



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

TUESDAY, OCTOBER 3, 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 City Council Chambers, located at 1424 Mission Street, South Pasadena.

- In Person– South Pasadena City Council Chambers 1424 Mission Street
- 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 September 5, 2023**Recommendation

It is recommended that the Committee review and approve the September 5, 2023 Meeting Minutes

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

Recommendation

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

- 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

PUBLIC HEARING

COMMUNICATIONS

- 18. **CITY COUNCIL LIAISON COMMUNICATIONS**
- 19. **STAFF LIAISON COMMUNICATIONS**
- 20. **COMMITTEE CHAIR COMMUNICATIONS**

PUBLIC COMMENT - CONTINUED

- 21. **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.

November 7, 2023 7:00 P.M.
December TBD, 2023 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 **October 3, 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.*

9/28/23 /S/
Date Sheila Pautsch, Community Services Director



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

MINUTES

TUESDAY, SEPTEMBER 5, 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, September 5th, 2023, at 7:03 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

PRESENT

Chair	Ed Donnelly
Treasurer/Souvenir Chair	Sandy Fielding
Secretary	Courtney Quinn
Decoration Chair	Janet Benjamin
Design Chair	James Jontz
Publicity Chair	Sally Kilby
Direct Mail and Marketing Chair	Wende Lee
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Mayor Pro Tem	Evelyn Zneimer

ABSENT

Construction Chair	Rob Benjamin
Decoration Assistant	Leland Glauz
Non-Voting Member	Lary Chiles
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Bill Glazier
Non-Voting Member	Sharon Mitchel
Non-Voting Member	Steve Inzunza

Courtney Quinn, Secretary, announced a quorum.

CITY STAFF PRESENT:

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

PLEDGE OF ALLEGIANCE

The Fag Salute was led by Committee Member Quinn.

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

None.

ACTION / DISCUSSION**2. MINUTES OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING OF AUGUST 1, 2023**Recommendation

It is recommended that the Committee review and approve the August 1, 2023 minutes.

A motion was made by Jontz, seconded by J Benjamin, and approved by roll call vote to approve the August 1, 2023 meeting minutes. The motion 9-0-2, by the following vote:

AYES: Chair Donnelly, J Benjamin, Fielding, Dunlap, Jontz, Metcalf, Kilby, Lee, Vlacich

NOES: None.

ABSENT: R. Benjamin, Glauz

ABSTAINED: None.

3. SEPTEMBER FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEERecommendation

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

A motion was made by J. Benjamin, seconded by Metcalf, and approved by roll call vote to approve the September Financials. The motion 9-0-2, by the following vote:

AYES: Chair Donnelly, J Benjamin, Fielding, Dunlap, Jontz, Metcalf, Kilby, Lee, Vlacich

NOES: None.

ABSENT: R. Benjamin, Glauz

ABSTAINED: None.

Fielding presented the report. There is \$219,234 in the accounts. This year we received \$20,000 from the Hench Fund. After expenses, the Yard Sale last month's total profit was \$7,245. There are a few checks that are being waited on from the Golf Tournament, Tent banners and BIT. Motion to approve the August Financials as presented by Janet Benjamin, second by Chris Metcalf. All in favor, motion approved.

COMMITTEE CHAIR REPORTS

4. EVENT & SITE REPORT: Jontz reported the side tent was put up today and we have one porta-potty that is being serviced monthly. The volunteer tent will go up in November.

Sandy asked about replacing the speed bumps in the lot. Jontz shared he is working on getting them replaced with the heavy-duty ones that are used by film companies.

5. DESIGN REPORT: Report: James shared our title has officially changed, and our music has been approved. The sneak preview for next year's theme has to do with life-changing events. He will share more next month.

6. CONSTRUCTION REPORT: Janet shared on behalf of Rob that the team has been doing a great job. The bodies of the orangutans and giraffes have been built. The records have been cut, and the flowers and leaves have been sculpted and are ready to be screened.

7. DECORATION REPORT: Janet reported that screening has begun. There are still a few details being worked out. We will have lots of details on this float. We did get approval from Tournament to use 8 of our past parade songs to make as the labels on the records.

8. SOUVENIR BOOTH REPORT: Sandy reported that everything for this year has been ordered. We also have theme pins as well as our float pins. Waiting on Joss for an order of more cups/mugs. Sandy said next year she will get the pins at cost with a 300 minimum. We are going to piggyback off the tournament order so it's cheaper for us.

9. MARKETING REPORT: Wende reported that this year we have sold almost \$12,000 in banner sales. We have 10 new banners, and we also had 5 returning banners increase their sponsorship levels. Sally, Marsha and Mary have been a great help. All banners have been hung in the tent.

10. DIRECT MAIL REPORT: Wende and Ed will work together this month on the letter. Wende shared we are going to include a return envelope again as well as one of our bookmarks.

11. CRUNCH TIME PARTY REPORT: Wende reported that we have chosen Stone Fire Grill to be our caterer, the estimate for food cost is \$5,300 for 150 people. This includes tax and gratuity as well. The tickets will be \$75 per person. The team will be meeting this month to go over some more details. Wende reminded the committee that she will not be the event chair after this year but has been talking to someone who does sound interested.

12. YARD SALE REPORT: J Benjamin reported that it was another successful yard sale. The plan is for our next one to be in May. Saturday was a great volunteer day, with all of the construction team helping since R Benjamin was sick. Friday was tough for volunteers. At the end of the day on Saturday, they had a lot of clothing and housing items picked up by volunteers with the American Legion and Homeless Veterans. We also donated some items to a lady who works with the Churches in downtown LA and Skid Row. Chiles, Pat, and Fielding took the rest of the leftover items to the Salvation Army, they learned that if they call them ahead of time, they can have them come to them for the rest of the items so they will do that next time. Kilby had some High School students who came and volunteered with clean up.

13. MISCELLANEOUS FUNDRAISERS: Fielding has the order forms for See's Candy. They must turn in the order by Thanksgiving so that they can get the candy in time for Christmas.

14. RAFFLE TICKETS REPORT: Vlacich reported that he and Inzuna will be the co-chairs for the raffle tickets. They are considering printing more than 200 tickets, possibly 220. They will begin to sell tickets as soon as the tickets from the Tournament have been confirmed. Lee already has the design ready to print.

15. PUBLICITY REPORT: Kilby reported that after this week our design will have been shared with the South Pasadenan, Review, and Pasadena Weekly. Kilby is working on an article for the Chamber to show how much our local businesses help with fundraising. All the banner sponsors will be getting a photo emailed to them of their banner up in the tent. Kilby would also like to highlight Paul and Ted's banner.

16. DIGITAL MEDIA REPORT: Metcalf reported that we have been steady with interactions, and we will see more as we get closer to Deco Week and the Parade. Metcalf has been working on getting our online store going so we can sell souvenirs to non-locals. Gayle Anderson wore our pins this morning on air, she is always a big supporter of us.

17. GOLF TOURNAMENT REPORT: Vlacich reported he has collected everything and will be uploading all documents to Google Drive. We are waiting to receive 1 outstanding check. The event profited \$14,783.

COMMUNICATIONS

18. CITY COUNCIL LIAISON COMMUNICATIONS

City Council Mayor Pro Tem Zneimer shared via Zoom that she has nothing new to report. There is nothing she has heard in regard to the bridge or the building.

19. CITY STAFF LIAISON COMMUNICATIONS

Community Services Director Pautsch shared that the War Memorial basement had some water get in during the bad rain so it will be cleaned up. The restrooms also haven't been getting cleaned as scheduled, this will be taken care of before we get more volunteers so we can use them.

Vlacich asked about the project that's been announced at the Arroyo Golf Course and how that affects us as well as if we should be supporting the project or not. Pautsch said there is a City Council meeting tomorrow night. A possible plan is to update and expand the restaurant, add an upper deck driving range, and a larger mini golf course. The golf course could go from 18 holes to an executive 9 holes. The City Council meeting will determine the Council's desire to approve the study for the expansions/upgrades or just redo the restaurant. It would take multiple years with fundraising and plans.

20. COMMITTEE CHAIR COMMUNICATION

Chairperson Donnelly thanked Mayor Pro Tem Zneimer for all her support of our organization and always staying in the Council Members' ears about issues related to us. Donnelly thanked everyone for our recent fundraising successes.

MATTERS NOT ON THE AGENDA:

Quinn asked Lee about the Yard Sale signs. Lee said last year wasn't as successful as they hoped and did not plan on doing them this year. Peter Owens is interested in helping this year so they will discuss some details and report back if we are going to do it this year.

Fielding commented that she would like to see us have business cards made with the volunteer email, construction, and decoration emails on them so we can hand them out at events. Lee added she can work on this with Donnelly they are easy to print.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:58 p.m.

Respectfully submitted:

Courtney Quinn, Secretary

Approved:

Ed Donnelly, Chair

ATTEST:

Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: October 2, 2023

DRAFT