



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

**MINUTES
TUESDAY, NOVEMBER 7, 2023, 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, November 7th, 2023, at 7:03 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 Chair	Janet Benjamin
Design Chair	James Jontz
Publicity Chair	Sally Kilby
Digital Media Chair	Chris Metcalf
Golf Tournament & Nominations Chair	Alan Vlacich
Non-Voting Member	Bill Glazier
Non-Voting Member	Steve Inzunza
Mayor Pro Tem	Evelyn Zneimer

ABSENT

Construction Chair	Rob Benjamin
Direct Mail and Marketing Chair	Wende Lee
Decoration Assistant	Leland Glauz
Non-Voting Member	Lary Chiles
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Sharon Mitchel

Courtney Quinn, Secretary, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director, 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 OCTOBER 3, 2023

Recommendation

It is recommended that the Committee review and approve the October 3, 2023, minutes.

A motion with the minutes as presented was made by J. Benjamin, seconded by Metcalf, and approved by roll call vote to approve the October 3, 2023, meeting minutes. The motion 8-0-3, by the following vote:

AYES: Chair Donnelly, Quinn, Fielding, J Benjamin, Jontz, Kilby, Metcalf, Vlacich

NOES: None.

ABSENT: R. Benjamin, Glauz, Lee

ABSTAINED: None.

3. SEPTEMBER AND OCTOBER FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

October Financials were tabled to the November meeting due to the absence of Fielding. September Financials presented by Fielding. The BIT money was received, and our Tent banners raised \$11,600.

October Financials presented by Fielding. We have already received \$7,000 from direct mail.

Recommendation

It is recommended that the Committee review and approve the September & October 2023, financials.

A motion with the financials as presented was made by Jontz, seconded by Metcalf, and approved by roll call vote to approve the September & October 2023 financials. The motion 8-0-3, by the following vote:

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

COMMITTEE CHAIR REPORTS

4. CONSTRUCTION REPORT: J. Benjamin reported on behalf of R. Benjamin, we have T1 at 7 am this Saturday with a test drive up to Columbia and back. Construction is working on the driver's compartment for T1. There is still lots to do. Sheila was asked for help with no parking signs and PD escorts.

5. DECORATION REPORT: J Benjamin reported a volunteer who works for Dunn and Edwards was able to get us 7 gallons of paint donated. She is willing to make this a continued yearly donation. Screening has begun as well as some painting. Flower orders are being finalized.

6. EVENT & SITE REPORT: Jontz reported there has been an issue with a person breaking into and using the porta potty. Additional units of porta potties will be coming on 12/1. The volunteer tent is up, we did have a floor put in this year to help when we get rain. The speed Bumps have been replaced.

Metcalf recommended we think about having design entries available at the volunteer booth this year to pass out after people have checked out for their shift, Jontz will see if this is allowed via the Pasadena Tournament.

7. DESIGN REPORT: Jontz shared that next year's parade theme hint is a 'major life event'.

8. SOUVENIR BOOTH REPORT: Metcalf reported this year we have launched an online website for merchandise. It is live and running. We are waiting for SPHS to complete this year's sweatshirt orders, Jontz was asked to pick them up when they are ready.

9. SOUVENIR BOOTH REPORT: Fielding reported the souvenir booth is organized and ready for the year. We are fully stocked and have some new lights and disco balls hanging. Fielding will not be in town for Christmas and will be needing help. Programs are not available, so she asked Vlacich to order 50 when they are.

9. MARKETING REPORT: No Report.

10. DIRECT MAIL REPORT: No Report.

11. CRUNCH TIME PARTY REPORT: Fielding reported she purchased tablecloths this week for the event. Peter Owens was asked to report on Lee's behalf and shared that we are still in need of auction items. We also will be doing a paddle raise this year to raise specific funds. is in the process of getting his serve safe license through ABC so he can be our bartender. This year we will have a signature cocktail. Stone Fire Grill has been confirmed as our caterer. Lee is currently working on quotes for the food tent.

12. YARD SALE REPORT: No Report.

13. MISCELLANEOUS FUNDRAISERS: Fielding reported the See's Candy orders were due to her with money the Wednesday before Thanksgiving.

14. RAFFLE TICKETS REPORT: Inzunza reported sales are moving along. He thanked Sally Kilby for her great help with the media. We are around the halfway point in sales. There are still tickets available to help. Scott Parker is going to help with distribution and cash collecting. December 4th is our hard deadline so we have everything accounted for the drawing which will take place at the Chamber meeting on December 6th.

14. RAFFLE TICKETS REPORT: Vlacich introduced Inzunza as his Raffle Co-Chair. This year 225 tickets were printed instead of the traditional 200. Currently, 175 tickets have already been allocated to volunteer sellers. Vlacich asked Kilby to get to word out in the news outlets. Vlacich also asked City Staff Liaison Pautsch to have our raffle drawing added to the agenda for the first December Council meeting. Fielding suggested we talk about separating the Direct mail and raffle tickets. Donnelly would like to discuss this further after this year.

15. PUBLICITY REPORT: Kilby reported with the help of Mary Hoban they sold \$1,000 in See's Candy at Golden Oaks. Marsha Lau has been helping Kilby sell raffle tickets. The South Pasadenan and Review released the 'Pave the way' article today which talks about all our current fundraisers. Gayle Anderson is scheduled to be at the site will be at the site on December 11th for filming, we will be there at 5 am. Kilby thanked Towhey's in an article for feeding our Saturday crew. Glazier commented he was glad to be back, he thanked Kilby for her great job.

16. DIGITAL MEDIA REPORT: Metcalf reported we now have a cell phone for float use. We are getting Wi-Fi at the site which will open possibilities in the future. We got the phone for free with a free phone line with Verizon. Metcalf reported sales for online are about \$450 which is good for not pushing it out to the public. The platform will be a great benefit in future years. Social media has been picking up and it will continue. Kilby asked about the charge that customers got with PayPal when they paid for their raffle ticket or See's Candy. Quinn explained it covers the transaction fee and they have the option to pay that fee or have us take the loss.

17. DIGITAL MEDIA REPORT: Metcalf reported that we have about 2500 followers on Facebook. Our planned dates for Gayle Anderson to broadcast at our site are October

17th and December 11th. Metcalf launched our web store 2 weeks ago, in the first 3 days we had over \$200 in orders. Shipping costs are still being worked out; the goal is to break even on that cost. We are not currently shipping to Hawaii or Alaska due to cost. Metcalf is hopeful that our online sales will grow once word is out that we offer online sales. Metcalf would like an insert for each package that adds a personal touch.

Lee commented that she can help with this.

Kilby asked if she could share the online web store in an article, Metcalf asked her not to do it this year so we can make sure we can manage the demand the first year, the goal is to get bigger next year.

18. GOLF TOURNAMENT REPORT: No Report.

COMMUNICATIONS

19. CITY COUNCIL LIAISON COMMUNICATIONS: No Report.

20. CITY STAFF LIAISON COMMUNICATIONS:

Community Services Director Pautsch shared there is no budget approved for the project of repairing Oaklawn Bridge. Pasadena Magazine came by the War Memorial building and they would like to write an article for us.

Community Services Director Pautsch mentioned we need to reschedule our December 5th meeting. Donnelly agreed we will move it to Monday, December 4th at the War Memorial Building.

21. COMMITTEE CHAIR COMMUNICATION

Chairperson Donnelly reported that we will have Coffee with the Chamber at the site on December 7th.

22. MATTERS NOT ON THE AGENDA:

Fielding asked if we could have volunteers make or purchase Saturday lunches to help give J. Benjamin a break.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:48 p.m.

Respectfully submitted:



Courtney Quinn, Secretary

Approved:



Ed Donnelly, Chair

ATTEST:



Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: December 4th, 2023.