



**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
Secretary	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 Pautech
Community Services Director
Lucy Hakobian
Deputy

Approved at South Pasadena Tournament of Roses Committee Meeting: September 3, 2024