

# TOWN OF SEABROOK ISLAND

Community Promotion & Engagement Committee Regular Meeting  
January 19, 2023

## MINUTES

Members Present: Patricia Fox, Jean Conyers, Larry Phillips  
Members Absent: Sharon Carter, Kim Westberg  
Guests Present: None.  
Staff Present: Joe Cronin, Katharine Watkins

### CALL TO ORDER

Chair Councilwoman Fox called the meeting to order at 1:00 PM. Mr. Cronin confirmed that the requirements of the Freedom of Information Act were fulfilled, and the meeting agenda was properly posted.

### APPROVAL OF MINUTES

1. Ms. Fox reviewed the minutes. As there was no discussion, Ms Conyers made a motion to approve the minutes from the meeting of October 20, 2022, which was seconded by Ms Fox. The motion for APPROVAL was unanimous.

### NEW BUSINESS ITEMS

1. **Community Promotion Grants**

Following a review of the updates on the Community Promotion Grant Guidelines and Application Form, Mr Phillips made a motion to approve the guidelines and application form as amended. The motion was seconded by Ms Conyers and APPROVED unanimously. Grant applications will be accepted beginning February 1, 2023.

### ITEMS FOR INFORMATION / DISCUSSION

1. **New Communication & Events Manager**

The Town is finalizing the hiring process for a new Communication and Events Manager who hopefully will begin in the new position by March 1, 2023.

2. **Summer Chow Town Events**

All savory food trucks have been reserved for each of the Summer Chow Town Events. Ms Watkins is continuing to secure dessert trucks. The committee may consider expanding the May event celebrating the Town of Seabrook Incorporation Date.

3. **February meeting**

The February meeting of the Communications and Engagement Committee has been canceled.

4. **Other**

Mr Cronin presented the early plans for the expansion of the Town Hall and addition of a garage on the property.

**ADJOURN**

There being no further business, Mr Phillips made a motion to adjourn the meeting which was seconded by Ms Fox. The motion was APPROVED unanimously. The meeting was adjourned at 1:41 PM. The next meeting will be at the Town Hall on March 16, 2023 at 1:00.

Prepared by: Jean Conyers  
Date: January 23, 2023