



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

MINUTES

MONDAY, DECEMBER 4, 2023, AT 7:00 P.M.

CALL TO ORDER:

The Special Meeting of the South Pasadena Tournament of Roses Committee was called to order by Chair Donnelly on Monday, December 4, 2023, at 7:04 p.m. at the War Memorial Building at 425 Fair Oaks Avenue, South Pasadena, California.

PRESENT

Chair	Ed Donnelly
Treasurer/Souvenir Chair	Sandy Fielding
Decoration Chair	Janet Benjamin
Construction Chair	Rob 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

Secretary	Courtney Quinn
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

Sheila Pautsch, Staff Liaison announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director, was present at Roll Call.
Lucy Hakobian, Community Services Deputy 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 NOVEMBER 7, 2023

Recommendation

It is recommended that the Committee review and approve the November 7, 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 November 7, 2023, meeting minutes. The motion 8-0-3, by the following vote:

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

3. DECEMBER FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

Recommendation

It is recommended that the Committee review and approve the December 2023, financials.

Fielding gave an update on the financials. Vlacich asked if the raffle was included in the financials. Fielding stated they were not.

A motion with the financials as presented was made by Kilby, seconded by J. Benjamin, and approved by roll call vote to approve the December 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: Jontz reported the porta-potty was replaced after it was vandalized. Jontz needs a new contact at Athens for a new roll-off. R Benjamin reported that the T2 was coming up and needed to ensure everything was working properly.

5. DECORATION REPORT: J Benjamin reported her group is in full force with chicken wiring. Prep is underway. Sign-up Genius is working great for Deco Crew as shifts are filling up.

6. EVENT & SITE REPORT: Jontz reported say as above

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

8. SOUVENIR BOOTH REPORT: Fielding reported the souvenir booth is organized and ready for the year. The booth is restocked and ready to go. Metcalf said online sales are going well. Look at the possibility of combining efforts with City and or School. Camara is working great.

9. MARKETING REPORT: No Report.

10. DIRECT MAIL REPORT: No Report.

11. CRUNCH TIME PARTY REPORT: Donnely reported the Stone Fire was the caterer. Fielding is doing appetizers. Sixty tickets sold for Crunch Time. \$25,000 value with the items in the online auction. ABC license is in place and a signature drink has been created.

12. YARD SALE REPORT: No Report.

13. MISCELLANEOUS FUNDRAISERS: See's Candy was picked up and Donnely stated he spoke with the manager, and they are willing to help next year.

14. RAFFLE TICKETS REPORT: The raffle is in the Chamber at the City Council meeting on December 6th.

15. PUBLICITY REPORT: Kilby reported about all articles that went out via newsprint and social media

16. **DIGITAL MEDIA REPORT:** Metcalf reported on the photos that SPTOR has along with items from the SP Preservation Foundation.

17. **GOLF TOURNAMENT REPORT:** No Report.

COMMUNICATIONS

18. **CITY COUNCIL LIAISON COMMUNICATIONS:** No Report.

19. **CITY STAFF LIAISON COMMUNICATIONS:** Pautsch will be in attendance along with three staff for any assistance needed during the event.

20. COMMITTEE CHAIR COMMUNICATION:

Chairperson Donnelly reported that J. Benjamin is being presented the Women of the Year Award for volunteering in the community by Senate Portantino. Also enjoy the process as the float is being built and know your hard work is being recognized.

21. MATTERS NOT ON THE AGENDA:

Toy Drive going on so let everyone know. The box is at the Site. Need new and unused toys and not wrapped for boys and girls of all ages.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:46 p.m.

Respectfully submitted:



Courtney Quinn, Secretary

Approved:



Ed Donnelly, Chair

ATTEST:



Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: February 6, 2024