



CITY OF SOUTH PASADENA
SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

MONDAY, DECEMBER 4, 2023 at 7:00 p.m.

SPECIAL MEETING

**WAR MEMORIAL BUILDING
425 FAIR OAKS AVENUE, 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 War Memorial Building, located at 435 Fair Oaks, South Pasadena.

- In Person– War Memorial Building, 435 Fair Oaks
- Via Zoom – **Meeting ID: 890 8724 6485**
Password: 185341
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to Spautsch@southpasadenaca.gov
- Via Phone - +1-669-900-6833 and entering the Zoom Meeting ID listed above.
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Meeting may be viewed at:

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

CALL TO ORDER

Chair Ed Donnelly

ROLL CALL

Chair Ed Donnelly

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

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

PLEDGE OF ALLEGIANCE:

Ed Donnelly

PUBLIC COMMENT GUIDELINES *(Public Comments are limited to 3 minutes)*

The City welcomes public input. Members of the public can comment on non-agenda subject under the jurisdiction of the South Pasadena Tournament of Roses Committee or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in person at the Sout Pasadena City Council Chambers

Option 2:

Public Comment speakers have three minutes to address the Committee, however, the Chair and Committee can adjust the time allotted as needed. 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.

Option 3:

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. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Committee to adjust public comment(s) to less than three minutes.

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.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

General Public Comments will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

ACTION/DISCUSSION

2. Minutes of the South Pasadena Tournament of Roses Committee Meeting of November 7, 2023

Recommendation

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

3. December Financials of the South Pasadena Tournament of Rose Committee

Recommendation

It is recommended that the Committee review and approve the December Financials.

COMMITTEE COMMUNICATIONS

4. Event and Site Chair Report — James Jontz
5. Design Chair Report— James Jontz
6. Construction Chair Report — Rob Benjamin
7. Decoration Chair Report — Janet Benjamin
8. Souvenir Booth – Sandy Fielding
9. Tent Banner – Wende Lee
10. Direct Mail – Wende Lee
11. Crunch Time Party – Wende Lee
12. Rummages Sale – Steve Fillingham
13. Misc. Fundraiser – Janet Benjamin
14. Raffle Tickets – Alan Vlacich
15. Publicity Chair Report — Sally Kilby
16. Digital Media Report — Chris Metcalf
17. Golf Tournament – Alan Vlacich
18. Other Committee Communications and Information

COMMUNICATIONS

19. **CITY COUNCIL LIAISON COMMUNICATIONS**
20. **STAFF LIAISON COMMUNICATIONS**
21. **COMMITTEE CHAIR COMMUNICATIONS**

PUBLIC COMMENT - CONTINUED

22. CONTINUED PUBLIC COMMENT – GENERAL

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

FUTURE COMMITTEE MEETINGS.

January TBD, 2024 7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission meeting agenda packets, any agenda-related documents, and additional documents are available online for public inspection on the City’s website:

<https://www.southpasadenaca.gov/government/boards-commissions>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the City Clerk’s Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

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 **November 30, 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.*

11/30/23

/S/

Date

Sheila Pautsch, Community Services Director

FINANCE REPORT

DECEMBER 4, 2023

NOVEMBER 2023

CHECKING -----	11,739.85
CHECKING 501c3-----	108,960.10
SAVINGS 501c3-----	104,037.11
TOTALS-----	224,737.06

OCTOBER 2023

CHECKING-----	519.91
CHECKING 501c3-----	115,826.00
SAVINGS 501c3-----	102,037.11
TOTALS-----	218,383.02

ACTIVITY

SEES 3240.00+ foundation-250.00

donations—9905.00+



**CITY OF SOUTH PASADENA
SOUTH PASADENA TOURNAMENT OF ROSES – REGULAR MEETING**

MINUTES
TUESDAY, NOVEMBER 7, 2023, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena Tournament of Roses Committee was called to order by Chair Donnelly on Tuesday, November 7th, 2023, at 7:03 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

PRESENT

Chair	Ed Donnelly
Secretary	Courtney Quinn
Treasurer/Souvenir Chair	Sandy Fielding
Decoration Chair	Janet Benjamin
Design Chair	James Jontz
Publicity Chair	Sally Kilby
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Non-Voting Member	Bill Glazier
Non-Voting Member	Steve Inzunza
Mayor Pro Tem	Evelyn Zneimer

ABSENT

Construction Chair	Rob Benjamin
Direct Mail and Marketing Chair	Wende Lee
Decoration Assistant	Leland Glauz
Non-Voting Member	Lary Chiles
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Sharon Mitchel

Courtney Quinn, Secretary, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director, was present at Roll Call.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Committee Chair Donnelly.

PUBLIC COMMENTS

1. PUBLIC COMMENTS -GENERAL (NON-AGENDA ITEMS)

None.

ACTION / DISCUSSION

2. MINUTES OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING OF OCTOBER 3, 2023

Recommendation

It is recommended that the Committee review and approve the October 3, 2023, minutes.

A motion with the minutes as presented was made by J. Benjamin, seconded by Metcalf, and approved by roll call vote to approve the October 3, 2023, meeting minutes. The motion 8-0-3, by the following vote:

AYES: Chair Donnelly, Quinn, Fielding, J Benjamin, Jontz, Kilby, Metcalf, Vlacich
NOES: None.
ABSENT: R. Benjamin, Glauz, Lee
ABSTAINED: None.

3. SEPTEMBER AND OCTOBER FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

October Financials were tabled to the November meeting due to the absence of Fielding. September Financials presented by Fielding. The BIT money was received, our Tent banners raised \$11,600.

October Financials presented by Fielding. We have already received \$7,000 from direct mail.

Recommendation

It is recommended that the Committee review and approve the September & October 2023, financials.

A motion with the financials as presented was made by Jontz, seconded by Metcalf, and approved by roll call vote to approve the September & October 2023 financials. The motion 8-0-3, by the following vote:

AYES: Chair Donnelly, Quinn, Fielding, J Benjamin, Jontz, Kilby, Metcalf, Vlacich
NOES: None.
ABSENT: R. Benjamin, Glauz, Lee
ABSTAINED: None.

COMMITTEE CHAIR REPORTS

4. CONSTRUCTION REPORT: J. Benjamin reported on behalf of R. Benjamin, we have T1 at 7 am this Saturday with a test drive up to Columbia and back. Construction is working on the driver's compartment for T1. There is still lots to do. Sheila was asked for help with no parking signs and PD escorts.

5. DECORATION REPORT: J Benjamin reported a volunteer who works for Dunn and Edwards was able to get us 7 gallons of paint donated. She is willing to make this a continued yearly donation. Screening has begun as well as some painting. Flower orders are being finalized.

6. EVENT & SITE REPORT: Jontz reported there has been an issue with a person breaking into and using the porta potty. Additional units of porta potties will be coming on 12/1. The volunteer tent is up, we did have a floor put in this year to help when we get rain. The speed Bumps have been replaced.

Metcalf recommended we think about having design entries available at the volunteer booth this year to pass out after people have checked out for their shift, Jontz will see if this is allowed via the Pasadena Tournament.

7. DESIGN REPORT: Jontz shared that next year's parade theme hint is a 'major life event'.

8. SOUVENIR BOOTH REPORT: Metcalf reported this year we have launched an online website for merchandise. It is live and running. We are waiting for SPHS to complete this year's sweatshirt orders, Jontz was asked to pick them up when they are ready.

9. SOUVENIR BOOTH REPORT: Fielding reported the souvenir booth is organized and ready for the year. We are fully stocked and have some new lights and disco balls hanging. Fielding will not be in town for Christmas and will be needing help. Programs are not available, so she asked Vlacich to order 50 when they are.

9. MARKETING REPORT: No Report.

10. DIRECT MAIL REPORT: No Report.

11. CRUNCH TIME PARTY REPORT: Fielding reported she purchased tablecloths this week for the event. Peter Owens was asked to report on Lee's behalf and shared that we are still in need of auction items. We also will be doing a paddle raise this year to raise specific funds. is in the process of getting his serve safe license through ABC so he can be our bartender. This year we will have a signature cocktail. Stone Fire Grill has been confirmed as our caterer. Lee is currently working on quotes for the food tent.

12. YARD SALE REPORT: No Report.

13. MISCELLANEOUS FUNDRAISERS: Fielding reported the See's Candy orders were due to her with money the Wednesday before Thanksgiving.

14. RAFFLE TICKETS REPORT: Inzunza reported sales are moving along. He thanked Sally Kilby for her great help with the media. We are around the halfway point in sales. There are still tickets available to help. Scott Parker is going to help with distribution and cash collecting. December 4th is our hard deadline so we have everything accounted for the drawing which will take place at the Chamber meeting on December 6th.

14. RAFFLE TICKETS REPORT: Vlacich introduced Inzunza as his Raffle Co-Chair. This year 225 tickets were printed instead of the traditional 200. Currently, 175 tickets have already been allocated to volunteer sellers. Vlacich asked Kilby to get to word out in the news outlets. Vlacich also asked City Staff Liaison Pautsch to have our raffle drawing added to the agenda for the first December Council meeting. Fielding suggested we talk about separating the Direct mail and raffle tickets. Donnelly would like to discuss this further after this year.

15. PUBLICITY REPORT: Kilby reported with the help of Mary Hoban they sold \$1,000 in See's Candy at Golden Oaks. Marsha Lau has been helping Kilby sell raffle tickets. The South Pasadenan and Review released the 'Pave the way' article today which talks about all our current fundraisers. Gayle Anderson is scheduled to be at the site will be at the site on December 11th for filming, we will be there at 5 am. Kilby thanked Towhey's in an article for feeding our Saturday crew. Glazier commented he was glad to be back, he thanked Kilby for her great job.

16. DIGITAL MEDIA REPORT: Metcalf reported we now have a cell phone for float use. We are getting Wi-Fi at the site which will open possibilities in the future. We got the phone for free with a free phone line with Verizon. Metcalf reported sales for online are about \$450 which is good for not pushing it out to the public. The platform will be a great benefit in future years. Social media has been picking up and it will continue. Kilby asked about the charge that customers got with PayPal when they paid for their raffle ticket or See's Candy. Quinn explained it covers the transaction fee and they have the option to pay that fee or have us take the loss.

17. DIGITAL MEDIA REPORT: Metcalf reported that we have about 2500 followers on Facebook. Our planned dates for Gayle Anderson to broadcast at our site are October

17th and December 11th. Metcalf launched our web store 2 weeks ago, in the first 3 days we had over \$200 in orders. Shipping costs are still being worked out; the goal is to break even on that cost. We are not currently shipping to Hawaii or Alaska due to cost. Metcalf is hopeful that our online sales will grow once word is out that we offer online sales. Metcalf would like an insert for each package that adds a personal touch.

Lee commented that she can help with this.

Kilby asked if she could share the online web store in an article, Metcalf asked her not to do it this year so we can make sure we can manage the demand the first year, the goal is to get bigger next year.

18. GOLF TOURNAMENT REPORT: No Report.

COMMUNICATIONS

19. CITY COUNCIL LIAISON COMMUNICATIONS: No Report.

20. CITY STAFF LIAISON COMMUNICATIONS:

Community Services Director Pautsch shared there is no budget approved for the project of repairing Oaklawn Bridge. Pasadena Magazine came by the War Memorial building and they would like to write an article for us.

Community Services Director Pautsch mentioned we need to reschedule our December 5th meeting. Donnelly agreed we will move it to Monday, December 4th at the War Memorial Building.

21. COMMITTEE CHAIR COMMUNICATION

Chairperson Donnelly reported that we will have Coffee with the Chamber at the site on December 7th.

22. MATTERS NOT ON THE AGENDA:

Fielding asked if we could have volunteers make or purchase Saturday lunches to help give J. Benjamin a break.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:48 p.m.

Respectfully submitted:

Courtney Quinn, Secretary

Approved:

Ed Donnelly, Chair

ATTEST:

Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: November 7th, 2023.

DRAFT