



Events Committee Draft Meeting Minutes

Thursday, August 1, 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 Marty Hughes at 3:30 pm.

- a. Committee members present: Parks & Recreation (Bill McNair, Brittani Farmer) Police (David Buchanan, Kevin Mitchell, Rick Shumpert, Andrew Woodard) Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes); Communications (Rachel Mikell); Building & Construction (Scott Banks); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); KDAA (Mark Allen), Smith-Gilbert Gardens (Hanna Young); Southern Museum (Kamil McElwee).
- b. Guests:
 - i. Jill Smith on behalf of the Downtown Merchants Association
 - ii. Lea Alvarez on behalf of the Cemetery Preservation Commission and NSDAR Kennesaw Mountain events
 - iii. Darryl Simmons on behalf of the 2024 Fall Walking Tour: Atlanta Preservation Center, sponsored by the Historic Preservation Commission

II. Approval of Minutes

- a. June meeting minutes were reviewed. Kevin Mitchell made a motion to approve as presented. Scott Banks seconded and the motion passed unanimously.

III. Announcements/Public Comment

- a. 2025 Calendar Dates
 - i. Add dates onto the Events Committee Outlook Calendar

IV. Old Business

- a. Update: KDMA Chili Cookoff and Drinks at the Depot, presented by Mark Allen
 - There will not be a KDMA Chili Cookoff
- b. Kennesaw Beer Fest has been rebranded as Drinks at the Depot
 - i. Event Date & Time: Saturday, September 28th from 1:00 – 5:00 PM
 - ii. Expected attendance: 2,000+

- iii. Main Event will be in the Amphitheater and the
- iv. Basecamp in the Community House, will get with Robbie on the times
- v. 10 Trash Cans from PW
- vi. 3 – 4 Officers booked through Off Duty Management
- vii. Need: Map, COI
- viii. Set up 10:00/11:00 AM
- ix. Clean Up & Out By 6:00/7:00 PM
- x. Kevin Mitchell made a motion to approve the event as presented, seconded by David Buchanan and the motion passed unanimously
- c. 2024 Candy Crawl & Halloween Fest - Kennesaw Downtown Merchants Association, Sponsored by the KDDA
 - i. Would like to move the event back to Friday, October 25th since there will be no Chili Cook Off. Please bring a full event plan to the next meeting.

V. New Business

- a. 2024 Bells Across America: NSDAR Kennesaw Mountain Chapter
 - i. Presented by: Lea Alvarez
 - ii. Date & Time: September 22nd from 3:30 – 4:00 PM
 - iii. Location: Tunnel Plaza
 - iv. Celebration for the signing of the US Constitution across the country at the same time as other chapters
 - v. Needs:
 - Cones for parking for the truck that is delivering the bells from Public Works
 - PA System from Parks & Rec
 - vi. Estimated around 30 participants
 - vii. David Buchanan made a motion to approve the event as presented, seconded by Bill McNair and the passed unanimously
- b. 2024 Wreaths Across America: NSDAR Kennesaw Mountain Chapter, sponsored by the Cemetery Preservation Commission
 - i. Presented by: Lea Alvarez
 - ii. Date & Time: Saturday, December 14th from 12:00 – 2:00 PM
 - iii. Location: Cemetery
 - iv. Needs:
 - Trash can(s) delivered by Public Works on December 13th
 - Usual needs from Parks & Rec – tents, tables, chairs, podium, sound system
 - a. Lea will send a separate email with details
 - v. Robbie Balenger made a motion to approve the event as presented, seconded by Kevin Mitchell and the motion passed unanimously
- c. 2024 Cemetery Gravestone Workshop/Clean Up Day: Cemetery Preservation Foundation, sponsored by the Cemetery Preservation Commission
 - i. Presented by: Lea Alvarez
 - ii. Date & Time: October 5th from 9:00 AM – 12:00 PM
 - iii. Location: Cemetery
 - iv. Asking for typical water truck from Public Works and two trash cans
 - v. Rick Shumpert made a motion to approve the event as presented, seconded by Miranda Taylor and the motion passed unanimously
- d. 2024 Life in the Cemetery Tour: Cemetery Preservation Foundation, sponsored by the Cemetery Preservation Commission
 - i. Presented By: Lea Alvarez
 - ii. Event Dates & Times: October 24th – October 27th 5:30 – 9:00 PM
 - iii. Need 24 Chairs & 2 Tables from Parks & Rec
 - Lea will send detailed email
 - iv. Kevin Mitchell made a motion to approve the event as presented, Mark Allen seconded and the motion passed unanimously

- e. 2024 Fall Walking Tour: Atlanta Preservation Center, sponsored by the Historic Preservation Commission
 - i. Presented By: Darryl Simmons
 - ii. Event Date & Time: Saturday, September 21st from 10:00 – 11:00 AM
 - iii. The tour will start at Depot Parking lot and highlight historic locations along Cherokee Street
 - iv. Max: 25 participants
 - v. Registration through Eventbrite by Atlanta Preservation Center
 - vi. Miranda Taylor made a motion to approve the event as presented, Hanna Young seconded and the motion passed unanimously
- f. Review and Discuss Upcoming Events Review August – October 2024 Calendar of Events
 - i. Parks & Recreation
 - August
 - a. The fall Youth Volleyball season assessments will be held on Saturday, August 3rd and practices will begin the week of August 19th
 - b. Pigs & Peaches BBQ Festival will be on Friday, August 16th from 6:00 – 10:00 PM and Saturday, August 17th from 10:00 AM – 10:00 PM at Adams Park
 - September
 - a. Monday, September 2nd will be the last day of the 2024 Splash Pad season and a free day
 - b. Wednesday, September 4th will be the first Senior Luncheon in the Fall Series from 10:00 AM – 1:00 PM at the Recreation Center
 - c. Saturday, September 14th will be the second concert in the 2024 Kennesaw Concert Series at The Piedmont Bank Amphitheater at Depot Park from 6:00 – 9:00 PM
 - d. Fall Break Camps will take place the week of September 23rd – 27th
 - e. The third race in the Kennesaw Grand Prix 5K Series, the Harvest Hustle 5K, will be on Saturday, September 28th at 8:00 AM in Downtown Kennesaw
 - October
 - a. Wednesday, October 2nd will be the second Senior Luncheon in the Fall Series from 10:00 AM – 1:00 PM at the Recreation Center
 - b. Fall-O-Ween Fest will be Saturday, October 19th from 3:00 – 9:00 PM at Swift-Cantrell Park
 - c. The 2024 – 2025 Kennesaw Hoops Youth Basketball assessments will be Saturday, October 19th & Sunday, October 20th at the Recreation Center
 - d. Teen Takeover Night at the Recreation Center will be Friday, October 25th at the Recreation Center
 - e. The fourth and final race in the Kennesaw Grand Prix 5K Series, the Nightmare on Main 5K, will be on Saturday, October 26th at 8:00 AM in Downtown Kennesaw
 - ii. Southern Museum
 - August
 - a. Mommy & Me will take place on Thursdays from 9:30 AM – 12:30 PM August 1st, 8th, 14th, 22nd, 29th
 - b. Adult Speaker Series: The Civil War in Georgia– 1:00 – 2:00 PM on Saturday, August 10th
 - c. Homeschool Workshop – 10:00 AM – 1:00 PM on Wednesday, August 14th
 - d. Stay & Play – 9:30 AM – 12:30 PM on Saturday, August 24th
 - e. Sensory Friendly Afternoon - 2:00 – 5:00 PM on Tuesday, August 27th
 - September
 - a. Mommy & Me will take place on Thursdays from 9:30 AM – 12:30 PM September 5th, 12th, 19th, 26th
 - b. Adult Speaker Series: Dalton Dulcimers – 1:00 – 2:00 PM on Saturday, September 14th

- c. Homeschool Workshop – 10:00 AM – 1:00 PM on Wednesday, September 11th
- d. Sensory Friendly Afternoon - 2:00 – 5:00 PM on Tuesday, September 24th
- e. Stay & Play – 9:30 AM – 12:30 PM on Saturday, September 28th
- October
 - a. Mommy & Me will take place on Thursdays from 9:30 AM – 12:30 PM October 3rd, 10th, 17th, 24th, 31st
 - b. Adult Speaker Series: The Civil War in Georgia– 1:00 – 2:00 PM on Saturday, October 12th
 - c. Homeschool Workshop – 10:00 AM – 1:00 PM on Wednesday, October 9th
 - d. Stay & Play – 9:30 AM – 12:30 PM on Saturday, October 26th
 - e. Sensory Friendly Afternoon - 2:00 – 5:00 PM on Tuesday, October 29th

iii. Gardens

- August
 - a. Imagination Station kicks off for the month of August on Thursday, August 1st
 - b. A Garden with Wings Butterfly exhibit will conclude on Saturday, August 3rd
 - c. Dog Days at the Gardens will be on Mondays and Saturdays in the month of August
 - d. Family Nature Walks will be on Saturdays in August from 10:00 – 10:45 AM
 - e. Discover Bonsai will be on Saturday, August 10 9:00 AM – 4:00 PM
 - f. Trail Tales will be on Saturday, August 17 from 10:00 – 11:00 AM
 - g. Garden Learning Series – Bonsai for Beginners will be on Saturday, August 24th from 10:00 – 11:30 AM

iv. Economic Development

- August
 - a. First Friday Concert will be on Friday, August 2nd from 6:30 – 9:00 PM
 - b. Kennesaw Farmers Market will be on the following Mondays from 3:30 – 7:00 PM: August 5th, 12th, 19th, 26th
- September
 - a. First Friday Concert will be on Friday, September 6th from 6:30 – 9:00 PM
 - b. Drinks at the Depot will be on Saturday, September 28th from 1:00 – 5:00 PM
- October
 - a. First Friday Concert will be on Friday, October 4th from 6:30 – 9:00 PM

v. Police

- August
 - a. National Night Out will be on Tuesday, August 6th from 6:00 – 8:00 PM at Swift-Cantrell Park

VI. Adjourn – With no further business, Bill McNair made a motion to adjourn, seconded by Kevin Mitchell and the motion passed unanimously. The meeting adjourned at 3:46 pm.