



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee
Meeting convened May 2nd, 2023, 7:00pm**

Chairperson, Ed Donnelly called the meeting to order on May 2nd, 2023 at 7:02 pm.

Pledge of Allegiance.

Roll Call:

- **Committee Members Present:**
 - Ed Donnelly
 - Janet Benjamin
 - Rob Benjamin
 - Lary Chiles (NV)
 - Courtney Dunlap
 - Leland Glauz
 - James Jontz
 - Sally Kilby
 - Chris Metcalf
 - Sharon Mitchel
 - Alan Vlacich
- **Committee Members Absent:**
 - Bill Cullinane (NV)
 - Sara Cibak (NV)
 - Sandy Fielding (Zoom)
 - Bill Glazier (NV)
 - Steve Inzunza (NV)
 - Wende Lee
- **Council Liaison Present:**
 - Evelyn Zneimer
- **City Staff Liaison Present:**
 - Sheila Pautsch

Public Comments: None.

City Council Chair Communication: None.

Staff Liaison Communications: Sheila reported there is no update in regard to the Oaklawn bridge.

Comments from the Chairperson: Ed received our 2022 parade photo from Tournament. All Citizens issues are good to go at this point. Ed looked into the Edison bill, the City has been paying our bill for us because it is being sent to the billing department. One month Sandy paid our bill and so did the City so we got a credit. Sheila shared that we have been paying the



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Edison bill for the entire site, including the building instead of just the tent site. Ed and Sheila are still sorting everything out. We do have our own meter at the tent site, typically our bill is about \$20 during the off season, and during float season it's about \$300. The pole that we have at the site is a temporary/construction pole and in the past, we had to use the serial number on the meter and talk with Edison instead of using the address.

Motion to approve the Minutes from April: Motion to approve the minutes by Janet Benjamin, second by Chris Metcalf. All in favor, motion approved.

Financial Report: Sandy reported we have \$196,745 in our account. The only bill we have next month is the Capital One Credit card, only is someone charged something to their card. Motion to approve the financial report as presented by Rob Benjamin, second by James Jontz. All in favor, motion approved.

Design Report: Janet reported that Rene is working on finishing the scaling of the animals and hoping to get it done soon.

Construction Report: Rob reported there is a workday this Saturday. The rain caused a leak in the container so they will be cleaning up and assessing any damages.

Decoration Report: Janet mentioned she will be at clean up day and will also be reorganizing and taking inventory of the deco container. Any help is appreciated.

Misc. Fundraisers: Steve Fillingham reported that we have the yard sale coming up on May 19th & 20th. We have a flier out and we are working on getting the word out. We need some board members to help at the sale but also after the sale on Saturday night to get all unpurchased items cleaned up. We are trying not to take really large items and we are going to be more discreet about what kind of large items we accept this time.

Publicity Report: Sally reported that she is working on a flier to be sent out to the schools via the PTA new letter about the Yard Sale. The Golf Tournament has already been shared and she will continue to push it. She is working on the Golf Tournament by trying to sell Tee-Signs. Sally has gotten some new ones already, Shiro, Heirloom, Piccolo, and Dinosaur Farm. Golf Tournament information will be in the Chamber Newsletter next week.

Digital Media Report: Chris reported that he has not posted much, but instead has done some sharing from other City and local pages. Those post seem to be really popular. The souvenir website has been started with GoDaddy so we can sell merchandise online all year long. We



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are looking into what GoDaddy provides for us since we already pay into the site. We would like to not have to pay a fee on each online transaction as well as give a percentage to the website host if we had to use another 3rd party host. The goal is to be up and running by the summertime. We still need to get a phone line so we can get high speed internet at the site.

Golf Tournament: Alan reported the Golf Tournament is going well. He has started to secure golfers as well as sponsors. Alan thanked Sally for trying to sell Tee Signs. He's asking for anyone's help with tee signs. The Golf Tournament will be on June 17th.

Matters not on the agenda:

-Janet shared that she has been revamping the deco page on our website. Requirements for volunteers and insurance information has changed so she is working on getting it all together. She is also looking into a website that allows us to post how many shifts we want each day for deco and then when people are signed up the slots are full.

-Courtney suggested we look into Signup Genius.

-Rob asked about the plot plan for the building. Ed shared that on May 18th there will be a meeting with Evelyn, Sam, Sheila and himself where they will talk about the preliminary plot. They will talk about "our" expectations vs. the cities. They will look at logistics, permits needed, timeline and Ed will be able to share that with everyone next month.

-Sandy shared the design pin is in process, it will take about 3 months until we have them ready. No information on the theme pin, we might have to go through the Tournament like we did last year.

-Shannon said we have not had great luck with help for the showcase house. She met someone who does recruiting for a small scholarship organization and they got \$2,000 last year by having people volunteer.

-Ed mentioned if Sally can help us out with reaching out to people that are interested in attending a shift. It's \$40 earned for each shift and Sharon is hoping we are invited back next year even though we didn't have great participation this year.

Meeting adjourned at 7:37 pm. The next meeting will be on Tuesday, June 6th, 2023 at 7:00pm.

Approved:  Date: 6-6-23

Committee Chairperson