

# TOWN OF SEABROOK ISLAND

Community Promotion & Engagement Committee Regular Meeting  
October 19, 2023 – 1:00 PM

Town Hall, Council Chambers  
2001 Seabrook Island Road  
Seabrook Island, SC 29455



[Watch Live Stream \(YouTube\)](#)

**Virtual Participation:** Individuals who wish to participate in the meeting via Zoom may call (843) 768-9121 or email [kwatkins@townofseabrookisland.org](mailto:kwatkins@townofseabrookisland.org) for log-in information prior to the meeting.

## AGENDA

### CALL TO ORDER

### APPROVAL OF MINUTES

1. Regular Meeting: August 17, 2023

### OLD BUSINESS ITEMS

1. Seabrook Island Birders Request (Invoice for Storage)

### NEW BUSINESS ITEMS

1. Discussion/decision on draft event dates for Calendar Year 2024
2. Discussion/decision on small expansion of Holiday Even (1 or 2 Vendors/ 1 or 2 Craft Vendors / Musician)
3. Communication Plan for 2024
4. Monthly Newsletter

### ITEMS FOR INFORMATION / DISCUSSION

1. Update regarding Chow Town

### ADJOURN

# TOWN OF SEABROOK ISLAND

## Community Promotion & Engagement Committee

### Regular Meeting

August 17, 2023

## MINUTES

Members Present: Patricia Fox, Larry Phillips, Sharon Carter, Kim Westberg  
Members Absent: Jean Conyers  
Guests Present: Mayor John Gregg  
Staff Present: Katharine Watkins, Robin Ochoa, Joe Cronin

### CALL TO ORDER

Chair Councilwoman Fox called the meeting to order at 1:00 PM. Katharine Watkins 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 of the June 15, 2023, meeting. Mr Phillips noted a needed correction to the June 15 minutes, Ms Carter made a motion to approve the minutes as amended which was seconded by Ms Westberg. The motion for APPROVAL was unanimous.

### NEW BUSINESS ITEMS

#### 1. Community Promotion Grants: Seabrook Island Birders Request

The Seabrook Island Birders group asked that they amend their previously granted request to delete the requested chairs and instead use those approved monies to cover costs of storage of the beach boxes during the hurricane season as the maintenance facility where they previously have stored the boxes is no longer an available option. Following a discussion regarding the appropriateness of the request within the current guidelines, a motion was proposed to amend the original 2023 grant request to delete the purchase of chairs and include the storage cost of \$170 for this funding period only. Mr Phillips moved to approve the motion, however, being no second, the motion was DENIED.

The request was postponed until the October Community Promotions and Engagement Committee for a member of the Seabrook Island Birders to be present.

### ITEMS FOR INFORMATION / DISCUSSION

## **1. Temporary Chairperson**

Mayor Gregg was welcomed as the new temporary chairperson, replacing Councilwoman Fox who is resigning from the Town Council.

## **2. Chow Town**

### **a. Additional 2023 Events**

Several Town of Seabrook events are being planned during the final quarter of the 2023 including the Holiday Extravaganza event for Toys for Tots on Thursday, December 7, 2023. Additionally, it was recommended to request from the Mayor an additional \$800 to cover Chow Town events in September and October. Ms Westberg moved the motion which was seconded by Mr Phillips. The motion was APPROVED unanimously. The Mayor agreed to approve up to \$1000 for this purpose.

### **b. Dates for 2024 Events**

In addition to the Chow Town events, Robin will explore adding “Third Wednesday” events with food trucks on the months not scheduled for Chow Town events. A motion was proposed to hold monthly Chow Towns, February through October. Ms Carter made the motion, seconded by Mr Phillips. With no further discussion, the recommendation was APPROVED unanimously.

## **3. Committee Member Comments New Communication & Events Manager**

The committee extended their gratitude for Chairwoman Fox’s leadership and wished her well on her move to their new home.

## **ADJOURN**

There being no further business, Mr Phillips made a motion to adjourn the meeting which was seconded by Ms Westberg. The motion was APPROVED unanimously. The meeting was adjourned at 3:00 PM. The next meeting will be at the Town Hall on October 19, 2023 at 1:00.

Prepared by: Jean Conyers  
Date: September 29, 2023