

TOWN OF HILTON HEAD ISLAND **FINAL**
Arts and Cultural Strategic Planning Committee Meeting Notes
Monday, June 1, 2015
3:00p.m. – Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman Jane Joseph, Vice Chairman Maryann Bastnagel, Jim Collett, Meg Eberly, Janice Gray, Hannah Horne, Bob Lee, and Ben Wolfe

Committee Members Absent: Lisa Snider

Town Council Present: Kim Likins and Tom Lennox

Town Staff Present: Jill Foster, Deputy Director of Community Development
Brian Hulbert, Staff Attorney
Kathleen Carlin, Administrative Assistant

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

The agenda was approved as submitted by general consent.

4. Approval of Meeting Notes

None

5. Unfinished Business

None

6. New Business

A. Introduction of Committee Members

Chairman Joseph welcomed the new committee members and requested that they introduce themselves to the group. The committee members introduced themselves and presented a brief summary of their professional backgrounds.

B. Freedom of Information Act (FOIA)/Ethics Discussion

Chairman Joseph requested that Brian Hulbert, Staff Attorney, make his presentation on the Freedom of Information Act (FOIA) and Ethics.

Mr. Hulbert reviewed the purpose and the intent of Open Meetings, Public Notices, and Public Records. All open meetings are open to the public. Work sessions are considered public meetings and are subject to FOIA requirements. The committee

must give written public notice of regular meetings for 2015. Chairman Joseph stated that the committee plans to approve their 2015 Meeting Schedule today.

Mr. Hulbert reviewed the rules of procedure regarding Public Notices and Public Records. Mr. Hulbert also discussed Ethics. Following his presentation, Mr. Hulbert distributed a “*Freedom of Information at a Glance*” handout to the committee. Mr. Hulbert encouraged the committee to contact him if they have further questions regarding FOIA requirements or Ethics.

C. Committee Meeting Rules

Chairman Joseph reviewed the rules of procedure regarding Meeting Etiquette and the acceptance of Public Input at committee meetings. Chairman Joseph stated that public input is strongly encouraged at all meetings.

D. Meeting Schedule Discussion and Approval

Chairman Joseph and the committee discussed the 2015 Meeting Schedule, with special emphasis given to June and July. A quorum of at least five members is required to hold business meetings.

The committee recommended that a couple of revisions be made to the calendar based on the availability of members during the summer. The committee approved the 2015 Meeting Schedule as revised. The staff will incorporate the recommended revisions and will include the approved Meeting Schedule in the June 15th meeting packet. All nine committee members are expected to attend the June 15th meeting.

E. Scope of Work Discussion

Chairman Joseph and the committee discussed the Scope of Work. The Town Arts and Cultural Mission Statement is “*To support the advancement of Hilton Head Island as a rich and diverse arts and cultural destination that enriches the lives of our residents and guests.*”

The committee’s Goal is: “*To determine the role, if any, of Town Government and other entities in supporting the Island’s Arts and Cultural Organizations.*” The committee discussed the Objectives: (1) Economic Impact Objective; (2) Collaborative Objective; (3) Future Arts Community Objective; and (4) Financing Objective. Chairman Joseph and the members also reviewed the committee’s Expectations (including monthly status reports to the Community Services Committee).

Chairman Joseph and the committee then discussed the Proposed Format and the Timeline for Progress. The committee reviewed a draft sample of a Final Report – Outline. The committee will strive to provide recommendations with financial justification to Town Council in time for their annual retreat in December. A final report will be presented at a later time.

F. Future Handouts Format Discussion (digital vs hardcopy)

Chairman Joseph and the committee discussed the format of future handouts (digital vs. hardcopy). All committee members stated that they are comfortable with the submission of digital copies vs. hardcopies. The committee discussed the idea of creating a digital repository for future materials (general/FYI materials). The committee discussed the use of a ‘drop box’ account for this purpose. The staff will check into the feasibility of this idea with the staff attorney and the Town’s Website Administrator.

G. Next Meeting to discuss Potential Assignments

Chairman Joseph and the committee discussed potential assignments for research purposes. Chairman Joseph and the committee discussed a staff handout entitled, *“Building a Bridge to the Future for Arts and Culture on Hilton Head Island”*

Chairman Joseph and the committee discussed “Where we are today” and “Where we want to be”. The bridge represents “How we get there”. The committee discussed the components of the following three phases:

Phase 1 – Current State Phase 2 – Options Analysis Phase 3 – Desired State

Chairman Joseph presented general comments regarding the agenda for the next meeting. Following the discussion, Chairman Joseph requested public comments and the following were received:

- 1) Ms. Pamela Ovens presented general comments regarding the membership of the committee.
- 2) Mr. Walt Graver presented general comments in support of the committee and the scope of work.

Following final comments by the committee, the meeting was adjourned by general consent.

7) Adjournment

The meeting was adjourned at 5:00p.m.

Submitted By:

Approved By:

June 15, 2015

Kathleen Carlin
Administrative Assistant

Jane Joseph
Chairman