

**Special Events Team
Meeting Minutes
Date: April 21, 2026
Time: 10:30 AM**

Call to Order:

The Special Events Team met on April 21, 2026 to discuss the film permit for a commercial shoot by DAS Technologies on behalf of Findlay Roofing. Maria Puckett, Special Events Coordinator, called the meeting to order at 10:30 am. Other attendees included:

SET Committee:

Recreation: Maria Puckett, Michelle Johnson, Kim Lindsay; Fire Department: Josh Teal, David Winkles; Courtney Lumpkin; Al Yougel- KPTCB; Sarah Tarnowski, Kaitlyn Gillette, Tiana - Fayette County Dept. of Environmental Health, Chad Austin- PW, Kevin Mras- PTC Communications, PTC Grounds-Chris Helton

Event Organizer:

Alzheimer's Association: James Cooke-Race Director, Alzheimer's Association

Clothes Less Traveled: Tameka O'Neal- General Manager

Michelle Brown-Administrative Manager

Discussion Topic:

- Approval of meeting minutes from April 14, 2026 to discuss the DAS Technologies Film Permit for Findlay Roofing. Minutes passed unanimously.
- Discussion of the proposed Alzheimer's Association Walk for October 2, 2026 at McIntosh. Same route planned for this year. Signage was discussed but no advertising along the route or marking the route with anything permanent manner. No sponsorship of water tables/no branded anything along the route. Asking for same PD & Fire presence as previous years. The Jazz Band will not be returning for this year and they will be using a DJ for music and announcements. Plan to be broken down and off the grounds by 12 PM to accommodate a BMX race. Discussed possibility of catering of bagels and will provide the health dept. with what they need in advance. Using KPTCB for trash management. Grounds to stock and maintain rest rooms at BMX Track.
- Discussion of proposed Clothes Less Traveled Event proposed for June 6, 2026 at Drake Field. Event is open to the community but mainly focused on partner agencies and how they serve the public alongside Clothes Less Traveled. Will have food and have been informed of necessary responsibility with the Health Dept. Auxiliary PD requested for traffic management and an officer to assist on-site. Recommended contacting First Presbyterian for parking. Signage discussed. Plan for food trucks at the event. Recommended golf cart parking with aisles for proper parking with cones and caution tape. Will use KPTCB for trash monitoring and removal. No need for Fire or EMS.
- **Adjourn:** The meeting was adjourned at 11:30 AM.



Recording Secretary