



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

**MINUTES**  
**TUESDAY, SEPTEMBER 3, 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 Ed Donnelly on Tuesday, September 3, 2024, at 7:05 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Chair	Ed Donnelly
Decoration Chair	Janet Benjamin
Treasurer & Souvenir Chair	Sandy Fielding
Event Site & Site/Design Chair	James Jontz
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Publicity Chair	Karie Reynolds
Non-Voting Member	Lary Chiles
Non-Voting Member	Sharon Mitchell
Mayor	Evelyn Zneimer

**ABSENT**

Secretary	Courtney Quinn
Decoration Assistant	Leland Glauz
Direct Mail/Yard Sign/Marketing Chair	Wende Lee
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

Ed Donnelly, Chair, announced a quorum.

**CITY STAFF PRESENT:**

Lucy Hakobian, Community Services Deputy Director and Melissa Snyder, Community Services Supervisor were present at Roll Call.

**PLEDGE OF ALLEGIANCE:**

The Flag Salute was led by Chair Donnelly.

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

None

**PRESENTATION****2. PRESENTATION BY SPTOR FOUNDATION PRESIDENT SAM HERNANDEZ**

South Pasadena Tournament of Roses Foundation Sam Hernandez provided an update on the finalized resolution to begin the rendering of the float barn. The Foundation will work with the City to finalize an agreement for \$1.00 per year for 99 years. Will be looking for sponsor to assist with building the float barn in the future. Community Services Deputy Director Lucy provided a comment that staff will need to present a rendering to City Council during Closed Session before any negotiations take place.

**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.

**COMMITTEE ACTION AND MOTION**

A motion was made by Decoration Chair Benjamin, seconded by Design Chair Jontz and approved by roll call vote to approve Item No. 3 with amendments. The motion carried 7-0-3-0, by the following vote:

**AYES:** Donnelly, Benjamin, Fielding, Jontz, Metcalf, Vlacich, Reynolds

**NOES:** None

**ABSENT:** Quinn, Glauz, Lee

**ABSTAINED:** None

**4. SEPTEMBER 2024 FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE**

September Financials were presented by Treasurer/Souvenir Chair Fielding. Ending totals for August 2024 for the Checking Account reflected \$2,990.88, the Checking 501c3 reflected \$82,623.57, and Savings 501c3 reflected \$140,081.10. Treasurer/Souvenir Chair Fielding provided an update that California taxes have been paid for a total of \$832. She reminded the Commission to turn in all receipts to ensure the highest return in taxes.

Recommendation

It is recommended that the Committee review and approve the September 2024 Financials presented by Treasurer/Souvenir Chair Fielding.

**COMMISSION ACTION AND MOTION**

A motion was made by Design Chair Jontz, seconded by Decoration Chair Benjamin, and approved by roll call vote to approve Item No. 4. The motion carried 7-0-3-0, by the following vote:

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

## 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 ACTION AND MOTION

A motion was made by Nominations Chair Vlacich, seconded by Decoration Chair Benjamin and approved by roll call vote to approve Steve Fillingham as Construction Chair. The motion carried 7-0-3-0, by the following vote:

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

6. **EVENT & SITE CHAIR REPORT:** Event & Site/Design Chair Jontz provided an update on the tent installation. Lights will need to be installed later. Volunteer tent will arrive in early November.
7. **DESIGN CHAIR REPORT:** Event & Site/Design Chair Jontz reported on a discrepancy in the title of the float. He is currently working on getting it fixed prior to printing the program for the event.
8. **CONSTRUCTION CHAIR REPORT:** Construction Chair Fillingham the great crew working on sculpting on Sundays only. The three major animals should be completed by the end of the month. When the animals are close to completion, they will bring in more volunteers to learn how to sculpt.
9. **DECORATION CHAIR REPORT:** Decoration Chair Benjamin reminded the group of the workday this Saturday, September 7, 2024 and will be completing an inventory on September 4, 2024. She also reminded the group to provide any updates they would like to go out in the email blast.
10. **SOUVENIR BOOTH REPORT:** Treasurer/Souvenir Booth Chair Fielding noted that the float pin has arrived. The small rose pins are being discontinued, but we have purchased an additional 250 pins. The souvenir booth maintenance has been completed.
11. **TENT BANNER REPORT:** None
12. **YARD SIGN REPORT:** None
13. **DIRECT MAIL REPORT:** None

- 14. **CRUNCH TIME PARTY REPORT:** None
- 15. **RUMMAGE SALES REPORT:** Construction Chair Fillingham noted that they will be looking at October 2024 for the next rummage sale.
- 16. **MISCELLANEOUS FUNDRAISERS REPORT:** Treasurer/Souvenir Booth Chair Fielding reported that the See's Candy forms are available and ready for fundraising. Forms are due by Thanksgiving week to have the candy ready by the first week of December.
- 17. **RAFFLE TICKETS REPORT:** Raffle Ticket/Golf Tournament/Nominating Chair Vlacich reported that 250 tickets have been distributed ahead of schedule. In total that is a potential of \$25,000 in fundraising minus 3 free tickets. Vlacich informed the committee that when tickets are sold online, he receives the receipt, and then issues a stub to the purchaser. No tickets should be distributed until payment is made.
- 18. **PUBLICITY CHAIR REPORT:** Publicity Chair Reynolds reported on the coverage that Colorado Blvd has done. She noted that she will work on publicity of the fundraising efforts and publicity of Anita Scott at the Senior Champion Awards.
- 19. **DIGITAL MEDIA CHAIR REPORT:** Digital Media Chair Metcalf reported on the tickets being available online and will do a push on social media. The online store sales are improving and noted that postage has increased so the committee may need to adjust some of the items available online.
- 20. **GOLF TOURNAMENT REPORT:** Raffle Ticket/Golf Tournament/Nominating Chair Vlacich reported on planning for the future date, tentatively planned for Father's Day weekend.
- 21. **OTHER COMMITTEE COMMUNICATIONS & INFORMATION:** None

**COMMUNICATIONS**

- 22. **CITY COUNCIL LIAISON COMMUNICATIONS**  
Mayor Zneimer reported that the Acting City Manager has appointed Lucy Hakobian as the new Community Services Director.
- 23. **STAFF LIAISON COMMUNICATIONS**  
None
- 24. **COMMITTEE CHAIR COMMUNICATIONS**  
Chair Donnelly will be speaking at Kiwanis and Oneonta to seek additional volunteers and fundraising efforts. He also provided an update on the Senior Champion Award night honoring Anita Scott. Sally Kilby will set up additional meetings with organizations in the coming months. Chair Donnelly will also work to attend PTA meetings to access younger adult volunteers.
- 25. **CONTINUED PUBLIC COMMENT - GENERAL**  
None

**ADJOURNMENT**

There being no further matters, Chair Donnelly adjourned the meeting of the South Pasadena Tournament of Roses Committee at 7:43 P.M. to the next Regular Community Services Committee Meeting scheduled for October 1, 2024.

Respectfully submitted:



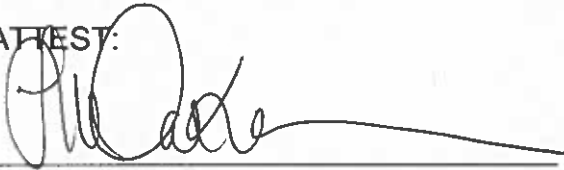
Melissa Snyder  
Community Services Supervisor

APPROVED:



Ed Donnelly  
Chair

ATTEST:



Lucy Hakobian  
Community Services Director

Approved at South Pasadena Tournament of Roses Committee Meeting: October 1, 2024