



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

TUESDAY, MAY 7, 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 April 2, 2024**Recommendation

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

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

Recommendation

It is recommended that the Committee review and approve the May 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.

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 **May 7, 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.*

5/2/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES
TUESDAY, APRIL 2, 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, April 2nd, 2024, at 7:02 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	Leland Glauz
Direct Mail and Marketing Chair	Wende Lee
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Non-Voting Member	Sharon Mitchel
Mayor	Evelyn Zneimer

ABSENT

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

Courtney Quinn, Secretary, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director, was present at Roll Call.
Melissa Snyder, Community Services, 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 MARCH 4th, 2024.**Recommendation

It is recommended that the Committee review and approve the March 4th,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 March 4, 2024, meeting minutes. The motion 7-0-2, by the following vote:

AYES: Chair Donnelly, Quinn, Fielding, Glauz, Lee, Metcalf, Vlacich.

NOES: [00] None.

ABSENT: Benjamin, Jontz.

ABSTAINED: None.

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

March 2024 financials were presented by Fielding. Fielding asked for all who have a SPTOR Credit Card to please use it for purchases, we accumulate points and those are used towards payments.

Recommendation

It is recommended that the Committee review and approve the March 2024 financials as presented by Fielding.

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

AYES: Chair Donnelly, Quinn, Fielding, Glauz, Lee, Metcalf, Vlacich.

NOES: None.

ABSENT: Benjamin, Jontz.

ABSTAINED: None.

4. 2024 COMMITTEE CHAIR NOMINATIONS: Donnelly nominated Karie Reynolds as our Publicity Chair.

Recommendation

It is recommended that the Committee review and approve the 2024 Committee Chair nomination as presented by Donnelly.

A motion for the 2024 Committee Chair as presented was made by Donnelly, seconded by Lee, and approved by roll call vote to approve the 2024 Committee Chair nomination. The motion 7-0-2, by the following vote:

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

COMMITTEE CHAIR REPORTS

5. EVENT & SITE REPORT: Jontz reported via zoom there is minimal clean up that should happen soon to open more of the parking spaces.

6. DESIGN REPORT: Jontz reported via zoom that although our 2025 parade entry has been accepted by the Pasadena TOR, until we submit a buildable rendering in a design review meeting, we will not publicize. The meetings happen monthly with the March one being next Monday. Donnelly commented in talking with Benjamin and our designer we are almost complete.

7. CONSTRUCTION REPORT: None.

8. DECORATION REPORT: Rob Benjamin reported on behalf of Benjamin, an inventory day will happen in the future. Each time the team plans to get together it rains, keep an eye out for emails.

9. SOUVENIR BOOTH REPORT: Fielding reported the sweatshirts are ready for pick up at SPHS. Steve Fillingham is going to re-do the flooring before the summer comes. Fielding mentioned once the rendering is approved, she can submit for the pin to be designed.

10. TENT BANNER REPORT: Lee reported she is working on new ideas and new marketing ideas. She has already thought of some new candidates to reach out to but is worried about space. She needs the team to think of how we can gain more banner space in or around the tent.

11. YARD SIGN REPORT: Lee reported we are all set up to sell the yard signs at the 4th of July post parade event at Garfield Park. Peter Owens is going to be helping her. Possible tier incentives could be \$25 which gets a personalized ‘Thank You’ letter, \$50 is a SPTOR Pin and \$100 is a yard sign for the whole year, these are just ideas nothing finalized. The signs will be placed in yards by July 8th and remain present for 1 month.

12. DIRECT MAIL REPORT: None.

13. CRUNCH TIME PARTY REPORT: None

14. MISCELLANEOUS FUNDRAISERS: Steve Fillingham shared the dates for this year’s Rummage sale are confirmed for May 17th & 18th.

Steve Fillingham reported about our newest fundraiser Cuatro de Mayo. Save the dates have been sent out via mail and social media. The tickets will be sold online for \$60 which includes Tacos & 2 drinks. We are planning on a small silent auction, raffle and maybe a few other new and fun donations.

15. RAFFLE TICKETS REPORT: Vlacich reported all tickets have been paid for.

16. GOLF TOURNAMENT REPORT: Vlacich reported the tournament is scheduled for June 15th and will be sponsored by Shaw Moses Mendenhall and Associates. Mama’s Brick Oven Pizza will remain our Hole in 1, \$10,000 sponsor. They will also cater lunch.

Fielding commented she will be out of town, Quinn and Donnelly will help get all things financial set up. Metcalf will work with Vlacich on getting items appropriately added to our new processing terminal. Vlacich shared his goal for the year being \$15,000 in profit.

17. PUBLICITY REPORT: None.

18. DIGITAL MEDIA REPORT: Metcalf reported we have over 2,700 followers on Facebook and over 1,000 followers on Instagram. We have begun to see some online orders for sweatshirts and pins. Benjamins’ daughter is going to design and print a special shirt for us this year, something in relation to “I volunteered on the SPTOR float”. Metcalf would like each fundraising chair to be able to know how to work the processing terminal as well as set us the app version on their phones. Cullinane is working with Metcalf on a ‘help wanted’ page for the website. When you need help, maybe a paragraph blurb about the description of help would be plenty. Our music for 2025 is in process, Metcalf shared we may have to pay a fee this year. Our hope is to secure the song *Come Sail Away* by Styx.

COMMUNICATIONS

18. CITY COUNCIL LIAISON COMMUNICATIONS: Mayor Zneimer reported our case has been escalated with the HCD. The trustee of the property has forbidden affordable housing on the property which is in our favor. Mayor Zneimer has asked for the topic to be on the next City Council agenda.

19. CITY STAFF LIAISON COMMUNICATIONS: None.

20. COMMITTEE CHAIR COMMUNICATION: Chairperson Donnelly reported the "Thank You" Party was a success, and everyone seemed to of had a lot of fun. This is something he hopes happens every year, he feels it is important people are thanked and appreciated. Donnelly is planning a financial meeting this month; an email will be sent out with more information soon. Donnelly is also working on a timeline for the rest of the year in all aspects of our organization.

MATTERS NOT ON THE AGENDA: None.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:55 p.m.

Respectfully submitted:

Courtney Quinn, Secretary

Approved:

Ed Donnelly, Chair

ATTEST:

Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: May 7, 2024.

FINANCE REPORT

MAY 7,2024

APRIL 2024

CHECKING -----5915.25
CHECKING 501c3-----94,306.99
SAVINGS 501c3-----128,065.04
TOTALS-----228,287.28

MARCH 2024

CHECKING -----2224.64
CHECKING 501c3-----84,050.69
SAVINGS 501c3-----126,049.96
TOTALS-----212,325.29

BOOTH	ADMINISTRATION	MAY 4
340.00	2509.00	1112.92

CONSTRUCTION	CREDIT CARD
130.08	2132.89