



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

**MINUTES
TUESDAY, MARCH 3, 2026, AT 7:00 P.M.**

CALL TO ORDER:

The regular meeting of the South Pasadena Tournament of Roses Committee was called to order by President Donnelly on Tuesday, March 3, 2026, at 7:05 p.m. at the City Council Chambers, located at 1424 Mission Street, South Pasadena, California.

PRESENT

President/Nominations	Ed Donnelly
Vice President	John Adamson
Treasurer	Sandy Fielding
Assistant Treasurer	Dianne Parker
Construction Chair	Brandon Carlson
Asst. Construction Chair	Jeremy Bruce
Decoration Chair	Janet Benjamin
Decoration Co-Chair	Leland Glauz
Decoration Assistant	Vicky Rea
Golf Tournament	Alan Vlacich
Committee Member	Rob Benjamin
Volunteer Chair	Lary Chiles
Website Chair	Alex Strong
Publicity Chair	Karie Reynolds (Zoom)

ABSENT

Secretary/Marketing/Direct Mail	Wende Lee
Design Chair/Event & Site Chair	James Jontz
Social Media Chair	Chris Colburn

President Donnelly recognized that we have a quorum.

CITY STAFF PRESENT:

Lucy Hakobian-Senior Management Analyst and Nathalie Wilcox-Community Services Supervisor were both 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 FEBRUARY 3, 2026****Recommendation**

It is recommended that the Committee approve the minutes for South Pasadena Tournament of Roses Committee Meeting from February 4, 2026.

A motion was made by J. Benjamin , second by Adamson, and approved by roll call vote to approve Item 2. The motion carries 13-0-3-1, by the following vote:

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

NOES: None

ABSENT: Jontz, Lee, Colburn

ABSTAINED: Reynolds

3. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES YEAR ENDING 2025 FINANCIALS

Treasurer Fielding presented this item. Dianne Parker was also introduced to the Committee, she has been assisting Treasurer Fielding with financials in preparation for taxes.

Recommendation

It is recommended that the Committee consider approval of South Pasadena Tournament of Roses year ending 2025 Financials.

A motion was made by Carlson, second by Chiles, and approved by roll call vote to approve Item 3. The motion carries 13-0-3-1, by the following vote:

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

NOES: None

ABSENT: Jontz, Lee, Colburn

ABSTAINED: Reynolds

4. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES FEBRUARY FINANCIALS

Treasurer Fielding presented this item. It was noted that the 2027 parade entry fee has been paid.

Recommendation

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

A motion was made by Bruce, second by Carlson, and approved by roll call vote to approve Item 4. The motion carries 13-0-3-1, by the following vote:

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

NOES: None

ABSENT: Jontz, Lee, Colburn

ABSTAINED: Reynolds

5. CONSIDERATION OF APPROVAL OF THE SOUTH PASADENA TOURNAMENT OF ROSES 2026 BOARD OF DIRECTORS

Nominations Chair Donnelly presented the proposed slate as follows:

John Adamson-President
Treasurer-Sandy Fielding
Secretary-Courtney Quinn
Construction Chair-Brandon Carlson
Assistant Construction/Site Chair-Jeremy Bruce
Decoration Chair-Leland Glauz
Decoration Co-Chair-Vicky Rea
Assistant Decoration Chair-Nathalie Gould (NV)
Design & Site Chair- James Jontz
Raffle Ticket Chair- Jason Bergman
Golf Chair-Alan Vlacich
Social Media Chair-Chris Colburn
Souvenir/Online Store Chair-Sandy Fielding
Bingo Fundraising Chair-Sandy Fielding
Volunteer Chair- Lary Chiles
Direct Marketing Chair- Wende Lee
Tent Banner Chair- Brant Dunlap (NV)
Publicity Chair-Karrie Reynolds
Website Chair- Alex Strong
Committee Member-Janet Benjamin
Committee Member- Rob Benjamin
Historian- Ed Donnelly
Staff Liaison- Melissa Snyder

Recommendation

It is recommended that the Committee consider approval of the South Pasadena Tournament of Roses 2026 Board of Directors.

A motion was made by Vlacich, second by Carlson, and approved by roll call vote to approve Item 5. The motion carries 13-0-3-1, by the following vote:

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

NOES: None

ABSENT: Jontz, Lee, Colburn

ABSTAINED: Reynolds

President John Adamson took over the remainder of meeting after his nomination of President was approved.

COMMITTEE CHAIR REPORTS

6. EVENT AND SITE CHAIR REPORT

Absent, no report

7. DESIGN CHAIR

Adamson reported the design committee will be meeting this week to work on the rendering with artist Rene. Our concept has been approved; next step is to complete the rendering for TOR approval.

8. CONSTRUCTION CHAIR

Carlson reported that we have rented a storage unit, this will allow us to store some items that are not used as often, freeing up some room in the containers on site. Construction will begin moving items around soon.

9. DECORATION

Glauz reported the decoration team is going to be working on the rendering as well as planning for materials. Tentative inventory of the container is scheduled for early April.

10. SOUVENIR BOOTH

Fielding reported 2027 theme pins have been ordered. There is a continued issue with the Verizon internet/phone bill that she has been trying to resolve. Adamson offered assistance if needed.

11. TENT BANNER/DIRECT MAIL/YARD SIGNS REPORT

No report, absent.

12. CRUNCH TIME PARTY REPORT:

No report.

13. RUMMAGE SALE REPORT:

J. Benjamin reported we have the date set for the first weekend in May, however, unless we have more commitment of volunteers, we will not be able to do this event.

14. MISCELLANEOUS FUNDRAISERS:

Fielding reported Bingo is happening on Friday March 6th. So far 79 tickets have sold, the goal is 100 tickets.

15. RAFFLE TICKETS REPORT:

No report. Alan Vlacich introduced Jason Bergman as the new chair.

16. PUBLICITY REPORT:

Reynolds reported her recent focus has been on promoting Bingo. Articles went out to the SP Review, South Pasadenan.com, Pasadena Now, Chamber Newsletter as well as three SPTOR email blast. Next focus is promoting the yard sale and then sharing our rendering once approved followed by the Golf Tournament.

17. SOCIAL MEDIA REPORT:

No report, absent.

18. GOLF TOURNAMENT REPORT:

Vlacich reported the Golf Tournament will take place on June 20th. In the next month he will begin planning and coordinating volunteer needs.

19. OTHER COMMITTEE COMMUNICATIONS AND INFORMATION:

Ed Donnelly is our new SPTOR Historian. He has begun to work with Iron Works Museum to decorate a 6ft. display case that will be upstairs. He reported on the permanent building update. In November, the proposed location was denied by the Fire Chief. Since then, the committee has re-designed the building to be located where our tent currently goes, the City has no objections to the location. Next step is for the City Attorney to look at the lease proposal and building listing classification.

COMMUNICATIONS

20. CITY STAFF LIAISON COMMUNICATIONS

No report.

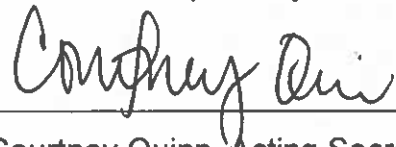
21. COMMITTEE CHAIR COMMUNICATION

Adamson thanked the committee for the approval of his nomination. He is here to help and is excited to step into this role.

ADJOURNMENT

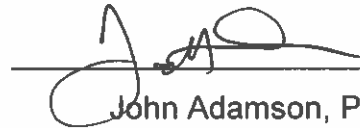
There being no further matters, President Adamson adjourned the meeting of the Committee at 7:40 p.m.

Respectfully submitted:



Courtney Quinn, Acting Secretary

Approved:



John Adamson, President

ATTEST:



Melissa Snyder, Community Services Director