



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

MINUTES
TUESDAY, NOVEMBER 4, 2025, 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 4 at 7:02 p.m. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

PRESENT

Chair/Crunch/Digital Media	Ed Donnelly
Vice Chair	John Adamson (Via Zoom)
Treasurer	Sandy Fielding
Secretary/Marketing/Direct Mail	Wende Lee
Construction Chair	Brandon Carlson
Asst. Construction Chair	Jeremy Bruce
Decoration Chair	Janet Benjamin
Decoration Assistant	Vicky Rea
Golf Tournament & Nominations Chair	Alan Vlacich
Committee Member	Rob Benjamin
Volunteer Chair	Lary Chiles
Website Chair	Alex Strong

ABSENT

Assistant Treasurer	Dianne Parker
Design Chair/Event & Site Chair	James Jontz
Decoration Co-Chair	Leland Glauz
Social Media Chair	Chris Colburn
Publicity Chair	Karie Reynolds

Chair recognized that we have a quorum.

CITY STAFF PRESENT:

Melissa Snyder, Community Services Deputy Director was present at roll call.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Ed Donnelly

PUBLIC COMMENTS**1. PUBLIC COMMENTS -GENERAL (NON-AGENDA ITEMS)**

None.

ACTION / DISCUSSION**2. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING MINUTES FOR OCTOBER 7, 2025****Recommendation**

It is recommended that the Committee approve the minutes for the South Pasadena Tournament of Roses Committee Meeting on October 7, 2025.

A motion was made by Decoration Co-Chair Benjamin, seconded by Construction Chair Carlson, and approved by roll call vote to approve Item 2. The motion carries 12-0-5-0, by the following vote:

AYES: Donnelly, Adamson, Fielding, Lee, Carlson, Bruce, J. Benjamin, Rea, Vlacich, Chiles, Strong, R. Benjamin

NOES: None

ABSENT: Parker, Jontz, Glauz, Reynolds

ABSTAINED: None

3. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE OCTOBER FINANCIALS

Treasurer Fielding presented this item.

Recommendation

It is recommended that the Committee consider approval of the South Pasadena Tournament of Roses October Financials

A motion was made by Asst. Construction Chair Bruce, seconded by Volunteer Chair Chiles, and approved by roll call vote to approve Item 3. The motion carries 12-0-5-0, by the following vote:

AYES: Donnelly, Adamson, Fielding, Lee, Carlson, Bruce, J. Benjamin, Rea, Vlacich, Chiles, Strong, R. Benjamin

NOES: None

ABSENT: Parker, Jontz, Glauz, Reynolds

ABSTAINED: None

4. CONSIDERATION OF APPROVAL OF SPECIAL MEETING DATE AND CANCELLATION OF JANUARY REGULAR MEETING

Chair Donnelly presented this item.

Recommendation

It is recommended that the Committee consider approval of a Special Meeting on December 2, 2025 at War Memorial Building and cancel the regularly scheduled meeting of January 6, 2026.

A motion was made by Decoration Chair J. Benjamin, MOTION: Janet, seconded by Volunteer Chair Chiles, and approved by roll call vote to approve Item 4. The motion carries 12-0-5-0, by the following vote:

AYES: Donnelly, Adamson, Fielding, Lee, Carlson, Bruce, J. Benjamin, Rea, Vlacich, Chiles, Strong, R. Benjamin

NOES: None

ABSENT: Parker, Jontz, Glauz, Reynolds

ABSTAINED: None

COMMITTEE CHAIR REPORTS

5. EVENT AND SITE CHAIR REPORT

Nothing to report.

6. DESIGN CHAIR

Nothing to report.

7. CONSTRUCTION CHAIR

It was reported that all is good, 95% completed, successful T1, making progress. Good teamwork.

8. DECORATION

The flower order will be placed tomorrow through two vendors. Cost control measures are being implemented to avoid over-ordering. The new compressor has arrived, and cocooning may now begin.

9. SOUVENIR BOOTH

Treasurer Fielding reported that the booth is fully stocked and ready for shoppers. The booth was repainted and looks great.

10. TENT BANNER/DIRECT MAIL/YARD SIGNS REPORT

Secretary Lee reported that the direct mailer went out in mid October and envelopes are still being accepted. Collection for the tent banners is in the final stretch with a total revenue of \$11,450.

11. CRUNCH TIME PARTY REPORT: Chair Donnelly reported that operations are fully underway. Tickets are now available for sale and promotional efforts are in progress. All vendors have been confirmed, auction items are being collected, and Kevin Bourland will be invited to serve as auctioneer.

12. RUMMAGE SALE REPORT:

Nothing to report.

13. MISCELLANEOUS FUNDRAISERS: See's Candy is being sold; orders must be submitted by November 25th (the day before Thanksgiving). It can be done online and it can be shipped to them directly.

14. RAFFLE TICKETS REPORT: Solicitation emails have been distributed to ticket sellers. Sales updates indicate that Gerry Poulin and Ernest Arnold have sold their complete allotments, while Lin Vlacich has sold 10 tickets and Alan Vlacich has sold 20 tickets. Chair Vlacich and Website Chair Alex will work directly with Alan and Ed to address GoDaddy reporting issues.

All ticket stubs and proceeds are due by December 1 for the December 3 drawing.

15. PUBLICITY REPORT:

Nothing to report.

16. DIGITAL MEDIA REPORT:

Nothing to report.

17. GOLF TOURNAMENT REPORT:

Nothing to report.

18. OTHER COMMITTEE COMMUNICATIONS AND INFORMATION:

IMPORTANT DATES TO REMEMBER:

December 3 – Raffle Drawing at City Council Meeting

December 11 – Chamber Coffee (8:30 at the Float Site)

December 26-31 – DECO WEEK

December 28 – Crunch Set-Up (Center Pieces, tables & chairs)

December 29 – Appetizers in Hall, Crunch Time Party

TOY DRIVE:

The committee has done a toy drive for the American Legion Auxiliary Los Angeles Unit 8 in past years, and all members agreed to continue this tradition. No specific wish list has been established; any unwrapped toys are welcome. The American Legion Auxiliary

is assisting the committee in securing a produce vendor this year. Deco Co-Chair J. Benjamin will notify volunteers through her weekly email communications.

COMMUNICATIONS

19. CITY STAFF LIAISON COMMUNICATIONS

No report. Melissa thanked the Committee for the SPTOR Jackets.

20. COMMITTEE CHAIR COMMUNICATION

Barn Update: At Chair Donnelly's request, Vice Chair Adamson provided an update on the barn project. A comprehensive proposal has been compiled for city review, including lease terms, landscape design, and building plans. The proposal will be presented to the city this month.

ADJOURNMENT

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

Respectfully submitted:


Wende Lee, Acting Secretary

Approved:


Ed Donnelly, Chair

ATTEST:


Melissa Snyder, Community Services Deputy Director