

**State Accommodation Tax
Committee Meeting**
Kiawah Island Municipal Center
Council Chambers
April 10, 2015; 2:00 PM

Minutes

- I. **Call to Order:** *Mr. Russ Warren called the meeting to order at 2:02 pm.*
- II. **FOIA:** Notice of this meeting has been published, posted and faxed in accordance with the Freedom of Information Act and the Town of Kiawah Island requirements.
- III. **Roll Call:**
- Present: Russ Warren, *Chairman*
Bill Blizard
Pam Harrington
Dan Hubbard
Judy Chitwood
William Pittman
- Absent: Roger Warren
Robbie Crawford
- Also Present: Ken Gunnells, Town Treasurer
Petra Reynolds, Town Clerk
- IV. **Old Business:**
None
- V. **New Business:**

A. Review Agenda for the April 16th Meeting

Mr. Warren briefly discussed the agenda for the April 16th SATAX Meeting. He indicated there would be an Executive Session following the applicant presentations in order for the Committee Members to discuss the applications and complete their ballots. The ballots will be tabulated and brought back to the Committee prioritizing the applications for further discussion and the determination of the funding recommendation. Once a decision has been reached, the Committee will return to Regular Session to announce the funding recommendation results.

Mr. Warren asked Mr. Gunnells how applicants could review the funding results if they did not wish to wait through the Executive Session. Mr. Gunnells stated that the amounts of the funding recommendations are posted to the Town's website the day following the SATAX meeting. Mr. Warren indicated that he would make an announcement before moving into Executive Session.

Mr. Warren thanked Mr. Gunnells for organizing the SATAX application workshop that was held on March 25th. He thanked Committee members who attended and indicated that the meeting was informative and a good opportunity to review the application process. Mr. Gunnells indicated that the Town had decided to conduct the Workshop on an annual basis, as an option for applicants to attend and that will be announced when the notifications for the SATAX applications are solicited.

Mr. Warren called attention to an application that was submitted to the SATAX Committee due to their missing the Arts and Cultural Events application period. To prevent this in the future, Mr. Gunnells stated that attempts are being made to coordinate the Arts and Cultural Events meeting with the SATAX meeting. He indicated that having Cultural Events following SATAX would allow applications that do not meet the SATAX criteria to be referred to Cultural Events for funding consideration. Mr. Gunnells indicated that the Arts and Cultural Events Committee will not advise the Town of its funding recommendations until the SATAX Committee reviews the application and makes a decision on if it would like to refer to Cultural Events.

B. Discussion of new rating form

Mr. Warren next addressed the vote tabulation sheet. He stated that though the numerical format for the evaluation of the applications met the voting requirements, he felt that it was very cumbersome. He proposed the elimination of three of the five categories in an effort to streamline the process and asked members for their evaluation and suggestions. Mr. Gunnells indicated the format of different categories gives the ability to allow a mathematical computation to determine how a member weights the application. Members shared their opinions on how to improve the evaluation of the applications. After discussion, the assessment was made that members were comfortable using the current format and rating system.

Committee Members voted 3 to 2 in favor of keeping the voting form as used last year.

C. Discussion of Acceptable Criteria

Mr. Warren verified the SATAX funding requirements were included in the application books. He also verified the application that would allow for the transfer of funds to the Arts and Cultural Events fund was included.

Mr. Hubbard if any feedback reports had been received from any of the current grantees. Mr. Gunnells indicated that those reports were not expected until the end of the fiscal year due to funding requests for events go on through the year and requests for some of the funding has not been drawn yet.

To insure the Committee does not violate any of the SATAX guidelines, members engaged in an in-depth discussion of acceptable criteria, guidelines and policies that can be used to evaluate the application requests and determine funding recommendations.

Mr. Blizzard pointed out applications in which a portion of the request clearly falls within the SATAX criteria guidelines with another portion of the same request that does not. He questioned if an application can be partially funded by SATAX with the balance referred to the Arts and Cultural Event Committee. Mr. Gunnells responded that in theory it is plausible, but may run onto a situation in which the entire request is not funded. He indicated that the Committee does not have to fund an application in its entirety. If the Committee agrees that the funding request exceeds what is felt is a reasonable amount, it can chose to recommend funding a lower amount. Members discussed the need for clarification in the funding roles between SATAX, Arts Council and/or Cultural Events. Mr. Warren stated that he would make a recommendation to Town Council, which he felt would not be accepted, in which an Cultural Events Committee membership consisted of a combination of SATAX and Arts Council members to provide for a more balanced perspective.

D. Dispersal of 2015 SATAX Materials

Committee members were provided binders that included: agendas, SATAX criteria and guidelines, voting ballots and a copy of all the applications submitted to the Town.


VI. Public Comments:

None

VII. Adjournment:


Mr. Blizzard made a motion to adjourn the meeting at 3:00 pm. The motion was seconded and unanimously passed.

Respectfully Submitted,



Petra S. Reynolds, Town Clerk

Approved by,



Russ Warren, 2015 Chairman

Date: 5 / 11 / 2015