



**Events Committee
Meeting Agenda
February 1, 2024 3:30 PM
City Hall Training Room**

The Committee includes members of every department impacted by a special event, and will meet to discuss event scheduling, staffing, and budgeting. This is so that departments can coordinate their efforts, enhance communication, determine publicity requirements, anticipate issues, and address concerns. The Committee will also make recommendations for event improvement to facilitate maximum benefit to Kennesaw citizens and visitors.

Representatives are from the following departments/organizations: Building Services; Building Maintenance; City Manager; Communications; Economic Development; Kennesaw Downtown Development Authority; Parks & Recreation; Police; Public Works; Smith-Gilbert Gardens; Southern Museum. Each entity has one vote.

If a citizen needs special accommodations to attend or participate in a meeting, please contact the Committee Chair at least 24 hours in advance of the specific meeting.

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

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of the December 7, 2023 meeting minutes
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
 - A. 2024 Big Shanty Festival and Taste of Kennesaw: Kennesaw Business Association
 - B. Downtown Walking Tour: Atlanta Preservation Center, Sponsored by the Kennesaw Historic Preservation Commission
 - C. 2024 Main Street Cruise-In Car Show: Sponsored by the Kennesaw Police

Department

- D. 2024 Kennesaw Regional Job Fair: Sponsored by the Kennesaw Economic Development Department
- E. Discuss 2024 Beer & Wine Festival
- F. Review and Discuss Upcoming Events

6. Adjourn



Events Committee
Draft Meeting Minutes
Thursday, December 7, 2023, 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 (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: Marty Hughes, Vice-Chair: Becca Graham, Secretary: Brittani Farmer

- I. Call to Order** – Meeting called to order by Marty Hughes at 3:32 pm.
 - a. Committee members present: Parks & Recreation (Kayla Trubey, Brittani Farmer) Police (David Buchanan, Kevin Mitchell) Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes, James Friedrich); Communications (Becca Graham); Building & Construction (Not Present); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Jon Sexton).
- I. Approval of Minutes**
 - a. September meeting minutes were reviewed. Robbie Balenger made a motion to approve as presented. Kevin Mitchell seconded and the motion passed unanimously.
- II. Announcements/Public Comment**
 - a. None
- III. Old Business**
 - a. Wreaths Across America
 - i. Saturday, December 16 at 10 AM – Noon
 - ii. Cemetery
- IV. New Business**
 - a. Carry the Load National Relay Race
 - i. 10 AM – 4 PM in May
 - ii. Will stick to the sidewalks, not stopping, same as 2023
 - b. 2024 Officer Elections
 - i. Secretary
 - Brittani Farmer was nominated by Becca Graham, seconded by Ricky Stewart and the motion passed unanimously.

- ii. Vice Chair
 - Marty Hughes was nominated by Becca Graham, seconded by Kevin Mitchell and the motion passed unanimously.
- iii. Chair
 - James Friedrich was nominated by Becca Graham, seconded by Marty Hughes and the motion passed unanimously.
- c. New Department Representatives
 - i. Parks & Recreation – Kayla Trubey
 - ii. Communication & Engagement – Rachel Mikell
- d. Review December 2023 – March 2024 Calendar of Events
 - i. Parks & Recreation
 - December events correct
 - January events correct
 - a. Will add Black History Bowl dates
 - February events correct
 - a. Will add Black History Bowl dates, For the Love of Pickleball event
 - March events correct
 - ii. Southern Museum
 - December events correct
 - Will add 2024 events
 - iii. Gardens
 - December events correct
 - Events on the calendar for January through March are correct, have a few more to add
 - iv. Economic Development
 - Will add 2024 events
 - v. Police
 - Will add Polar Plunge in January
 - Events are correct
 - vi. Cemetery
 - Wreaths Across America – December 16th
- V. **Adjourn** – With no further business, David Buchanan made a motion to adjourn, seconded by Ricky Stewart and the motion passed unanimously. The meeting adjourned at 3:44 pm.



Item Report

TO:

FROM:

DATE: February 1, 2024

TITLE: 2024 Big Shanty Festival and Taste of Kennesaw: Kennesaw Business Association

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO:

FROM:

DATE: February 1, 2024

TITLE: Downtown Walking Tour: Atlanta Preservation Center, Sponsored by the Kennesaw Historic Preservation Commission

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO:
FROM:
DATE: February 1, 2024
TITLE: 2024 Main Street Cruise-In Car Show: Sponsored by the Kennesaw Police Department

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO:

FROM:

DATE: February 1, 2024

TITLE: 2024 Kennesaw Regional Job Fair: Sponsored by the Kennesaw Economic Development Department

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO:

FROM:

DATE: February 1, 2024

TITLE: Discuss 2024 Beer & Wine Festival

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO:

FROM:

DATE: February 1, 2024

TITLE: Review and Discuss Upcoming Events

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None