



Town of Hilton Head Island  
**Finance & Administrative Committee Meeting**  
**Special Meeting**

Tuesday, December 10, 2019 at 3:00 p.m.

Conference Room 3

**MEETING MINUTES**

**Present from the Committee:** Tom Lennox, *Chairman*; Bill Harkins and Tamara Becker  
*Council Members*

**Present from Town Council:** John McCann, *Mayor*; Glenn Stanford and David Ames, *Council Members*

**Present from Town Staff:** Josh Gruber, *Assistant Town Manager*; Cindaia Ervin, *Finance Assistant*

**Present from Media:** Katherine Kokal, *Island Packet*

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**1. Call to Order**

The Chairman called the meeting to order at 3:00 p.m.

**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 Minutes-None**

**4. Executive Session**

**a. Personnel/Employment Matters:**

Prior to Executive Session Mr. Lennox asked for public comment.

Mr. Skip Hoagland addressed the Committee regarding concerns of the Freedom of Information Act and the Hilton Head Island-Bluffton Chamber of Commerce.

Discussion of negotiations incident to proposed contractual arrangements related to process and estimated timeline for evaluation of proposals received in response to RFQ 2019-0019 for the selection of a Destination Marketing Organization.

Mr. Lennox stated that an Executive Session was needed to discussion negotiations incident to proposed contractual arrangements related to process and estimated timeline for evaluation of proposals received in response to RFQ 2019-0019 for the selection of a Destination Marketing Organization.

At 3:10 p.m. Mr. Harkins moved to go into Executive Session for the item mentioned by the Chairman. Mrs. Becker seconded. The motion was approved by a vote of 3-0.

At 4:00 p.m., the Committee returned.

**5. Possible actions by the Finance & Administrative Committee concerning matters discussed in Executive Session**

Mr. Harkins made a motion to recommend the Hilton Head Island-Bluffton Chamber of Commerce as a result of the proposals received from RFQ 2019-0019 Town Council for discussion and approval. Mrs. Becker seconded. With no further discussion, the motion was approved by vote of 3-0.

**6. Unfinished Business-None**

**7. New Business- None**

**8. Adjournment**

At 2:39 p.m. Mr. Harkins moved to adjourn. Mrs. Becker seconded. The motion to adjourn was approved by vote of 3-0.

**Submitted by:** Cindaia Ervin, Secretary

**Approved:** December 17, 2019

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Tom Lennox, Chairman