



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

TUESDAY, AUGUST 6, 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.

PRESENTATION

2. Presentation by SPTOR Foundation President Sam Hernandez

ACTION/DISCUSSION

3. Minutes of the South Pasadena Tournament of Roses Committee Meeting of August 6, 2024

Recommendation

It is recommended that the Committee review and approve the August 6, 2024 Meeting Minutes

4. September Financials of the South Pasadena Tournament of Rose Committee

Recommendation

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

5. Recommendation of a Nomination and Election of a Construction Chair

Recommendation

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

COMMITTEE COMMUNICATIONS

- 6. Event and Site Chair Report — James Jontz
- 7. Design Chair Report— James Jontz
- 8. Construction Chair Report — Vacant
- 9. Decoration Chair Report — Janet Benjamin
- 10. Souvenir Booth – Sandy Fielding
- 11. Tent Banner / Direct Mail / Yard Signs – 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 – Karie Reynolds
- 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.

OCTOBER 1, 2024 AT 7:00 P.M.

NOVEMBER 5, 2024 AT 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 **September 3, 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.*

8/29/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES
TUESDAY, AUGUST 6, 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 Secretary Courtney Quinn on Tuesday, August 6, 2024, at 7:01 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Treasurer & Souvenir Chair	Sandy Fielding
Direct Mail & Marketing Chair	Courtney Quinn
Event Site & Site/Design Chair	James Jontz
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Direct Mail/Yard Sign/Marketing Chair	Wende Lee
Publicity Chair	Karie Reynolds
Non-Voting Member	Lary Chiles
Mayor	Evelyn Zneimer

ABSENT

Chair	Ed Donnelly
Decoration Chair	Janet Benjamin
Decoration Assistant	Leland Glauz
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Bill Glazier
Non-Voting Member	Steve Inzunza
Non-Voting Member	Rob Benjamin

Courtney Quinn, Secretary, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director and Melissa Snyder, Community Services Supervisor were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Secretary Quinn.

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

None

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.

COMMITTEE ACTION AND MOTION

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

AYES: Fielding, Quinn, Jontz, Metcalf, Vlacich, Lee, Reynolds

NOES: None

ABSENT: Donnelly, Benjamin, Glauz

ABSTAINED: None

3. JUNE, AUGUST & GOLF FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

June, August and Golf Financials were presented by Treasurer/Souvenir Chair Fielding. Ending totals for August 2024 for the Checking Account reflected \$4,148.01, the Checking 501c3 reflected \$93,451.27, and Savings 501c3 reflected \$140,081.10.

Recommendation

It is recommended that the Committee review and approve the June, August and Golf 2024 Financials presented by Treasurer/Souvenir Chair Fielding.

COMMISSION ACTION AND MOTION

A motion was made by Design Chair Jontz, 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: Fielding, Quinn, Jontz, Metcalf, Vlacich, Lee, Reynolds

NOES: None

ABSENT: Donnelly, Benjamin, Glauz

ABSTAINED: None

- 4. EVENT & SITE CHAIR REPORT:** Event & Site/Design Chair Jontz provided an update on the newly installed tent provided by a new vendor. He is anticipating minor increases in cost over the next few years. Additional tents will be delivered in the fall. The tent was estimating to cost the same as last year.

5. **DESIGN CHAIR REPORT:** Event & Site/Design Chair Jontz reported no updates but is tentatively brainstorming for 2026.
6. **CONSTRUCTION CHAIR REPORT:** Steve Fillingham provided an update that construction has begun on the float. Currently the turtle shell and duck are essentially completed. Steve also noted that he discussed with Chair Donnelly to assist as Construction Chair.
7. **DECORATION CHAIR REPORT:** Secretary Quinn noted on behalf of Decoration Chair Benjamin that volunteers should keep a look out for an email regarding group sign ups after Labor Day.
8. **SOUVENIR BOOTH REPORT:** Treasurer/Souvenir Booth Chair Fielding noted that the booth has new tile floor and paint. The only item left to order are volunteer shirts, all other items have been ordered. All merchandise should be ready by September. Booth will be open on workdays.
9. **TENT BANNER REPORT:** Direct Mail/Tent Banner/Yard Sign Chair Lee reported that there is a total of 7 new banners, 8 from previous years as non-responsive, and 2 in the works. Estimating over \$17,000 from tent banner sponsorships.
10. **YARD SIGN REPORT:** Yard Sign Chair Lee reported on the 4th of July event they received close to \$3,400 in donations from the dunk tank and yard signs.
11. **DIRECT MAIL REPORT:** None
12. **CRUNCH TIME PARTY REPORT:** None
13. **RUMMAGE SALES REPORT:** None
14. **MISCELLANEOUS FUNDRAISERS REPORT:** Showcase raised \$1,050 in sponsorship.
15. **RAFFLE TICKETS REPORT:** Raffle Ticket/Golf Tournament/Nominating Chair Vlacich reported that Lee is completing the ticket design and preparing to print over 200 tickets. Steve Inzunza is looking for additional volunteers to assist with selling tickets. Digital Media Report Metcalf provided an update on electronic ticket sales.
16. **PUBLICITY CHAIR REPORT:** Publicity Chair Reynolds reported on the great coverage of the Golf Tournament. Sally Kilby also discussed the need for more community support by meeting with other community groups. Chair Donnelly is scheduled to attend some future community group meetings.
17. **DIGITAL MEDIA CHAIR REPORT:** Digital Media Chair Metcalf reported on the website, souvenir booth, and social media insights are status quo. He noted that other floats have started advertising a need for volunteers, which has increased inquiries. He noted that he sends them to the website. He also provided information regarding drag queen bingo.
18. **GOLF TOURNAMENT REPORT:** Raffle Ticket/Golf Tournament/Nominating Chair Vlacich reported on the success of the golf tournament.
19. **OTHER COMMITTEE COMMUNICATIONS & INFORMATION:** Treasurer/Souvenir Booth Chair Fielding is working on Sees Candy order before November.

COMMUNICATIONS

20. CITY COUNCIL LIAISON COMMUNICATIONS

Mayor Zneimer reported on the Resolution that will allow the float barn to be built. Mayor Zneimer anticipates the review to be completed by end of August.

21. STAFF LIAISON COMMUNICATIONS

Community Services Supervisor Snyder provided an update on the Senior Citizens' Foundation of South Pasadena Senior Champion Awards and encouraged committee members to attend as we honor longtime volunteer Anita Scott.

22. COMMITTEE CHAIR COMMUNICATIONS

On behalf of Chair Donnelly, Secretary Quinn thanked to Wende Lee and team for successful fundraising, provided an updated on the souvenir booth, construction team meeting, and that Chair Donnelly received volunteer of the year by Judy Chu.

23. CONTINUED PUBLIC COMMENT - GENERAL

None

ADJOURNMENT

There being no further matters, Secretary Quinn adjourned the meeting of the South Pasadena Tournament of Roses Committee at 7:55 P.M. to the next Regular Community Services Committee Meeting scheduled for September 3, 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: September 3, 2024

DRAFT

FINANCE REPORT

SEPTEMBER 6, 2024

AUGUST 2024

CHECKING -----	2990.88
CHECHING 501c3-----	82,623.57
SAVINGS 501c3-----	140,081.10
TOTALS-----	225695.55

JULY 2024

CHECKING-----	4148.01
CHECKING 501-----	93,451.27
SAVINGS501c3-----	140,081.10
TOTALS-----	237.680.38