



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee
Meeting convened April 4th, 2023, 7:00pm**

Chairperson, Ed Donnelly called the meeting to order on April 4th, 2023 at 7:04 pm.

Pledge of Allegiance.

Roll Call:

- **Committee Members Present:**

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

- **Committee Members Absent:**

- Bill Cullinane (NV)
- Sara Cibak (NV)
- Bill Glazier (NV)
- Steve Inzunza (NV)

- **Council Liaison Present:**

- Evelyn Zneimer

- **City Staff Liaison Present:**

- Sheila Pautsch

Public Comments: None.

City Council Chair Communication: Evelyn reported that the float barn survey was conducted, and it is a work in progress. The Oaklawn Bridge is temporarily closed with no access, the closure was due as a pre-caution of cracks in the bridge. It is not just a normal bridge, there for any construction takes time and we want to make sure it is done in historical compliance. There will be testing and a survey with a specialist to have a plan in place. Then we will know more about when the bridge will be fixed and how that affects us and our tent going up in August. The structural engineer asked when our tent goes up, Evelyn told them June so that they can



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plan on having all work completed before our tent really goes up. Ed would like to have a plan B for the float location just in case the bridge is not finished, and we are told that we can't build there.

Staff Liaison Communications: Sheila agreed with Ed that we should think about a temporary location for this year if we are told we cannot build at the site due to the bridge work. Her suggestion was the Public Works yard.

Comments from the Chairperson: Ed reported that after some trouble the bank signor information is finally taken care of.

Motion to approve the Minutes from February: Motion to approve the minutes by Janet Benjamin, second by Wende Lee. All in favor, motion approved.

Financial Report: Sandy reported that Ed is now officially a signor on our bank account and Brant has been removed. We have had little activity this past month. We received our final check from Amazon Smile for \$659. Sandy will be on vacation for the entire month of May so Ed will be handling the financials while she is gone. Motion to approve the financial report as presented by Leland Glauz, second by Chris Metcalf. All in favor, motion approved.

Nomination of Sally Kilby as a voting member: Ed asked for a motion to approve Sally Kilby as our new Publicity Chair which is a voting position. Motion to approve by Wende Lee second by Janet Benjamin. All in favor, motion approved.

Alan asked that we change the title of Social Media Chair to Digital Media Chair going forward, no motion is needed, noted.

Design Report: James sent out a preliminary-colored rendering to the committee members via email prior to the meeting. He asks we not share this color rendering just yet, once we share it on social media then we can share it ourselves. Janet mentioned that some slight changes are already in the works, and Rene is working on the rendering and scaling. She will be giving animation suggestions as well. She has experience with float rendering with not only a few La Canada floats but also professional builds so we are excited to have her on our team this year.

Construction Report: Rob reported there will be a workday tentatively planned for May 6th, an email will be sent out later to confirm. The city trimmed the trees at the site recently which will be nice to not have the branches so low and in the way.



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Decoration Report: Janet mentioned the May 6th clean-up/inventory day. She will be working on reorganizing the materials in the container as well as looking at what we have that can be used for this year.


Misc. Fundraisers: Wende reported that she will start to push banner sales so they can be done by the time the tent is going up. She is going to work on another donation letter specifically to those who have donated in the past and will share more with us soon.

Publicity Report: Sally thanked us for allowing her to join our committee. Sally's goal is to help raise awareness, get participation, and help raise revenues of \$150k so we can build our float. Sally will help with specific targeting of donors with each event we have throughout the year. Tee sign sales will be her 1st big push for us. Sally needs help with photos, Chris Metcalf let her know about the google drive having a large library of photo archives that she is welcome to use. Sally said Hank Friezer will help with photos for her when he is available. Any story ideas she is open to writing so please share with her. Sally introduced her friend named Sally who is interested in helping with fundraisers.

Digital Media Report: Chris reported he will start pushing the rendering once it's completed as well as what we are looking for from our local neighbors.

Golf Tournament: Alan had a golf meeting at his house a few weeks ago. Peter Owens who some may have noticed attending our meetings this year will be helping this year. We would like to sell more Tee-Signs, it is the easiest profit. Too many golfers may seem like the best increase in profit, but it causes the tournament to be too crowded. Our website has a spot to pay for the tee sign as well as sign up to golf or even sponsor. The golf tournament is scheduled for June 17th. April 28th is the next meeting at Alan's house, he is looking for help, please come to the meeting if you are available. Ed commented that we want to get all the information out to Chris and Sally ASAP.

The meeting adjourned at 7:36 pm. The next meeting will be on Tuesday, May 2nd, 2023 at 7:00 pm.

Approved:  Date: 5/2/23
Committee Chairperson