



**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.

<b>COMMITTEE CHAIR REPORTS</b>
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**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 4<sup>th</sup> 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 8<sup>th</sup> 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 17<sup>th</sup> & 18<sup>th</sup>.

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 15<sup>th</sup> 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.

<b>COMMUNICATIONS</b>
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**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.

DocuSigned by:  
*Courtney Quinn*  
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Courtney Quinn, Secretary

DocuSigned by:  
*Ed Donnelly*  
A1A9ED94EABA499...

Ed Donnelly, Chair

ATTEST: DocuSigned by:  
*Sheila Pautsch*  
15ADCD4E5BB9447...

Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: May 7, 2024.