



Town of Hilton Head Island
**Accommodations Tax
Advisory Committee**

Thursday, August 15, 2019 at 9:00 am
Benjamin M. Racusin Council Chambers

MEETING MINUTES

Present from the Committee: Brad Marra, *Chairman*; Dru Brown, *Vice-Chairman*; Jim Fluker, Julie A. Smith, Roger Freedman, Richard Thomas and Stephen Arnold

Present from Town Council: Tamara Becker

Present from Town Staff: John Troyer, *Director of Finance*; Rene Phillips, *Web Administrator*; Marcy Benson, *Senior Grants Administrator*; Cindaia Ervin, *Finance Assistant*

Present from Media: None

1. Call to Order

The Chairman called the meeting to order at 9:00 a.m.

2. FOIA Compliance

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

3. Approval of Minutes

a. Accommodations Tax Advisory Committee, July 11, 2019

Mr. Fluker moved to approve the minutes from July 11, 2019. Mr. Arnold seconded. With no discussion, the motion passed with a vote of 7-0.

4. Unfinished Business - NONE

5. New Business

a. Calendar Year 2020 Accommodations Tax Grant Applicant Workshop to discuss the Application procedure, expectations and to address Applicant questions and concerns.

Brad Marra, Chairman, highlighted and reviewed the 2020 Accommodations Tax Grant calendar days for all present. Mr. Marra invited Rene Phillips, Website Administrator for the Town, to walk workshop attendees through the 2020 Accommodations Tax Grant online application process. Ms. Phillips explained the application in detail and highlighted common questions she has received from past years. She informed the applicants of helpful hints including not to "cut and paste" responses from Microsoft Word since doing so will add background data that will affect the over-all word count. She also mentioned that when logging in with the organization's username and

password, the application will pre-populate the 2020 application with information submitted for the 2019 application, including the budgets and financial statements, so that only the current year budgetary information needed to be uploaded. Ms. Phillips emphasized that if an applicant finds they have uploaded a document in error, or if technical assistance is needed, they should contact her for help via phone or email. Finally, she reminded the group that September 6th at 4:00 pm was the absolute deadline for the 2020 Accommodations Tax Grant application submittals. Dru Brown, Vice Chairman, stated that last years grant requests were higher than those allocated so he asked the potential applicants to be precise with requests as funds are expected to come in slightly higher than the previous year. Mr. Marra thanked Ms. Phillips for her guidance on the application and invited the workshop attendees to voice their questions or concerns should they have any during the process.

6. Adjournment

Chairman Marra adjourned the meeting at 9:22 a.m.

Submitted by: Cindaia Ervin, Secretary

Approved: October 3rd, 2019

Dru Brown, Vice-Chairman