



Events Committee
Draft Meeting Minutes
Thursday, September 2, 2021, 3:30 PM | City Hall Training Room

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, Vanita Keswani); Southern Museum (Jeffrey Richardson, Tracy Shehab), 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 Rebecca Graham at 3:32 pm.
 - a. Committee members present: Parks & Recreation (Brittani Farmer, Amanda Glass); Police (Mark Webster, Bryce Barth), Public Works (Ricky Stewart, Dave Wilson); City Manager (Not Present); Communications (Becca Graham); Building & Construction (Not Present); Building Maintenance (Thomas Evans), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Jeffrey Richardson, Tracy Shehab), KDDA (Not Present).
 - b. Guest: Jen Starks with BASSH 2022 application
- I. **Approval of Minutes**
 - a. August meeting minutes were reviewed. Thomas Evans made a motion to approve as presented. Bryce Barth seconded and the motion passed unanimously.
- II. **Announcements/Public Comment**
 - a. Review Events Calendar - upcoming events were reviewed
 - i. Southern Museum
 - Introduction of new Event Coordinator - Tracy Shehab. Welcome Tracy!
 - Mommy & Me will be Thursdays September 2nd, 16th, 23rd, and 30th at 10:00 AM & 12:00 Noon
 - Homeschool Workshop on Wednesday, September 8th
 - Southern Spirits will be on Friday, September 17th from 6 – 9 PM
 - The Great Locomotive Chase will be on Saturday, September 18th
 - ii. Parks & Rec
 - Amanda's last day is tomorrow so she will no longer be on the committee. Brittani will still be here and Steve will be stepping in when he can.
 - Bark in the Park is on Tuesday, September 7th from 4 – 8 PM at the Splash Pad at Swift-Cantrell Park. The Splash Pad will open at 11 AM but the event portion does not begin until 4 PM.

- Art in the Park: Candle Making will be on Monday, September 20th with two sessions, one at 5:00 PM and the other at 6:30 PM
 - In October Parks will be hosting the combined events of Fall-O-Ween and Touch-A-Truck as Truck-or-Treat. The event will be on Saturday, October 16th.
- iii. Smith-Gilbert Gardens
- Humming Bird Banding event will be on Saturday, September 11th from 8 – 11 AM
 - Bonsai Study Group on Saturday, September 11
 - The Atlanta Contemporary Orchestra will be performing on Saturday, September 11 from 2 – 3 PM
 - Wednesday Wonders on September 15 from 10 – 11:30 AM
 - Launching A Healthier You Series in September and October with classes and workshops like Plein Air Painting and Yoga.
 - Postponed the gala until May
- iv. KDDA
- Beer Festival at Depot Park on Saturday, October 30th at Depot Park. Working with the organizer to finalize event setup plans. They do not plan on postponing again
- v. KPD
- Walk a Mile in Her Shoes
 - a. In October
 - b. Looking for sponsors for this event
- vi. Scarecrows on Main are coming back!
- Applications close on September 16 and the installation will be the last week in Sept. so they are up by October 1

III. Old Business

IV. New Business

- a. BASSH 2022 Application
- i. Date: Friday, July 15th from 1 – 4 PM
 - Moved to afternoon so people can come after lunch
 - ii. Location: Swift-Cantrell Park
 - iii. Event is pretty much the same, Business expo and family event
 - iv. She tried to get as much of the checklist done so they are not making unpredictable wants and needs closer to the event
 - Need:
 - a. access to water spigot (charge) for dunk tank
 - b. Stage (charge)
 - i. Need to check the amount
 - c. Pavilions (charge and need to rent)
 - d. Zone 5 – area in front of pavilions (charge – need to rent)
 - e. More trash cans for this year – want to make sure they do not leave anything behind (charge? – check with Parks)
 - f. Parking Plan potentially – go ahead and make one just in case. 60 days out may need an officer
 - v. 250 people expected throughout the day
 - vi. Jen will need to set up meetings with Parks and Police 60 days out
 - vii. 1 week out there will be a meeting with Parks, Police, and City Manager's office
 - viii. Check fee schedule for additional trash cans/ roll offs
 - ix. Check fee schedule for stage and time for parks staff to put it up and break it down
 - x. Need:
 - Insurance
 - Fees
 - Vendor Permits with parks – anyone selling anything

- Serving food – business license permit
- Parking plan

xi. Ricky Stewart made a motion to approve the event with the understanding that if the items on the checklist are not completed the event will not be approved. Motion seconded by Amanda Glass and the motion passed unanimously.

V. **Adjourn** – With no further business, Thomas Evans made a motion to adjourn, seconded by Jeffrey Richardson and the motion passed unanimously. The meeting adjourned at 4:06 pm.

DRAFT