



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

**MINUTES
TUESDAY, NOVEMBER 5, 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 Donnelly on Tuesday, November 5th, 2024, 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 Assistant	Leland Glauz
Design/Site Chair	James Jontz
Direct Mail/Marketing Chair	Wende Lee
Digital Media Chair	Chris Metcalf
Golf Tournament Chair	Alan Vlacich
Non-Voting Member	Lary Chiles
Non-Voting Member	Steve Inzunza
Mayor	Evelyn Zneimer

ABSENT

Construction Chair	Steve Fillingham
Decoration Chair	Janet Benjamin
Publicity Chair	Karie Reynolds
Non-Voting Member	Rob Benjamin
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Bill Glazier
Non-Voting Member	Sharon Mitchel

Courtney Quinn, Secretary, announced a quorum.

CITY STAFF PRESENT:

Lucy Hakobian, Community Services Director present at Roll Call.

Melissa Snyder, Community Services Supervisor 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 1, 2024.

Recommendation

It is recommended that the Committee review and approve the October 1 ,2024, minutes.

A motion with the minutes as presented was made by Lee, seconded by Metcalf, and approved by roll call vote to approve the October 1, 2024, meeting minutes. The motion 8-0-3, by the following vote:

AYES: Chair Donnelly, Quinn, Fielding, Glauz, Jontz, Lee, Metcalf, Vlacich.

NOES: None.

ABSENT: J. Benjamin, Fillingham, Reynolds

ABSTAINED: None.

3. OCTOBER 2024 FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

October 2024 financials were presented by Fielding. Fielding reported we profited \$16,350 in banner sales, current sales for direct mail \$4,025 and Ultimate Raffle so far is at \$10,600.

Recommendation

It is recommended that the Committee review and approve the October 2024 financial report as presented by Fielding.

A motion with the minutes as presented was made by Glauz, seconded by Metcalf, and approved by roll call vote to approve the October 2024 financials. The motion 8-0-3, by the following vote:

AYES: Chair Donnelly, Quinn, Fielding, Glauz, Jontz, Lee, Metcalf, Vlacich.

NOES: None.
ABSENT: J. Benjamin, Fillingham, Reynolds
ABSTAINED: None.

COMMITTEE CHAIR REPORTS

4. EVENT & SITE REPORT: Jontz reported the porta potty is currently being cleaned weekly; this will increase in mid December. December 1st, the 2nd porta potty will be delivered. All Tents are up, and the lights have been adjusted. We do need to request some landscape clean up from the City to get a regular cleaning going.

5. DESIGN REPORT: No Report.

6. CONSTRUCTION REPORT: No Report.

7. DECORATION REPORT: No Report.

8. SOUVENIR BOOTH REPORT: Fielding reported Saturdays we have had a few people stop by to shop. She will be in search of a new storage area for the bins of tablecloths and table toppers, they can no longer be stored in the middle container.

9. TENT BANNER REPORT: Lee reported all banner funds have been collected.

10. DIRECT MAIL REPORT: Lee reported that the letter was sent out to a smaller profile this year. Lee reported she selected people who donated from 2018-2023 and personalized their letter, thanking them for their previous donation in the past and asked if they can support us at the same amount or an increased amount for 2024. Seems to be working great with a good start of donations coming in.

11. CRUNCH TIME PARTY REPORT: Donnelly reported we will have the same caterer as last year. Our tent rental for this year includes lights, so we do not need to have Construction come and set those up for us. Be on the lookout for volunteer positions needed. Raffle items are starting to trickle in.

12. RAFFLE TICKETS REPORT: Inzunza reported that sales have slowed down, he did start to sell earlier this year. We have about 150 tickets sold and monies collected. The winning tickets will be drawn at the Council Meeting on December 4th.

13. PUBLICITY REPORT: Donnelly reported we have been all over the media. We had a great front page spread for the Yard Sale in the Review. Lots of sharing for the Rummage Sale including the PTA newsletters, City Scoop, Chamber Newsletter, social media, Colorado Blvd. and more. Sally Kilby has been helping get Ed set up to attend

other monthly meetings within our community. Donnelly announced we will host Coffee with the Chamber on December 12th at 8am.

14. DIGITAL MEDIA: Metcalf reported we are starting to see the increase we see around this time every year. We gained about 25 followers over the last month. Metcalf is working with the other self builds to plan for a bulk Tournament of Roses Merchandise order for next year because the more you order, the cheaper you pay. If we can make this happen, it will drive some costs down and increase our profits.

15. GOLF TOURNAMENT REPORT: No Report.

16. MISCELLANEOUS FUNDRAISERS: Fielding reported that the See's Candy fundraiser has made about \$300 so far. Remember this year the candy can ship directly from See's. Fielding reminded us that orders need to be turned in by Thanksgiving.

Metcalf announced a new fundraiser will be coming in 2025, Drag Queen Bingo. The event will be at the War Memorial on March 28th, 2025.

COMMUNICATIONS

18. CITY COUNCIL LIAISON COMMUNICATIONS: Mayor Zneimer reported the HCD and the State have signed off on the land surplus act which states that it is okay for us to build our building. Lucy Hakobian our Community Services Director, has sent out a letter detailing the requirements for what is needed to move forward, we do have some big hurdles, one that comes to mind is METRO. Char Donnelly thanked the Mayor for leading the charge and her continued support with our future building.

19. CITY STAFF LIAISON COMMUNICATIONS: Lucy Hakobian reminded everyone that our December Meeting will be at the War Memorial Building.

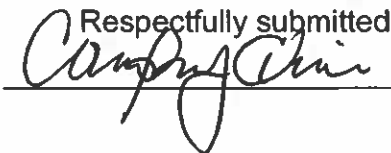
20. COMMITTEE CHAIR COMMUNICATION: Chairperson Donnelly reported we passed our T1 with flying colors, nothing was left open for us to address. Great job to our construction team for making sure we were ready. Final T2 is slated for 12/14. We will be getting the float foamed by 12/1.

MATTERS NOT ON THE AGENDA: None.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:33 p.m.

Respectfully submitted:



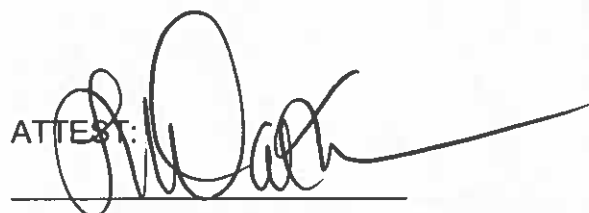
Courtney Quinn, Secretary

Approved: _____



Ed Donnelly, Chair

ATTEST: _____



Lucy Hakobian, Community Services Director

Approved at SPTOR Committee Meeting: December 3, 2024.