



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

**MINUTES  
TUESDAY, SEPTEMBER 2, 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, September 2, 2025, at 7:05 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Chair/President	Ed Donnelly
Treasurer	Sandy Fielding (on Zoom)
Design/Event & Site Chair	James Jontz
Construction Chair	Brandon Carlson
Decoration Co-Chair	Janet Benjamin
Decoration Co-Chair	Leland Glauz
Decoration Assistant	Vicky Rea
Publicity Chair	Karie Reynolds
Committee Member	Rob Benjamin
Committee Member	Lary Chiles
Assistant Construction Chair	Jeremy Bruce
Committee Member	Alex Strong

**ABSENT**

Vice President	John Adamson
Assistant Treasurer	Dianne Parker
Secretary	Wende Lee
Golf Tournament Chair	Alan Vlacich

Melissa Snyder, Deputy Community Services Director, announced a quorum.

**CITY STAFF PRESENT:**

Lucy Hakobian, Community Services Director and Melissa Snyder, Community Services Deputy Director were present at Roll Call.

**PLEDGE OF ALLEGIANCE:**

The Flag Salute was led by Chair Donnelly.

**PUBLIC COMMENT**

**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

None

**ACTION/DISCUSSION**

**2. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE MEETING MINUTES FOR AUGUST 5, 2025**

Recommendation

It is recommended that the Committee approve the minutes for the South Pasadena Tournament of Roses Committee Meeting on August 5, 2025.

**COMMISSION ACTION AND MOTION**

**A motion was made by Decoration Co-Chair Benjamin, seconded by Construction Chair Carlson, and approved by roll call vote to approve Item No. 2. The motion carried 10-0-5-1, by the following vote:**

**AYES:**            Donnelly, J. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong

**NOES:**            None

**ABSENT:**        Adamson, R. Benjamin, Lee, Parker, Vlacich

**ABSTAINED:** Fielding

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

Treasurer Fielding presented this item.

Recommendation

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

**COMMISSION ACTION AND MOTION**

**A motion was made by Decoration Co-Chair Glauz, seconded by Board Member Chiles, and approved by roll call vote to approve Item No. 3. The motion carried 10-0-5-1, by the following vote:**

**AYES:**            Donnelly, J. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong

**NOES:**            None

**ABSENT:**        Adamson, R. Benjamin, Lee, Parker, Vlacich

**ABSTAINED:** Fielding

**4. RECOMMENDATION OF A NOMINATION AND ELECTION OF A CONSTRUCTION CHAIR AND ASSISTANT CONSTRUCTION CHAIR**

Chair Donnelly presented this item.

Recommendation

It is recommended that the Committee nominate and elect a Construction Chair and Assistant Construction Chair

**COMMISSION ACTION AND MOTION**

**A nomination for Brandon Carlson for Construction Chair and Jeremy Bruce for Assistant Construction Chair was made by Decoration Co-Chair Glauz, and approved by roll call vote to approve Item No. 4. The motion carried 10-0-5-1, by the following vote:**

**AYES:**            Donnelly, J. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong  
**NOES:**            None  
**ABSENT:**        Adamson, R. Benjamin, Lee, Parker, Vlacich  
**ABSTAINED:** Fielding

**5. RECOMMENDATION OF A NOMINATION AND ELECTION OF A SOCIAL MEDIA CHAIR**  
Chair Donnelly presented this item.

Recommendation

It is recommended that the Committee nominate and elect a Social Media Chair.

**COMMISSION ACTION AND MOTION**

**A nomination for Chris Colburn was made by Decoration Co-Chair Benjamin, and approved by roll call vote to approve Item No. 5. The motion carried 10-0-5-1, by the following vote:**

**AYES:**            Donnelly, J. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong  
**NOES:**            None  
**ABSENT:**        Adamson, R. Benjamin, Lee, Parker, Vlacich  
**ABSTAINED:** Fielding

**6. DISCUSSION ON MUSIC LICENSING FOR THE 2026 ROSE PARADE FLOAT**  
Chair Donnelly presented this item.

Recommendation

It is recommended that the Committee discuss potential music licensing needs and requirements for the 2026 Rose Parade float, including any next steps or approvals needed.

**COMMISSION ACTION AND MOTION**

**A motion was made to use sound effects around TV corner, unless there is a fee associated for sound effects, then the float will go silent around TV corner, by Design/Event & Site Chair Jontz, seconded by Assistant Construction Chair Bruce, and approved by roll call vote to approve Item No. 6. The motion carried 11-0-4-1, by the following vote:**

**AYES:**            Donnelly, J. Benjamin, R. Benjamin, Bruce, Carlson, Chiles, Glauz, Jontz, Rea, Reynolds, Strong  
**NOES:**            None  
**ABSENT:**        Adamson, Lee, Parker, Vlacich

**ABSTAINED:** Fielding

<b>COMMITTEE COMMUNICATIONS</b>
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**7. EVENT AND SITE CHAIR REPORT**

Event and Site Chair Jontz provided an update on restrooms, lighting, and notified the Committee that the volunteer tent would be delivered in November closer to Thanksgiving. He provided additional information regarding tree trimming.

**8. DESIGN CHAIR REPORT**

Design Chair Jontz provided an update on two outstanding items that would be forthcoming including the decision regarding music and adding participants to the back of the float. He would be attending a meeting in the upcoming week to get more information.

**9. CONSTRUCTION CHAIR REPORT**

Construction Chair Carlson reported that progress on the float is moving along with many of the sculpted items in production. The construction team will continue to provide photos to Digital Media Chair Colburn.

**10. DECORATION CHAIR REPORT**

Decoration Co-Chair Benjamin provided an update on inventory and organization that is being conducted at the site. Additionally, a schedule for volunteers will be available online through Sign Up Genius.

**11. SOUVENIR BOOTH REPORT**

Treasurer Fielding is working on t-shirts and aprons to be added to the booth. She provided an update that she is working on adding additional items to the credit card machine.

**12. TENT BANNER/DIRECT MAIL/YARD SIGNS REPORT**

None

**13. CRUNCH TIME PARTY REPORT**

None

**14. RUMMAGE SALE REPORT**

Decoration Co-Chair Benjamin has posters that need to be distributed to businesses and also has a schedule out for volunteers.

**15. MISCELLANEOUS FUNDRAISERS REPORT**

Treasurer Fielding reminded the Committee of the need for raffle items for Bingo. Publicity Chair Reynolds suggested coordinating across the committee to ensure we are not asking the same businesses for donations for each separate fundraising event.

**16. RAFFLE TICKETS REPORT**

None

**17. PUBLICITY CHAIR REPORT**

Publicity Reynolds provided an update on publicity for the yard sale through the school district and local press. She also provided an update on the newsletter and requested interviewing the new board members.

**18. DIGITAL MEDIA REPORT**

Digital Media Chair Colburn provided an update on the increase in engagement on social media platforms. The Committee discussed getting more content including videos to the Digital Media Chair for posting.

**19. GOLF TOURNAMENT REPORT**

None

**20. OTHER COMMITTEE COMMUNICATIONS AND INFORMATION**

Committee Member Chiles requested an update the volunteer release forms. No updates from staff.

**COMMUNICATIONS**

**21. STAFF LIAISON COMMUNICATIONS**

None

**22. COMMITTEE CHAIR COMMUNICATIONS**

Chair Donnelly thanked the Committee for building rapport amongst those at the float site and encourage the Committee to keep up the good work.

**PUBLIC COMMENT- CONTINUED**

**23. CONTINUED PUBLIC COMMENT-GENERAL**

None

**ADJOURNMENT**

There being no further matters, Chair Donnelly adjourned the meeting of the South Pasadena Tournament of Roses Committee at 7:36 P.M. to the next South Pasadena Tournament of Roses Committee meeting scheduled for October 7, 2025.

Respectfully submitted:



Melissa Snyder  
Community Services Deputy Director

APPROVED:



Ed Donnelly  
President

ATTEST:

A handwritten signature in black ink, appearing to read 'MS', is written over a horizontal line.

Melissa Snyder  
Community Services Deputy Director

*Approved at South Pasadena Tournament of Roses Committee Meeting: October 7, 2025*