



Town of Hilton Head Island

Accommodations Tax Advisory Committee Meeting

Thursday, August 15, 2024, 9:00 AM

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

The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of July 18, 2024
- 4. Public Comment - Non Agenda items**
- 5. New Business**
 - a. Overview of Accommodations Tax Advisory Committee Role, Responsibilities, and Statutory Requirements - Josh Gruber, Deputy Town Manager
 - b. Review of Accommodations Tax Advisory Committee Bylaws and Rules of Procedure - Curtis Coltrane, Town Attorney
 1. Review of Election of Officers Requirement
 - c. 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
 - d. Review the Distribution of State Accommodations Tax Dollars - Adriana Burnett, Finance Director

- e. Review of State Accommodations Tax Revenue History - Adriana Burnett, Finance Director
- f. Review of Historic Accommodations Tax collections and Expenditures - Adriana Burnett, Finance Director
- g. Review of Prior Accommodations Tax Advisory Committee Recommendations - Adriana Burnett, Finance Director
- h. Review of Accommodations Tax Advisory Committee Meeting Schedule for Fiscal Year 2024-2025 - Shena Smith, Finance Assistant
- i. Overview of the Calendar Year 2025 Accommodations Tax Grant Application Process to discuss the Requirements, Expectations, and to Address Applicant Questions and Concerns - Shena Smith, Finance Assistant

6. Committee Discussion

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."



Town of Hilton Head Island
Accommodations Tax Advisory Committee

Thursday, July 18, 2024, at 9:00 a.m.

MEETING MINUTES

Present from the Committee: Stephen Arnold, *Chairman*; John Farrell, *Vice-Chairman*; Martin Lesch, Thomas Dowling

Absent from the Committee: Adriaan Radder, Cecile Eck, Keith Schlegel

Present from Town Council: None

Present from Town Staff: Adriana Burnett, *Director of Finance*; John McGowan, *Assistant Director of Finance*; Erica Madhere, *Budget Analyst*; Bob Bromage, *Director of Public Safety*; Shena Smith, *Finance Assistant*

Present from the Media: None

1. Call to Order

The meeting was called to order at 9:04 a.m.

2. Introduction of Newly Appointed & Reappointed Members

Ms. Smith, Committee Secretary welcomed back Mr. John Farrell who began his service with a partial term in October of 2020 and who has provided extensive knowledge with his hospitality background.

Mr. Adriaan Radder was announced as joining the Committee for his first term. Mr. Radder has a background in hospitality, most recently as the General Manager for the Sonesta Resort on Hilton Head Island.

Mr. Thomas Dowling was announced as the Committee's new "At-Large" addition and is bringing with him a heavy finance background as well as experience serving the community on the Parks and Recreation Commission.

3. Acknowledgment of Departing Members

Mr. Arnold, last year's Vice-chairman, presented Certificates of Appreciation to departing Committee Members, Jim Fluker and Margaret Johnson. Both were considered invaluable in their efforts with the Accommodations Tax Advisory Committee and are greatly appreciated for the time they've given to the Community of Hilton Head Island.

4. Adoption of the Agenda

Mr. Arnold moved to approve the agenda. By a show of hands, the motion was approved by vote of 4-0-0.

5. Approval of the Minutes

a. Regular Meeting – April 4, 2024

Mr. Arnold moved to approve the meeting minutes from April 4, 2024. By show of hands, the motion was approved by a vote of 4-0-0.

6. Special Orders

Mr. Arnold opened the floor to the Committee for nominations for Chairman. Mr. Lesch made a motion to appoint Stephen Arnold. By show of hands, the motion was approved by a vote of 3-0-1 with Mr. Arnold abstaining from the vote.

Mr. Arnold made a motion to appoint John Farrell as Vice-Chairman. After discussion, Mr. Arnold clarified Vice-Chairman would be available to step in when the Chairman was unavailable. By show of hands, the motion was approved by a vote of 3-0-1 with Mr. Farrell abstaining from the vote.

7. Public Comment – Non-Agenda Items

8. New Business

a. Introduction of Finance Director – Adriana Burnett, Finance Director

Ms. Burnett has accepted the position as Finance Director with the Town and loves being a new Hilton Head Island resident. She expressed her thanks to the Committee Members for volunteering their time to their community and for accepting such an important commitment.

b. Discussion Regarding 2025 Accommodation Tax Grant Application – Adriana Burnett, Finance Director

Ms. Burnett addressed the applicants in the room and recommended beginning the Accommodations Tax Grant application at their earliest convenience in order to bring questions with them to have answered at the applicant workshop scheduled for August 15th.

Ms. Burnett made notes of important dates to be remembered:

- Monday, August 5th 8:00 a.m. – Grant Application available for electronic filing
- Thursday, August 15th 9:00 a.m. – ATAX Applicant Workshop
- Friday, September 6th 4:00 p.m. – Application Deadline

9. Adjournment

At 9:16 a.m. Mr. Arnold adjourned the meeting.

Submitted by: Shena Smith, Secretary

Approved: