



Events Committee Draft Meeting Minutes Thursday, February 4, 2021, 3:30 PM | Zoom Meeting

Special Events Committee Mission Statement

The Committee includes members of every department impacted by special events. It will meet periodically as needed to discuss event scheduling, planning staffing and budgeting, so that departments can coordinate their efforts, enhance communication, determine publicity requirements, anticipate issues, and address concerns. The Committee will make recommendations for event improvement to facilitate maximum benefit to Kennesaw citizens and visitors. Proposals may be submitted for consideration through Mayor and Council in the form of agenda items.

Representatives by department: Parks & Recreation (Amanda Glass, Brittani Farmer); Police (Mark Webster, Bryce Barth); Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes); Communications (Becca Graham); Building & Construction (Scott Banks); Building Maintenance (Robbie Ballinger); Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Ann Parsons, Kathy Post); Southern Museum (Jeffrey Richardson), KDDA (Mark Allen). Each department has one vote.

Chair: Becca Graham, Vice-Chair: Ricky Stewart, Secretary: Brittani Farmer

I. Call to Order – Meeting called to order by Becca Graham at 3:02 pm.

- a. Committee members present: Parks & Recreation (Brittani Farmer, Amanda Glass); Police (Mark Webster); Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes); Communications (Becca Graham); Building & Construction (Not Present); Building Maintenance (Robbie Balenger) Economic Development (Miranda Jones); Smith-Gilbert Gardens (Kathy Post); Southern Museum (Jeffrey Richardson, Nichole Alexander), KDDA (Mark Allen).
- b. Guests: Councilwoman Tracey Viars

II. Approval of Minutes

- a. January meeting minutes were reviewed. Mark Allen made a motion to approve as presented. Miranda Jones seconded and the motion passed unanimously.

III. Announcements/Public Comment

- a. Review Events Calendar - upcoming events were reviewed
 - i. KDDA Kennesaw Market Mondays looking for a third potential venue
 - Adams Park & Depot Park are currently not available
 - If it works, hopefully starting in April – may be every other Monday
 - ii. Parks & Recreation:
 - Art in the Park: Cupcake Decorating – Feb 6th
 - Valentine’s Dance in a Box – Registration ends on Feb 5th, pick up Feb 11th & 12th
 - Touch-A-Truck – March event has been cancelled – activities postponed to Fall-O-Ween event on October 16th
 - iii. Museum
 - Mommy & Me: Feb 4th & 18th
 - Members only event - Talk with Todd Defeo: Feb 6th
 - Homeschool Workshop: Feb 10th & 24th
 - African American History Month Celebration: Feb 20th
 - iv. Police Department

- Polar Plunge: Feb 20th

IV. **Old Business**

- a. Discuss Application Process as it Pertains to Parks & Rec
 - i. See if Parks & Rec space is available before they even go through the application review by the committee?
 - Would that be too much back and forth?
 - a. No, this would be more internal communication
 - It should be the applicant to do this work
 - Benchmarks for reserving spaces?
 - a. Encouraging of going sooner rather than later
 - b. It is on the checklist that Becca made
 - c. Do we want to set a hard deadline from when the event is approved by the committee?
 - Updating the application to include disclaimer about approval does not reserve your space
 - ii. **Review 2021 Events Calendar**
 - i. Added dates for the Grand Prix Series – all say tentative right now but they are 99% sure that they are set
 - ii. Gardens adding their events to the event calendar
 - iii. Added the Great Ambulance Chase 5K and included an attachment that we can see their checklist and statement of fees

V. **New Business**

- a. Kennesaw Beer & Wine (new date) – September 11, 2021
 - i. Location TBD hoping for Depot Park

- VI. **Adjourn** – With no further business, Ricky Stewart made a motion to adjourn, Robbie Ballenger seconded by and the motion passed unanimously. The meeting adjourned at 4:07 pm.