



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

TUESDAY, APRIL 2, 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
Steve Inzunza (NV)
Bill Glazier (NV)
Bill Cullinane (NV)
Sharon Mitchell (NV)

Chris Metcalf
Leland Glauz
Wende Lee
Alan Vlacich

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 March 5, 2024**Recommendation

It is recommended that the Committee review and approve the March 5, 2024 Meeting Minutes

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

Recommendation

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

4. Recommendation of a Nomination and Election of a Publicity Chair

Recommendation

It is recommended that the Committee nominate and elect a Publicity Chair

COMMITTEE COMMUNICATIONS

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

COMMUNICATIONS

20. CITY COUNCIL LIAISON COMMUNICATIONS

21. STAFF LIAISON COMMUNICATIONS

22. COMMITTEE CHAIR COMMUNICATIONS

PUBLIC COMMENT - CONTINUED

23. 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.

- May 7, 2024 7:00 P.M
- June 4, 2024 7:00 P.M.
- July 2, 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 **April 2, 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.*

3/28/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES
TUESDAY, MARCH 5, 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, March 5th, 2023, at 7:03 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

PRESENT

Chair	Ed Donnelly
Secretary	Courtney Quinn
Treasurer/Souvenir Chair	Sandy Fielding
Decoration Assistant Chair	Leland Glauz
Digital Media Chair	Chris Metcalf
Direct Mail and Marketing Chair	Wende Lee
Golf Tournament Chair	Alan Vlacich
Non-Voting Member	Lary Chiles
Non-Voting Member	Sharon Mitchel
Mayor	Evelyn Zneimer

ABSENT

Decoration Chair	Janet Benjamin
Design Chair	James Jontz
Non-Voting Member	Bill Glazier
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Steve Inzunza

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 FEBRUARY 6, 2024

Recommendation

It is recommended that the Committee review and approve the February 6, 2024, minutes.

A motion with the minutes as presented was made by Lee, seconded by Metcalf, and approved by roll call vote to approve the February 6, 2024, meeting minutes. The motion 7-0-2, by the following vote:

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

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

February Financials were presented by Fielding. 2025 Parade entry fee of \$5,00 was paid, original cost was \$7,500.

Recommendation

It is recommended that the Committee review and approve the February 2024, financials.

A motion with the financials as presented was made by Glauz, seconded by Metcalf, and approved by roll call vote to approve the February 2024 financials. The motion 7-0-2, by the following vote:

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

COMMITTEE CHAIR REPORTS

4. NOMINATIONS: Donnelly reported in next month's meeting he will have two new chair recommendations for the committee to vote on. Publicity Chair and Construction Chair.

5. EVENT & SITE CHAIR REPORT: No Report.

6. DESIGN CHAIR REPORT: No Report.

7. CONSTRUCTION CHAIR REPORT: No Report.

8. DECORATION CHAIR REPORT: No Report.

9. SOUVENIR BOOTH CHAIR REPORT: Fielding reported this year we will be able to get a discount on the theme pins, we will pay \$3.60 per pin vs. last year's cost of \$9. New sweatshirts have been ordered through the High School. Fielding would like the construction team to better secure the speed bumps which protect our electrical cables the run to the booth. Fielding asked if this year we can place linoleum down in the booth to help with the floor warping from the leaks and bugs. Steve Fillingham commented, we can use wonder board and then tile if you want. Fillingham offered to help Fielding get this taken care of.

10. TENT BANNER CHAIR REPORT: No Report.

11. DIRECT MAIL CHAIR REPORT: No Report.

12. CRUNCH TIME PARTY CHAIR REPORT: No Report.

13. RUMMAGE SALE CHAIR REPORT: Steve Fillingham reported our event is approaching, May 17th & 18th. Fillingham asked for the committee to step up and help with the event, 4 people is not enough to continue to have the event.

14. MISCELLANEOUS FUNDRAISERS CHAIR REPORT: Fillingham reported we have a new fundraiser this year that will take place on May 4th, at a home in Glendale. The night will include dinner, dancing performances and possibly raffle. More information to follow.

15. RAFFLE TICKETS CHAIR REPORT: Vlacich reported via confirmation from Fielding, Citizens Bank still has not turned in their ticket fee.

16. PUBLICITY REPORT: No Report.

17. DIGITAL MEDIA CHAIR REPORT: Metcalf reported all our social media numbers are still strong, we have not seen the usual dip. Metcalf will be working on a “help wanted page” on our website which will explain exactly what we need and when we need it. The plan is to hopefully have it live in the next month, we will use it for fundraising needs, volunteers, and any specific needs we may have. For this to be successful, Metcalf is asking chairs to reach out to him when they need help of any kind. Metcalf will be purchasing a POS system this month so we can start uploading inventory as well as use it for ease of charging people at events. The security cameras are back up and running. Metcalf shared that he and Donnelly have already been working on music selection.

18. GOLF TOURNAMENT CHAIR REPORT: Vlacich reported the date for this year’s tournament is June 15th.

19. OTHER COMMITTEE COMMUNICATIONS & INFORMATION:

- NV Member Mitchel shared that the Pasadena Showcase house is now \$50 for a 4-hour volunteer shift. She is working on getting letters out to see if we can get anyone to come and help, they do not need to be a part of our organization. If anyone is interested, please email her.
- Fielding shared that past board member Pete Klein passed away and a condolence card was mailed to the family on behalf of the committee.

COMMUNICATIONS

20. CITY COUNCIL LIAISON COMMUNICATIONS: Mayor Evelyn Zneimer reported she is still actively involved in the progress of our future building. Currently, she is waiting to hear from the Housing Community Development (HCD) on their findings regarding building on historical property.

19. CITY STAFF LIAISON COMMUNICATIONS: Community Services Director Pautsch re-introduced Melissa Snyder who will be taking over as our City Liaison in July when she retires.

20. COMMITTEE CHAIR COMMUNICATION

Chairperson Donnelly reported good news, the John C Hench Foundation has granted us another \$20,000. Pasadena Tournament has approved our 2025 submission called “Seas the Day”. Rene who did our rendering last year was the designer and she has already started to tweak the design per our build concerns. We hope to share an update rendering soon. Donnelly will be requesting a financial meeting later this month with Fielding, Metcalf and maybe others to discuss how we are allocating funds, the fees we are currently paying as well as looking for ways to improve our processes.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:45 p.m.

Respectfully submitted:

Courtney Quinn, Secretary

Approved:

Ed Donnelly, Chair

ATTEST:

Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: April 2nd, 2024.

DRAFT

FINANCE REPORT

APRIL 2, 2024

MARCH 2024

CHECKING-----2224.64

CHECKING 501c3—84,050.69

SAVINGS 501c3-----126,049.96

TOTALS-----212,325.29

FEBRUARY 2024

CHECKING-----2787.44

CHECKING 501c3----83,553.79

SAVINGS 501c3-----126,049.96

TOTALS-----212,391.19

ACTIVITY

CONSTRUCTION

209.44

RAFFLE

+300.00