



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee
Meeting convened June 6th, 2023, 7:00pm**

Chairperson, Ed Donnelly called the meeting to order on June 6th, 2023 at 7:04 pm.

Pledge of Allegiance.

Roll Call:

- **Committee Members Present:**

- Ed Donnelly
- Janet Benjamin
- Rob Benjamin
- Lary Chiles (NV)
- Courtney Dunlap
- Sandy Fielding
- Leland Glauz
- James Jontz
- Sally Kilby
- Wende Lee
- Chris Metcalf
- Alan Vlacich

- **Committee Members Absent:**

- Bill Cullinane (NV)
- Sara Cibak (NV)
- Bill Glazier (NV)
- Sharon Mitchel (NV)
- Steve Inzunza (NV)

- **Council Liaison Present:**

- Evelyn Zneimer

- **City Staff Liaison Present:**

- Sheila Pautsch

Public Comments: None.

City Council Communication: Evelyn commented about Agenda topic #19 on the Council Meetings, the business improvement tax (BIT). The City has taken over the distribution of the BIT money, SPTOR will still be given the \$12,000 that was normally given via the Chamber. Oaklawn Bridge update, there is no structural damage. The City is working on finding the engineers and the materials to fix the damage. There will be no issues with the tent going up as planned. Evelyn will keep pushing to have it fixed by August 1st.



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Staff Liaison Communications: Sheila reported that she is still working on the Edison bill issues. Ed was given the Festival of Balloons parade entry; The City has taken over the event along with Parks and Rec. and the Public Works departments. The Parade will start at 11am. This year there will only be stand sitting for the Fireworks, no field sitting. Fireworks will start at 9pm.

Comments from the Chairperson: Ed asked Rob if we will drive chassis down parade, he answered yes. On May 18th Sam and Ed met with City staff and managers for building plans. We presented the prelim drawings, and the feedback was positive. The plan is for the building to sit behind the War Memorial building up against the metro fence. There will be 2 storage sheds and the souvenir shed on site as well. Hopefully in the the next 6-8 months we have a more concrete plan. We believe we are headed in the right direction.

Sheliah mentioned on July 19th, there is a closed session agenda planned to discuss the building.

Motion to approve the Minutes from April: Corrections made by Sally Kilby, noted she had help selling Tee-Signs with Jane Adams, credit was only given to Sally. "Matters not on the agenda", needs to be changed due to the Brown Act, we will change it to "other issues" so we are protected. Typos were also shared with Courtney via email. Wende Lee motioned to approve the minutes as amended, second by Janet Benjamin. All in favor, motion approved.

Financial Report: Sandy reported we have a total of \$202,488.15 in our accounts. Sandy paid our sales tax from what was sold in goods for 2022, \$350. This was something new we had to do for taxes. Sandy has also paid the 5th installment of the architecture bill. Motion to approve the May Financials as presented by Janet Benjamin, second by Leland Glauz. All in favor, motion approved.

Event & Site Report: James reported there is nothing new at the site. Sharon has continued to lock up the dumpsters after trash day. James will drive by about once a week just to keep an eye out. The tent company will be making a new tent to fix the leaks from last years tent, August 1st it will go up. James asked when we will be able to see building plans, Ed responded hopefully next meeting we will have a better design with some answered questions so it can be shared with us.

Design Report: Janet reported our artist Rene has been sick the last week, she is hoping to have the rendering done by Monday. Janet said that she has finished a lot of the scale drawings for different elements on the float and they look great. They will be a huge help when construction starts to build.



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Construction Report: Rob reported the scaling looks great so far. He is hopeful that by having this it will help make the build this year easier and allow for more delegation of task. The construction team will be getting the chassis ready for the 4th of July parade in the next few weekends. There will be an email sent out asking for our team to help get the float over to the 4th of July parade since Rob will be out of town as well as get it decorated. There is still a small leak in construction shed, but it will be easily fixed.

Decoration Report: Janet reported inventory was started, but they will need another day. Deco is excited from what we have seen so far with the design scaling. Janet will start doing the weekly email blast again soon.

Misc. Fundraisers: Janet reported the yard sale did well totaling \$6,400 in profit. There were so many donations, we had to leave some things down in the basement until Friday night for Saturday morning because we were out of room in the building. It is not a lot of work, and easy money, but we had no help! Janet, Rob, Steve, and Courtney were the only ones who were there on Saturday AM, and it was a struggle. Sally reached out and had 2 volunteers who came and just did door greetings, something so simple but it made a difference. She also got 12 volunteers to help with clean up on Saturday, this was a big help. Lin & Alan Vlacich donated dinner for Saturday's clean up, thank you Alan. Janet expressed that the Committee needs to step up and help, it is an easy 2 days with no physical labor. If we want to do another one, we need help, August & September will be busy for Construction, and we cannot rely on them.

Ed agreed with Janet, it is so easy for a few days to make that kind of money so we should continue it. Sally commented that it is heart breaking to her that the ones who are building are also the ones running these fundraisers. Sally mentioned the idea of a satellite group that is out in the community to help up fundraise, word of mouth, anything. Ed agreed we all wear too many hats; we need new help with fundraising.

Publicity Report: Sally reported that she really did spread the word about the yard sale, and we did great. She had it shared in over a dozen outlets including PTA newsletter, Craigslist, Farmers Market, City Council comment, WISPA, Friends of the Library, to name a few. Both newspapers did a preview and a post write up for the yard sale. Sally has shared the upcoming Golf Tournament in a lot of the same outlooks. Sally was down at the driving range telling the people there about the event and someone gave her \$100 cash donation. Both newspapers have shared the event, and the Chamber Newsletter has it listed as an event as well.

Ed thanked Sally for all the outlets she has been using, she is really doing all she can to spread the word.



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Digital Media Report: Chris reported we have required our music rights; Boogie Fever will be our song this year. No length has been decided yet, we will remix it to loop for what we decide we need. We did acquire the music rights for free, we will pay a music acquisition fee to Mike who has been helping us the last 2 years with music. No social media update, as always when we need something pushed, please share it with Chris and he will put it out on our social medias. He will not put anything out unless all the information is clear about the event or need. Ed commented that we should be putting everything together so it can all be shared via steam line for all forms of publicity including the website, and local papers. Wende commented that she can help others in terms of getting all their information gathered for Chris to share, since she has worked with him for Crunch, she knows what he really is looking for before he shares the information on social media.

Golf Tournament Report: Alan thanked Sally for all she has done to support the Golf Tournament including handing out fliers down at the Golf Course. We have a handful of new golfers this year which is great. Shaw Moses will not be a gold sponsor this year, instead they have made a \$1,000 donation. They really are remarkable in terms of how much they support us all year round with every event, so a big thank you to Shaw Moses Mendenhall and Associates. Alan is working on a platinum sponsorship that will be exclusive to them. Alan shared that Wende is making the tee signs for us, and Joss Rogers is doing the plaques for us. Alan is looking for help from the committee for the hole in 1, closest to the pin and the \$5 closer tee, Courtney will be serving Bloody Mary's and beers throughout the day.

Janet commented if Alan can get her a list of specific needs, she will help by sending out an email blast to our volunteers. Alan did say we will need the easy ups borrowed from the site, Sandy commented they are in the souvenir booth, and she will bring them. Sally asked about raffle prizes, Alan said he gets some donated items and then Sandy usually puts together something as well, in total we have about a dozen items.


Other issues:

Sandy said the souvenir booth was cleaned up, she found a vile Gayle Anderson signed years ago, she thought maybe we can have her take a photo with it this year so we can share how she's been a longtime supporter of SPTOR. We will have our pins in July. Sandy will order sweatshirts as soon as school starts back up. Sandy was also thinking about talking with Janet to see if her daughter in law can make us some items for the booth to sell with her circuit machine.

Meeting adjourned at 7:54 pm. The next meeting will be on Tuesday, August 1st, 2023 at 7:00pm.



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Approved:  Date: 9-5-23

Committee Chairperson