

# TOWN OF SEABROOK ISLAND

Community Promotion & Engagement Committee

Regular Meeting

October 19, 2023 – 1:00 PM

## MINUTES

Members Present: John Gregg, Jean Conyers, Kim Westberg, Larry Phillips  
Members Absent: Sharon Carter  
Guests Present: Mark Andrews, Nancy Brown  
Staff Present: Katharine Watkins, Robin Ochoa

### CALL TO ORDER

Mayor Gregg, as Interim Chair, called the meeting to order at 1:00 PM. Ms Watkins confirmed that the requirements of the Freedom of Information Act were fulfilled, and the meeting agenda was properly posted.

### APPROVAL OF MINUTES

Mayor Gregg reviewed the minutes. As there was no discussion, Mr Phillips made a motion to approve the minutes from the meeting of August 17, 2023, which was seconded by Ms Westberg. The vote for APPROVAL was unanimous.

### OLD BUSINESS ITEMS

#### 1. Seabrook Island Birders Request (Invoice for Storage)

Mr Andrews and Ms Brown reviewed the request from the Seabrook Island Birders to amend their previously approved 2023 grant. The amendment included eliminating the request for new chairs and substituting an equivalent amount to cover the cost of rental of their storage dock box during the recent hurricane season. Mr Phillips moved the motion to approve the amendment which was seconded by Ms Westberg. The vote for APPROVAL was unanimous.

### NEW BUSINESS ITEMS

#### 1. Discussion/decision on draft event dates for Calendar Year 2024

Based on further review regarding necessary staffing for setup and the lighting needs in late winter and early spring, Robin proposed that the committee reconsider the previous idea of conducting Chow Town events from February through October 2024. Instead Robin proposed monthly events beginning in May and ending in September (specific

dates are: May 22, June 19, July 17, August 21, and September 18). Additionally, Robin is exploring adding an Oktoberfest-like event for 2024. Further discussion regarding the October event for 2024 was delayed for a future meeting.

Ms Conyers moved to amend the previously proposed motion of August 17, 2023 to include the revised schedule as noted above. The motion was seconded by Ms Westberg and unanimously APPROVED.

## **2. Discussion/decision on small expansion of Holiday Event**

Robin reviewed plans for the expansion of the Holiday Event for December 7, 2023. Mr Phillips proposed a motion to approve the expanded Holiday Event to include food trucks, a craft fair, a musician and Santa. The motion was seconded by Ms Westberg and APPROVED unanimously.

## **3. Communication Plan for 2024**

Robin has continued to work on the updated Communication Plan which will be shared with the committee at a future meeting.

## **4. Monthly Newsletter**

A monthly newsletter featuring upcoming events is being planned and will be shared at a future meeting.

## **ITEMS FOR INFORMATION / DISCUSSION**

### **1. Update regarding Chow Town**

September attendance to the Chow Town event was low in comparison to earlier events. Possible reasons were: 1) competing events in the community, and 2) an earlier sunset. As a result of the low turnout for the September event, it was decided to cancel the October Chow Town event.

## **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 2:10 PM. The meetings for the November and December are cancelled. Ms Watkins will communicate with the committee regarding member interest in continuing to serve on the committee and next steps for the Communications and Engagement Committee as determined by the new Town Council for 2024.

Prepared by: Jean Conyers  
Date: October 21, 2023