



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

**MINUTES
TUESDAY, MARCH 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, March 5th, 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 Assistant Chair	Leland Glauz
Digital Media Chair	Chris Metcalf
Direct Mail and Marketing Chair	Wende Lee
Golf Tournament Chair	Alan Vlacich
Non-Voting Member	Lary Chiles
Non-Voting Member	Sharon Mitchel
Mayor	Evelyn Zneimer

ABSENT

Decoration Chair	Janet Benjamin
Design Chair	James Jontz
Non-Voting Member	Bill Glazier
Non-Voting Member	Sara Cibak
Non-Voting Member	Bill Cullinane
Non-Voting Member	Steve Inzunza

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 FEBRUARY 6, 2024**Recommendation

It is recommended that the Committee review and approve the February 6, 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 February 6, 2024, meeting minutes. The motion 7-0-2, by the following vote:

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

3. FEBRURY FINANCIALS OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE

February Financials were presented by Fielding. 2025 Parade entry fee of \$5,00 was paid, original cost was \$7,500.

Recommendation

It is recommended that the Committee review and approve the February 2024, financials.

A motion with the financials as presented was made by Glauz, seconded by Metcalf, and approved by roll call vote to approve the February 2024 financials. The motion 7-0-2, by the following vote:

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

COMMITTEE CHAIR REPORTS

4. NOMINATIONS: Donnelly reported in next month's meeting he will have two new chair recommendations for the committee to vote on. Publicity Chair and Construction Chair.

5. EVENT & SITE CHAIR REPORT: No Report.

6. DESIGN CHAIR REPORT: No Report.

7. CONSTRUCTION CHAIR REPORT: No Report.

8. DECORATION CHAIR REPORT: No Report.

9. SOUVENIR BOOTH CHAIR REPORT: Fielding reported this year we will be able to get a discount on the theme pins, we will pay \$3.60 per pin vs. last year's cost of \$9. New sweatshirts have been ordered through the High School. Fielding would like the construction team to better secure the speed bumps which protect our electrical cables the run to the booth. Fielding asked if this year we can place linoleum down in the booth to help with the floor warping from the leaks and bugs. Steve Fillingham commented, we can use wonder board and then tile if you want. Fillingham offered to help Fielding get this taken care of.

10. TENT BANNER CHAIR REPORT: No Report.

11. DIRECT MAIL CHAIR REPORT: No Report.

12. CRUNCH TIME PARTY CHAIR REPORT: No Report.

13. RUMMAGE SALE CHAIR REPORT: Steve Fillingham reported our event is approaching, May 17th & 18th. Fillingham asked for the committee to step up and help with the event, 4 people is not enough to continue to have the event.

14. MISCELLANEOUS FUNDRAISERS CHAIR REPORT: Fillingham reported we have a new fundraiser this year that will take place on May 4th, at a home in Glendale. The night will include dinner, dancing performances and possibly raffle. More information to follow.

15. RAFFLE TICKETS CHAIR REPORT: Vlacich reported via confirmation from Fielding, Citizens Bank still has not turned in their ticket fee.

16. PUBLICITY REPORT: No Report.

17. DIGITAL MEDIA CHAIR REPORT: Metcalf reported all our social media numbers are still strong, we have not seen the usual dip. Metcalf will be working on a “help wanted page” on our website which will explain exactly what we need and when we need it. The plan is to hopefully have it live in the next month, we will use it for fundraising needs, volunteers, and any specific needs we may have. For this to be successful, Metcalf is asking chairs to reach out to him when they need help of any kind. Metcalf will be purchasing a POS system this month so we can start uploading inventory as well as use it for ease of charging people at events. The security cameras are back up and running. Metcalf shared that he and Donnelly have already been working on music selection.

18. GOLF TOURNAMENT CHAIR REPORT: Vlacich reported the date for this year’s tournament is June 15th.

19. OTHER COMMITTEE COMMUNICATIONS & INFORMATION:

- NV Member Mitchel shared that the Pasadena Showcase house is now \$50 for a 4-hour volunteer shift. She is working on getting letters out to see if we can get anyone to come and help, they do not need to be a part of our organization. If anyone is interested, please email her.
- Fielding shared that past board member Pete Klein passed away and a condolence card was mailed to the family on behalf of the committee.

COMMUNICATIONS

20. CITY COUNCIL LIAISON COMMUNICATIONS: Mayor Evelyn Zneimer reported she is still actively involved in the progress of our future building. Currently, she is waiting to hear from the Housing Community Development (HCD) on their findings regarding building on historical property.

19. CITY STAFF LIAISON COMMUNICATIONS: Community Services Director Pautsch re-introduced Melissa Snyder who will be taking over as our City Liaison in July when she retires.

20. COMMITTEE CHAIR COMMUNICATION

Chairperson Donnelly reported good news, the John C Hench Foundation has granted us another \$20,000. Pasadena Tournament has approved our 2025 submission called “Seas the Day”. Rene who did our rendering last year was the designer and she has already started to tweak the design per our build concerns. We hope to share an update rendering soon. Donnelly will be requesting a financial meeting later this month with Fielding, Metcalf and maybe others to discuss how we are allocating funds, the fees we are currently paying as well as looking for ways to improve our processes.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 7:45 p.m.

DocuSigned by:
Respectfully submitted:
Courtney Quinn
61A0D9CB6260406

Courtney Quinn, Secretary

DocuSigned by:
Approved:
Ed Donnelly
A1A9ED94EABA499...

Ed Donnelly, Chair

ATTEST: DocuSigned by:
Sheila Pautsch
15ADCD4E5BB9447...

Sheila Pautsch, Community Services Director

Approved at SPTOR Committee Meeting: April 2nd, 2024.