



## **Town of Hilton Head Island**

### **Accommodations Tax Advisory Committee Meeting**

**Thursday, July 24, 2025, 2:00 PM**

**1 Town Center Court, Hilton Head Island, SC  
Benjamin M. Racusin Council Chambers**

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The Accommodations Tax Advisory Committee meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers.

- 1. Call to Order**
- 2. Introduction of Newly Appointed Members**
- 3. Adoption of the Agenda**
- 4. Approval of the Minutes**
  - a. Regular Meeting Minutes of April 3, 2025
- 5. New Business**
  - a. Election of Chairman and Vice Chairman
  - b. Overview of Accommodations Tax Advisory Committee Role, Responsibilities, and Statutory Requirements - Curtis Coltrane, Town Attorney
  - c. Review of Accommodations Tax Advisory Committee Bylaws and Rules of Procedure - Curtis Coltrane, Town Attorney
    1. Review of Election of Officers Requirement
  - d. Review of South Carolina Freedom of Information Act Requirements - Curtis Coltrane, Town Attorney
    1. Meeting Quorum
    2. Communication Among Committee Members and the Public
    3. Public Records
    4. Executive Session
  - e. Presentation Regarding 2026 Accommodation Tax Grant Application Policy and Process - Michele Bunce, Senior Grants Administrator

## **6. Public Comment - Non Agenda Items**

## **7. Adjournment**

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

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:

"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town."