



Events Committee Meeting Minutes

Thursday, May 2, 2024, 3:30 PM | Ben Robertson Community Center

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 (Brittani Farmer, Mara Clauson); Police (Kevin Mitchell); Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes); Communications (Becca Graham, Rachel Mikell); Building Services (Scott Banks); Building Maintenance (Robbie Balenger, Thomas Evans); Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Jon Sexton), KDDA (Mark Allen). Each department has one vote.

Chair: James Friedrich, Vice-Chair: Marty Hughes, Secretary: Brittani Farmer

- I. **Call to Order** – Meeting called to order by James Friedrich at 3:30 pm.
 - a. Committee members present: Parks & Recreation (Bill McNair, Mary Louise Bain, Kayla Trubey, Brittani Farmer) Police (David Buchanan, Andrew Woodard) Public Works (Ricky Stewart, Dave Wilson); City Manager (James Friedrich); Communications (Rachel Mikell); Building & Construction (Scott Banks); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); KDAA (Mark Allen), Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Tracy Shehab, Kamil McElwee).
 - b. Guests:
 - i. Jill Smith on behalf of the Downtown Merchants Association.
 - ii. Jimmy Slick on behalf of the Summer Church Appreciation event application.
 - iii. Ken Crossan on behalf of the BASSH! event application.
- I. **Approval of Minutes**
 - a. April meeting minutes were reviewed. Miranda Taylor made a motion to approve as presented. David Buchanan seconded and the motion passed unanimously.
- II. **Announcements/Public Comment**
 - a. None
- III. **Old Business**
 - a. None
- IV. **New Business**
 - a. Summit Baptist Church
 - i. Event Date: Saturday, October 12th
 - ii. Event Time: 10:00 AM – 2:00 PM
 - iii. Set up will begin at 9:00 AM
 - iv. Location: Swift-Cantrell Park

- v. Same layout and activities as the event as last year
 - vi. Insurance needed – send to James Friedrich
 - vii. Not promoting it publicly
 - viii. Pavilions are reserved
 - ix. Estimated attendance: around 200 people
 - x. Working with JRM on inflatables
 - xi. Robbie Balenger made a motion to approve the event as presented pending the liability insurance being turned in on time, seconded by Ricky Stewart and the motion passed unanimously.
- b. BASSH
- i. Event Date: Friday, July 26th
 - ii. Event Time: 12:00 – 4:00 PM
 - iii. Set up will begin at 9:00 AM, clean up will conclude at 5:00 PM
 - iv. Location: Swift-Cantrell Park
 - v. Similar layout and activities as years past - No stage this year
 - vi. Insurance needed – send to James Friedrich
 - vii. Estimated Attendance: 100 – 120 people
 - viii. Scott Banks made a motion to approve the event as presented pending the liability insurance being turned in on time, seconded by Miranda Taylor and the motion passed unanimously.
- c. Unity in the Community – Juneteenth Event
- i. Event Date: Saturday, June 15th
 - ii. Event Time: 11:00 AM – 2:00 PM
 - iii. Set up will begin at 8:00 AM, clean up will conclude at 3:00 PM
 - iv. Location: Swift-Cantrell Park
 - v. 4th year of the event, similar layout and event activities as previous years
 - vi. Estimated: 500 attendance
 - vii. Miranda Taylor made a motion to approve the event as presented, seconded by Bill McNair and the motion passed unanimously.
- d. Review and Discuss Upcoming Events Review May – July 2024 Calendar of Events
- i. Parks & Recreation
 - May
 - a. The final luncheon in the Spring Senior Luncheon Series will be on Wednesday, May 1st from 10:00 AM – 1:00 PM at the Ben Robertson Community Center
 - b. Fit City 5K will be on Saturday, May 11th in Downtown Kennesaw
 - c. Backyard Campout will be on Friday, May 17th – Saturday, May 18th at Swift-Cantrell Park
 - d. The first movie in the Outdoor Movie Series will be Friday, May 17th from 6:00 – 10:00 PM at Swift-Cantrell Park
 - e. The Splash Pad at Swift-Cantrell Park will open on Monday, May 27th and will be free that day.
 - f. Kennesaw Camp Venture & Adult Basketball League kick off on Tuesday, May 28th
 - June
 - a. Teen Summer camps kick off on Monday, June 3rd
 - b. Summer Sun Run 5K will be on Saturday, June 8th in Downtown Kennesaw
 - c. The first concert at Depot Park will be on Friday, June 14th from 6:00 – 10:00 PM
 - d. The second movie in the Outdoor Movie Series and Summer Spectacular will be Friday, June 21st from 5:00 – 10:00 PM at Swift-Cantrell Park
 - July
 - a. Salute to America will be on Wednesday, July 3rd from 6:00 – 10:00 PM in Downtown Kennesaw
 - b. The Back2School Jam will be on Saturday, June 13th from 11:00 AM – 2:00 PM
 - c. The third and final Outdoor Movie of the 2024 series will be on Friday, July 19th from 6:00 – 11:00 PM at Swift-Cantrell Park

ii. Southern Museum

- May
 - a. Mommy & Me will take place on Thursdays from 9:30 AM – 12:30 PM May 2nd, 9th, 16th, 23rd, 30th
 - b. Homeschool Workshop - 10:00 AM – 1:00 PM on Wednesday, May 8th
 - c. Adult Speaker Series: The Past in Pictures – 1:00 – 2:00 PM on Saturday, May 11th
 - d. Stay & Play – 9:30 AM – 12:30 PM on Saturday, May 25th
 - e. Sensory Friendly Afternoon – 2:00 – 5:00 PM on Tuesday, May 28th
- June
 - a. Mommy & Me will take place on Thursdays from 9:30 AM – 12:30 PM June 6th, 13th, 20th & 27th
 - b. Civil War History Day will be on Saturday, June 8th from 9:30 AM – 5:00 PM
 - c. Adult Speaker Series: Battle of Kennesaw Mountain– 11:00 AM – 12:00 PM on Saturday, June 8th
 - d. Model Train Layout Summer Camp will be June 11th – 14th from 9:30 AM – 12:30 PM
 - e. Stay & Play – 9:30 AM – 12:30 PM on Saturday, June 22nd
 - f. Sensory Friendly Afternoon – 2:00 – 5:00 PM on Tuesday, June 25th
- July
 - a. Southern Spirits will be on Wednesday, July 3 from 7:00 – 10:00 PM
 - b. Adventures at the Museum Summer Camp will be July 8th – 12th from 9:30 AM – 12:30 PM
 - c. Adult Speaker Series: The Georgia Peach: Culture, Agriculture, and the Environment in the American South – 1:00 – 2:00 PM on Saturday, July 13th
 - d. Railroad Rendezvous will be on Saturday, July 20th from 9:30 AM – 5:00 PM
 - e. Mommy & Me will be on Thursday, July 25th from 9:30 AM – 12:30 PM
 - f. Stay & Play – 9:30 AM – 12:30 PM on Saturday, July 27th
 - g. Sensory Friendly Afternoon - 2:00 – 5:00 PM on Tuesday, July 30th

iii. Gardens

- May
 - a. Dog Days at the Gardens will be on Saturdays from 9:00 AM – 4:00 PM: May 4th, 11th, 18th, 25th
 - b. Daily Regimen for Healthy Living Workshop will be on Saturday, May 4th from 10:00 – 11:30 AM
 - c. Forest Bathing will be on Saturday, May 18th from 10:00 – 11:00 AM
 - d. Story time with author Ashley Jefferson will be on Saturday, May 18th from 10:30 – 11:30 AM
 - e. Photography Workshop will be on Saturday, May 25th from 10:30 AM – 1:00 PM
 - f. Art Blooms ends Friday, May 31st
- June
 - a. Butterfly Exhibit begins June 1
 - b. Dog Days at the Gardens will be on Saturdays from 9:00 AM – 4:00 PM: June 1st, 8th, 15th, 22nd, 29th
 - c. Pollinator Palooza will be on Saturday, June 1st from 10:00 AM – 2:00 PM
 - d. Music & Monarchs will be on Friday, June 28th from 5:00 – 8:00 PM
- July
 - a. Dog Days at the Gardens will be on Tuesdays and Saturdays from 9:00 AM – 4:00 PM: July 2nd, 6th, 9th, 13th, 16th, 20th, 23rd, 27th, 30th
 - b. A Garden with Wings Butterfly Exhibit will be open all of July
 - c. Yoga at the Gardens will be on Wednesdays from 9:00 – 10:00 AM: July 3rd, 10th, 17th, 24th, 31st

- d. Family Nature Walks will be from 11:15 AM – 12:00 PM on Saturday July 6th, 20th & 27th
- e. Art in the Garden camp will be July 9th – 12th from 9:00 AM – 12:00 PM
- f. Trail Tales will be on Friday, July 12th from 10:00 – 11:00 AM
- g. Discover Bonsai will be on Saturday, July 13th
- h. Adult Acrylic Workshop will be on Saturday, July 20th from 10:00 AM – 12:00 PM and 1:00 – 3:00 PM

iv. Economic Development

- Farmers Market will start at the parking lot at the corner of Moon Station Road & Main Street. They will move to Depot Park at some point after the opening
- The First Friday concerts will start in the Plaza and will move in August to the Amphitheater.
- May
 - a. Kennesaw Farmers Market will be on the following Mondays from 3:30 – 7:00 PM: May 6th, 13th, 20th
 - b. First Friday Concert will kick off on Friday, May 3rd from 7:00 – 9:30 PM
 - c. The Job Fair will be on Tuesday, May 21 from 1:00 – 5:00 PM at the Recreation Center
- June
 - a. Kennesaw Farmers Market will be on the following Mondays from 3:30 – 7:00 PM: June 3rd, 10th, 17th, 24th
 - b. First Friday Concert will be on Friday, June 7th from 6:30 – 9:00 PM
- July
 - a. Kennesaw Farmers Market will be on the following Mondays from 3:30 – 7:00 PM: July 1st, 8th, 15th, 22nd, 29th

v. Police

- May
 - a. Main Street Cruise-In for Special Olympics will be on Saturday, May 4th from 9:00 AM – 1:00 PM at Kennesaw First Baptist Church
- June
 - a. Unity in the Community (Juneteenth Event) will be on Saturday, June 15th from 11:00 AM – 2:00 PM at Swift-Cantrell Park

vi. Public Works

- Electronic Recycling Event will be Saturday, June 1 from 9:00 AM – 12:00 PM at Public Works in the parking lot

V. **Adjourn** – With no further business, Dave Wilson made a motion to adjourn, seconded by David Buchanan and the motion passed unanimously. The meeting adjourned at 3:43 pm.