correct message of Arts, Culture, and History.

Mayor Bennett delivered remarks and thanked the Venue Committee on their hard work and commitment to serving the community. The Committee thanked Mayor Bennett and Councilwoman Likins for their support.

7. Adjournment

The meeting was adjourned at 10:12a.m.

Submitted By:	Approved By:
_____	_____
Teresa Haley Administrative Assistant	Cindy Creamer Chairman

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