



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

**MINUTES
TUESDAY, OCTOBER 3, 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, October 3rd, 2023, at 7:00 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

PRESENT

Chair	Ed Donnelly
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
Non-Voting Member	Steve Inzunza
Mayor Pro Tem	Evelyn Zneimer

ABSENT

Treasurer/Souvenir Chair	Sandy Fielding
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

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 AUGUST 1, 2023**

Recommendation

It is recommended that the Committee review and approve the September 5, 2023, minutes.

Amendments noted by Kilby: Committee Member Courtney Quinn was referenced as Quinn and Dunlap throughout the minutes, going forward it should only be Quinn. Kilby also noted in the Yard Sale report, the SPSHS students did more than just clean up.

A motion with the amendments as presented was made by Lee, seconded by J Benjamin, and approved by roll call vote to approve the September 5, 2023, meeting minutes. The motion 8-0-3, by the following vote:

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

NOES: None.

ABSENT: Fielding, R. Benjamin, Glauz

ABSTAINED: None.

3. **OCTOBER FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE**

October Financials were tabled to the November meeting due to the absence of Fielding.

COMMITTEE CHAIR REPORTS

4. **EVENT & SITE REPORT:** Jontz reported the side tent is up. The porta potty lock has already been broken but this happens almost yearly. Jontz is still working on getting us a better replacement for the speed bumps.

5. DESIGN REPORT: Jontz reported we have no updates for this year's design. Pasadena Tournament did release the hint for next year's theme, and he will begin to look through archives and advertise closer to the end of the year. Jontz congratulated SPHS Senior Phoebe Ho for being selected to the Rose Court.

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.

6. CONSTRUCTION REPORT: J Benjamin reported on behalf of R Benjamin. The characters are being sculpted. We have had new volunteers this year, we hope we can continue to have them come back and help in the following years. J Benjamin thanked Kilby for her support in countless media outlets pushing for help with volunteers.

7. DECORATION REPORT: J Benjamin reported her, and Metcalf are still finalizing materials for some of the animals. Our volunteer sign-ups are live, and we have had a great response, currently two shifts are already full. J Benjamin needs help with cutting stative before it goes bad so, please reach out to friends or let her know if you are interested.

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. MARKETING REPORT: Lee reported we raised about \$12,000 in our tent banner sales.

10. DIRECT MAIL REPORT: Lee reported our direct mail letter will be mailed out in about the next two weeks. The list was narrowed down to around 200 people who have all donated via direct mail in the last few years.

11. CRUNCH TIME PARTY REPORT: Lee reported that the event will be a disco theme this year. Peter Owens 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.

J Benjamin commented that a friend who in years past has donated his Maui house for our Crunch Party auction, unfortunately lost his sports bar to the Lahaina fire in August. His bar was all Dodger themed. J Benjamin is helping to restore Dodger items for his bar so if anyone has items, they would like to donate to him please let her know.

12. YARD SALE REPORT: J Benjamin reported our next sale would potentially be in May.

13. MISCELLANEOUS FUNDRAISERS: J Benjamin reported that we are thinking about a Cinco de Mayo dinner fundraiser. The family who hosted Steve and Diane Fillingham's wedding would like to host a fundraiser for us at their house. J Benjamin will have more information in the coming months.

Lee reported that we will do Yard signs next year starting with advertising on the 4th of July post parade. Peter Owens will help Lee with the event.

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.

15. PUBLICITY REPORT: Kilby shared all the publicity she has done since our last meeting. Kilby has distributed the See's candy fundraising order guides to the 65 residents of Golden Oaks. There will be an article out soon that tells the Chamber how important the help of businesses in town has been for our float. Kilby also mentioned a future article looking for help with decoration volunteers.

16. 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.

17. GOLF TOURNAMENT REPORT: Vlacich shared that next year's tournament date is confirmed for June 15, 2024.

COMMUNICATIONS

18. CITY COUNCIL LIAISON COMMUNICATIONS

City Council Mayor Pro Tem Zneimer got a 1-1 walking tour of the float with Chair Donnelly. Land price negotiations for the building will take place in an upcoming closed session. Zneimer would like to push for a long-term land use contract.

19. 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.

20. COMMITTEE CHAIR COMMUNICATION

Chairperson Donnelly reported that The Sylvers who are the artist for our song Boogie Fever will be joining us when Gayle Anderson is on site broadcasting.

MATTERS NOT ON THE AGENDA:

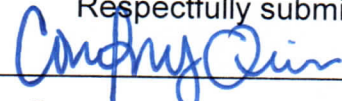
J Benjamin asked the committee to relocate the November and December meetings to take place at the War Memorial Building so those working at the site can make the meeting.

City Staff Liaison Pautsch said we will need to reschedule our December 5th meeting because it is the State of the City.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:44p.m.

Respectfully submitted:



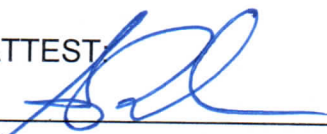
Courtney Quinn, Secretary

Approved:



Ed Donnelly, Chair

ATTEST:



Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: November 7th, 2023