



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

TUESDAY, June 4, 2024 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
Karie Reynolds
Bill Glazier (NV)
Bill Cullinane (NV)
Sharon Mitchell (NV)

Chris Metcalf
Leland Glauz
Wende Lee
Alan Vlacich
Steve Inzunza (NV)
Lary Chiles (NV)
Rob Benjamin (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 May 7, 2024

Recommendation

It is recommended that the Committee review and approve the May 7, 2024 Meeting Minutes

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

Recommendation

It is recommended that the Committee review and approve the June Financials

COMMITTEE COMMUNICATIONS

- 4. Event and Site Chair Report — James Jontz
- 5. Design Chair Report— James Jontz
- 6. Construction Chair Report — Vacant
- 7. Decoration Chair Report — Janet Benjamin
- 8. Souvenir Booth – Sandy Fielding
- 9. Tent Banner / Direct Mail / Yard Signs – Wende Lee
- 10. Crunch Time Party – Wende Lee
- 11. Rummages Sale – Steve Fillingham
- 12. Misc. Fundraiser – Janet Benjamin
- 13. Raffle Tickets – Alan Vlacich
- 14. Publicity Chair Report – Karie Reynolds
- 15. Digital Media Report — Chris Metcalf
- 16. Golf Tournament – Alan Vlacich
- 17. Other Committee Communications and Information

COMMUNICATIONS

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

PUBLIC COMMENT - CONTINUED

21. 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.

July 2, 2024 7:00 P.M
August 6, 2024 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 **June 4, 2024**, 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.*

5/30/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES
TUESDAY, MAY 7, 2024 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, May 7, 2024, at 7:01 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Ed Donnelly
Treasurer & Souvenir Chair	Sandy Fielding
Decoration Chair	Janet Benjamin
Decoration Assistant	Leland Glauz
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Publicity Chair	Karie Reynolds
Non-Voting Member	Lary Chiles
Non-Voting Member	Rob Benjamin
Mayor	Evelyn Zneimer

ABSENT

Design Chair	James Jontz
Direct Mail & Marketing Chair	Wende Lee
Secretary	Courtney Quinn
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Bill Glazier
Non-Voting Member	Steve Inzunza
Non-Voting Member	Sharon Mitchel

Ed Donnelly, Chair, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director; Lucy Hakobian, Community Services Deputy Director; Melissa Snyder, Community Services Supervisor were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Committee Chair Donnelly.

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

None

ACTION/DISCUSSION**2. MINUTES OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING OF APRIL 2, 2024.**Recommendation

It is recommended that the Committee review and approve the April 2, 2024, Meeting Minutes.

COMMITTEE ACTION AND MOTION

A motion was made by Digital Media Chair Metcalf, seconded by Decoration Chair Benjamin and approved by roll call vote to approve Item No. 2. The motion carried 7-0-3-0, by the following vote:

AYES: Donnelly, Fielding, Benjamin, Glauz, Metcalf, Vlacich, Reynolds
NOES: None
ABSENT: Quinn, Jontz, Lee
ABSTAINED: None

3. MAY 2024 FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

May 2024 Financials were presented by Treasurer/Souvenir Chair Fielding. Ending totals for April 2024 for the Checking Account reflected \$5,915.25, the Checking 501c3 reflected \$94,306.99, and Savings 501c3 reflected \$128,065.04.

Recommendation

It is recommended that the Committee review and approve the May 2024 Financials presented by Treasurer/Souvenir Chair Fielding.

COMMISSION ACTION AND MOTION

A motion was made by Decoration Assistant Glauz, seconded by Digital Media Chair Metcalf, and approved by roll call vote to approve Item No. 3. The motion carried 7-0-3-0, by the following vote:

AYES: Donnelly, Fielding, Benjamin, Glauz, Metcalf, Vlacich, Reynolds
NOES: None
ABSENT: Quinn, Jontz, Lee
ABSTAINED: None

4. EVENT & SITE CHAIR REPORT: None**5. DESIGN CHAIR REPORT:** Chair Donnelly reported on behalf of Design Chair Jontz and asked for the buildable rendering from Renee for the next meeting.

6. **CONSTRUCTION CHAIR REPORT:** None
7. **DECORATION CHAIR REPORT:** Decoration Chair Benjamin provided an update and gave additional comments regarding the Yard Sale.
8. **SOUVENIR BOOTH REPORT:** Treasurer & Souvenir Chair Fielding reported on new koozie and sweatshirts available at the souvenir booth.
9. **TENT BANNER REPORT:** None
10. **YARD SIGN REPORT:** None
11. **DIRECT MAIL REPORT:** None
12. **CRUNCH TIME PARTY REPORT:** None
13. **RUMMAGE SALES REPORT:** Steve Fillingham provided an update on the rummage sale preparations. Decoration Chair Benjamin provided information regarding the Yard Sale and posters are available to be distributed. Sally Kilby also provided information regarding flyers being available to be distributed as well. Chair Donnelly also reminded the Committee they always need volunteers to assist with the rummage sale.
14. **MISCELLANEOUS FUNDRAISERS REPORT:** Steve Fillingham shared a recap regarding Cuatro de Mayo.
15. **RAFFLE TICKETS REPORT:** Golf Tournament & Nominations Chair Vlacich reported they are waiting on rendering.
16. **PUBLICITY CHAIR REPORT:** Publicity Chair Reynolds confirmed the local papers would be running information regarding the upcoming Yard Sale. Additionally, Sally Kilby informed the group that Andy Lipman would do a column on all the volunteer work and fundraising efforts of the Committee.
17. **DIGITAL MEDIA CHAIR REPORT:** Digital Media Chair Metcalf reported on insights for social media regarding the Quatro de Mayo posts. Digital Media Chair Metcalf provided an update regarding the new processing terminal and will continue to investigate its capabilities. Additionally, Metcalf shared information regarding Sierra Madre's drag queen bingo. The event was successful, and he recommended bringing the fundraising event to South Pasadena.
18. **GOLF TOURNAMENT REPORT:** Golf Tournament & Nominations Chair Vlacich requested that each committee member assist with publicizing the event. He recommended downloading the flyer and printing it to get people to sign up. Vlacich and Chair Donnelly recommended getting a few more volunteers to assist at the event. Sally Kilby recommended reaching out to local scout troops to assist with set-up and breakdown.

COMMUNICATIONS

19. **CITY COUNCIL LIAISON COMMUNICATIONS**

Mayor Zneimer reported the success of the Quatro de Mayo fundraiser event. She also reported that there were no additional updates regarding the float barn.

20. STAFF LIAISON COMMUNICATIONS

None

21. COMMITTEE CHAIR COMMUNICATIONS

Chair Donnelly requested the Committee’s input on a comprehensive timeline to assist with staying on schedule. He also recommended creating short YouTube videos documenting the work of the Committee and requested all members to assist by completing interviews with each. Chair Donnelly requested that all Committee chairs work together to create a master contact list.

22. CONTINUED PUBLIC COMMENT - GENERAL

None

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the South Pasadena Tournament of Roses Committee at 7:27 P.M. to the next Regular Community Services Committee Meeting scheduled for June 4, 2024.

Respectfully submitted:

Melissa Snyder
Community Services Supervisor

APPROVED:

Ed Donnelly
Chair

ATTEST:

Sheila Pautsch
Community Services Director

Approved at South Pasadena Tournament of Roses Committee Meeting: June 4, 2024

FINANCE REPORT

JUNE 4, 2024

MAY 2024

CHECKING-----	5,280.52
CHECKING 501c3----	99,755.44
SAVINGS 501c3-----	130,065.04
TOTALS-----	235,101.00

APRIL 2024

CHECKING-----	5,915.25
CHECKING 501c3-----	94,306.99
SAVINGS 501c3-----	128,065.04
TOTALS-----	228,287.2

LAST FUNDRAISER: YARD SALE

CASH-----	\$4151.37
CREDIT CARD-----	\$2206.50
DONATION-----	\$107.32
TOTALS-----	\$6465.19