



**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