



**CITY OF SOUTH PASADENA
SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE**

TUESDAY, APRIL 4, 2023 at 7:00 p.m.

**SOUTH PASADENA CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

South Pasadena Tournament of Roses Committee Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena TOR Meeting will be conducted in-person from the South Pasadena Senior Center, located at 1102 Oxley Street, South Pasadena.

The Meeting will be available:

- In Person– South Pasadena City Council Chambers 1424 Mission Street
- Via Zoom – **Meeting ID: 890 8724 6485**

Password: 185341

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/89087246485?pwd=d0RGamJhTm1VR25CNzMwMmEzSXFwdz09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER

Chair Ed Donnelly

ROLL CALL

Chair Ed Donnelly

Janet Benjamin
Courtney Dunlap
Sandy Fielding
James Jontz
Chris Metcalf
Lary Chiles (NV)
Sharon Mitchell (NV)
Sara Cibak (NV)

Rob Benjamin
Leland Glauz
Steve Fillingham (NV)
Wende Lee
Alan Vlacich
Bill Glazier (NV)
Bill Cullinane (NV)
Steve Inzunza (NV)

COUNCIL LIAISON: Councilmember Evelyn Zneimer

STAFF LIAISON: Sheila Pautsch, Community Services Director
Lucy Hakobian, Deputy Director of Community Services
Melissa Snyder, Community Services Supervisor

PUBLIC COMMENT GUIDELINES

The City welcomes public input. If you would like to comment on non-agenda items and an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 2:

Email public comment(s) to spautsch@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than Tuesday, April 4, 2023, 12:00 PM

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. Public Comment

COMMUNICATIONS

2. City Council Liaison Communications

3. Staff Liaison Communications

4. Committee Chair Communications

ACTION/DISCUSSION

5. Minutes of the South Pasadena Tournament of Roses Committee Meeting of March 7, 2023

Recommendation

It is recommended that the Committee review and approve the March 7, 2023 Meeting Minutes

6. March Financials of the South Pasadena Tournament of Rose Committee

Recommendation

It is recommended that the Committee review and approve the March Financials

7. Nomination of Sally Kilby as a Member of the South Pasadena Tournament of Roses Committee.

Recommendation

It is recommended that the Committee nominate and elect Sally Kilby to the SPTOR Committee.

- 8. Event and Site Chair Report — James Jontz
- 9. Design Chair Report— James Jontz
- 10. Construction Chair Report — Rob Benjamin
- 11. Decoration Chair Report — Janet Benjamin
- 12. Misc. Fundraiser – Janet Benjamin
- 13. Publicity Chair Report — Bill Glazier
- 14. Social Media Report — Chris Metcalf
- 15. Golf Tournament – Alan Vlacich

ADJOURNMENT

FUTURE COMMITTEE MEETINGS.

May 3, 2023 7:00 P.M.

June 6, 2023 7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City’s website, www.southpasadenaca.gov.

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting.

The City’s YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **April 4, 2023**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law, on the date listed below.*

<i>3/30/23</i>	<i>Sheila Pautsch</i> , Community Services Director
Date	Staff Name, Staff Title



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee
Meeting convened March 7th, 2023, 7:00pm**

Chairperson, Ed Donnelly called the meeting to order on February 7th, 2023 at 7:06 pm.

Pledge of Allegiance.

Roll Call:

- **Committee Members Present:**

- Ed Donnelly
- Rob Benjamin
- Lary Chiles (NV)
- Courtney Dunlap
- Sandy Fielding
- James Jontz
- Wende Lee
- Chris Metcalf
- Sharon Mitchell (NV)
- Alan Vlacich

- **Committee Members Absent:**

- Janet Benjamin
- Bill Cullinane (NV)
- Sara Cibak (NV)
- Steve Fillingham (NV)
- Bill Glazier (NV)
- Leland Glauz
- Steve Inzunza (NV)

- **Council Liaison Present:**

- Evelyn Zneimer

- **City Staff Liaison Present:**

- Sheila Pautsch

Public Comments: None.

City Council Chair Communication: Evelyn reported the site survey has been submitted to the planning division, she will update when she hears anything.

Staff Liaison Communications: No report.

Comments from the Chairperson: Ed reported that we officially have our float design for 2024, "Jungle Boogie". Ed welcomed Sally Kilby to the meeting, she will be nominated next month to



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take over as our publicity chair. Ed thanked everyone for all the support he has gotten already in just his first month as President.

Motion to approve the Minutes from February: Wende Lee mentioned a typo in her chair title, noted it should say "tent" not "tennent". Motion to approve the minutes as corrected by Chris Metcalf, second by Wende Lee. All in favor, motion approved.

Financial Report: Sandy reported that all our paperwork has been sent to our CPA for taxes. She is working on getting Ed added to our Citizens account and removing Brant. Amazon Smile no longer exist so they will be mailing us a check for what our current to date donation amount was and they doubled it. Sandy asked once again that all bills be given to her within the week, and any donations we receive from people especially checks. Too many times people have contacted her months later asking if we do not need the donation since their check hasn't been cashed. Motion to approve the financials as presented by Courtney Dunlap, second by Chris Metcalf. All in favor, motion approved.

Event & Site Report: James reported that he tries to drive by on Tuesdays to lock the dumpster back after they check it. We still have contract with the tent for another year. After this year it will go up 3% each year. When we first started with this company, we paid \$17,000 and now we are up to \$26,000.

Design Report: James reported our letter came in the mail from Tournament, our design has been approved. Richard Burrow is the original concept artist, he has deigned two other self-built floats that were picked for this year. We are talking with a lady named Rene who has done some float designs in the past, about being our designer. She is going to draw a rough sketch that James will share with the design committee, and hopefully we will have a designer for this year's float. The goal is to have something done by next meeting for everyone to look at and use to start planning.

Construction Report: Rob reported nothing has happened in the last month. Some clean up still needs to be finished over the next few months. Once we finalize a design, we will look at building needs and start working on a schedule.

Decoration Report: Rob reported for Janet, she will send out an email to have a workday at the end on March or early April.

Miscellaneous Fundraisers: No Report.



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Website: No report.

Publicity: No report.

Social Media: Chris reported that we are still gaining a few followers here and there. Once he does a 2024 design post, it will spark some new followers and activity. The Google drive has really started to get used; Chris has been working on getting more people on. It is our digital file to everything and it's important that any of our event Chairs add their files so it can be passed along in future years. to access in the coming years.

- Ed commented he got a tutorial from Chris and he said it was amazing and definitely useful for the success of the future. He encouraged us all to gain access and he is willing to also help walk anyone through it.
- Lary mentioned he has 3 years of release forms on a thumb drive that we can have for the file if we need it. Rob asked if holding onto release papers for longer than the current year is really necessary? Shelia commented maybe we use a digital PDF release on an iPad or a computer at the site that is e-signed and filed straight to our data base. Ed asked that we add the calendar year to the release form. Ed also asked we review the release form to make sure we are compliant with the City and ask all these questions so we are protected, he will work on it with Janet and Sheila.

Golf Tournament: Alan reported we are set for June 17th. We want more committee members that will help in different aspects of the event. It used to be Alan and John Vandercook, last year Alan tried to get some new help and would like to get even more help this year. Tee-Signs are a good way to make more money, too many golfers can slow down the process, so we do not necessarily want more golfers. That will be the focus this year in hopes to get some help from the committee to get a foursome signed up or sell 5 tee signs. Alan will have monthly meetings if anyone is interested, all are welcome. We will start to invite people to play in mid-April, Tee Sign sales for \$125 can start anytime. Alan will have more information at our next meeting.

Comments from the committee not on the agenda

- Courtney talked about the thank you party that her and Janet put together. Despite the terrible rain we had just over 50 people attend. It was nice to see people in another element vs. at the float site. Courtney mentioned we should do this yearly so if anyone has ideas for it or wants to help host, please let us know.
 - Rob thanked Courtney and Janet for spearheading the party, he agreed it was a fun night relaxed night and nice to see volunteers and meet their families.



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- Sharron talked about the Pasadena Showcase house, we have been given the opportunity to volunteer and earn \$40 per person that works. Its really an easy way to earn free money and if we do not volunteer then we most likely won't be offered the opportunity again.

Meeting adjourned at 7:42 pm. The next meeting will be on Tuesday, April 4th, 2023 at 7:00pm.

Approved: _____ Date: _____

Committee Chairperson

FINANCE REPORT
APRIL 4, 2023

MARCH 2023

CHECKING -----3723.00
CHECKING 501c3----92,713.28
SAVINGS 501c3-----100,000

TOTALS-----196,436.28

FEBRUARY 2023

CHECKING-----4825.98
CHECKING 501c3----92,038.65
SAVINGS 501c3-----100,000

TOTALS-----196,864.63

ADMINISTRATIVE CONSTRUCTION
943.32 168.03

SMILE ACCT
659.77 FINAL TOTAL