



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

**MINUTES
TUESDAY, FEBRUARY 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 Chair Donnelly on Tuesday, February 3, 2026, at 7:05 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
Treasurer	Sandy Fielding
Secretary/Marketing/Direct Mail	Wende Lee
Construction Chair	Brandon Carlson
Design Chair/Event & Site Chair	James Jontz
Decoration Co-Chair	Leland Glauz
Decoration Chair	Janet Benjamin
Decoration Assistant	Vicky Rea
Golf Tournament & Nominations Chair	Alan Vlacich
Publicity Chair	Karie Reynolds
Volunteer Chair	Lary Chiles
Website Chair	Alex Strong
Social Media Chair	Chris Colburn (via Zoom)

ABSENT

Assistant Treasurer	Dianne Parker
Asst. Construction Chair	Jeremy Bruce
Committee Member	Rob Benjamin

Chair recognized that we have a quorum.

CITY STAFF PRESENT:

Melissa Synder-Community Services Supervisor, 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 DECEMBER 2, 2025**Recommendation

It is recommended that the Committee approve the minutes for the South Pasadena Tournament of Roses Committee Meeting on December 2, 2025.

A motion was made by J. Benjamin, seconded 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, Lee, Carlson, Jontz, Glauz, J. Benjamin, Rea, Vlacich, Reynolds, Chiles, Strong

NOES: None

ABSENT: Parker, Bruce, R. Benjamin

ABSTAINED Colburn

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

Treasurer Fielding presented the year-end financials. It was noted that the complete financial report, prepared by the CPA using QuickBooks, was distributed to the committee only two hours prior to the meeting. Nominations Chair Vlacich discussed the ongoing transition from the previous Treasurer's reporting methods to the new QuickBooks system managed by Assistant Treasurer Parker. He emphasized the need for all committee chairs to be fiscally responsible and to take time to thoroughly review the detailed report. Given the short review period, the committee decided to vote on the approval of the Treasurer's summary sheet only, deferring the approval of the full CPA report to allow for adequate review.

Recommendation

It is recommended that the Committee consider approval of the Treasurer's summary of the South Pasadena Tournament of Roses Year-End Financials.

A motion was made by Adamson, seconded by Reynolds, 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, Lee, Carlson, Jontz, Glauz, J. Benjamin, Rea, Vlacich, Reynolds, Chiles, Strong

NOES: None
ABSENT: Parker, Bruce, R. Benjamin
ABSTAINED Colburn

4. CONSIDERATION TO NOMINATE THE SOUTH PASADENA TOURNAMENT OF ROSES SLATE OF CANDIDATES FOR THE 2026 BOARD OF DIRECTIONS

Recommendation

It is recommended the Committee consider nomination of the slate of candidates for the 2026 South Pasadena Tournament of Roses (SPTOR) Board of Directors. The new position of Historian was added to the list of duties, and Ed Donnelly was nominated and accepted the position.

A motion was made by Chiles, seconded by Jontz, 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, Lee, Carlson, Jontz, Glauz, J. Benjamin, Rea, Vlachich, Reynolds, Chiles, Strong

NOES: None

ABSENT: Parker, Bruce, R. Benjamin

ABSTAINED Colburn

5. DISCUSSION OF NEW CREDIT CARD PROCEDURE

Treasurer Fielding expressed concern regarding the submission of receipts for credit card purchases, noting that the lack of documentation has become unacceptable. She announced a new procedure requiring all individuals with a SPTOR credit card to sign an agreement, committing to turn in all receipts in a timely manner. Updated credit cards are available for distribution upon signing the new agreement. If receipts are turned in after 30 days, this will be considered a donation to the float.

COMMITTEE CHAIR REPORTS

6. EVENT AND SITE CHAIR REPORT

Event & Site Chair Jontz reported that the final porta-potty was picked up, and the float site is now officially closed. He has successfully locked in the rentals for June/July 2026, having worked diligently to secure the best possible pricing amid rising costs. Mr. Jontz also attended the post-parade evaluation meeting, where he noted that feedback from the city of Burbank was particularly helpful. A key point of discussion was the request for all self-built floats to be treated as a single entity on the parade route, rather than as individual commercial builders, which are handled differently. He also reported that viewership was up compared to the previous year and that the judging sheets had been received.

7. DESIGN CHAIR

Design Chair Jontz reported that three design submissions for the upcoming float had been received. The deadline for submissions is this Friday.

8. CONSTRUCTION CHAIR

Construction Chair Carlson reported that the float has been fully deconstructed and the site has been cleaned. The construction team is now awaiting the start of the next float-building season. He also noted that new tools were acquired for the committee.

9. DECORATION

Decoration Chair J. Benjamin reported that the decoration team is ready for the 2027 float and expressed excitement for the leadership of Leland Glauz and Nathalie Gould.

10. SOUVENIR BOOTH

It was reported that the souvenir booth operated successfully this past year. The new 2027 Tournament of Roses theme pin has been received and is available.

11. TENT BANNER/DIRECT MAIL/YARD SIGNS REPORT

No report

12. CRUNCH TIME PARTY REPORT

It was reported that the Crunch Time Party was a great event with a strong turnout, continuing a long-running tradition. While revenue was slightly lower than expected and there was a minor issue with the check-out process, the event was considered an overall success.

13. RUMMAGE SALE REPORT

No report

14. MISCELLANEOUS FUNDRAISERS

It was announced that a Bingo fundraiser is being planned. Mark your calendar for Friday, March 6, 2026.

15. RAFFLE TICKETS REPORT

No report. However, it was announced that Jason Bergman will be the new chair for this committee.

16. PUBLICITY REPORT

Publicity Chair Reynolds requested that the committee keep her informed of all upcoming events, noting she was not previously aware of the planned Bingo fundraiser. She also shared that the current Tournament of Roses President chose the theme "Welcome" because of his positive experience as a high school float volunteer for the South Pasadena float, and she intends to leverage this story in future publicity efforts.

17. DIGITAL MEDIA REPORT

Social Media Chair Chris Colburn reported significant growth in social media engagement over the last quarter (November 5 – February 2), with Facebook video views reaching nearly 400,000. He expressed his satisfaction with the results. Adamson recommended exploring ways to drive donations through the increased viewership, particularly on TikTok and Facebook. Social Media Chair Colburn and Decoration Co-Chair Glauz will collaborate on this initiative. It was also suggested that a gratitude video be a potential project. The excellent work of Mr. Glauz on the Facebook/TikToc/Instagram page was also acknowledged.

18. GOLF TOURNAMENT REPORT

It was announced that the next Golf Tournament is scheduled for June 20th.

19. OTHER COMMITTEE COMMUNICATIONS AND INFORMATION

COMMUNICATIONS

20. CITY STAFF LIAISON COMMUNICATIONS

Ms. Snyder congratulated the committee on another successful year and commended their great work.

21. COMMITTEE CHAIR COMMUNICATION

SPTOR Foundation Chair Sam Hernandez presented the committee with a site plan blueprint for the proposed barn/building project. The committee is working with the city to obtain approval and expect a final decision on the location to be made shortly. The committee has identified a preferred location for the new building.

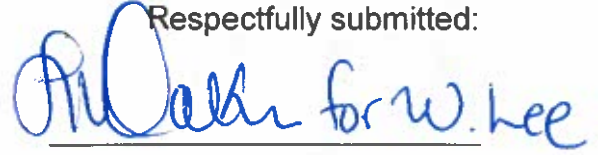
Vice Chair Adamson was presented with gifts for his new baby, Katia, who was born on January 8th.

Chair Donnelly shared a CNN video that featured coverage of the South Pasadena float, noting that it was the only float included in their promotional segment.

ADJOURNMENT

There being no further matters, Chair Donnelly adjourned the meeting of the Committee at 8:09 p.m.

Respectfully submitted:



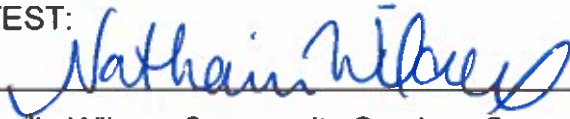
Wende Lee, Acting Secretary

Approved:



Ed Donnelly, Chair

ATTEST:



Nathalie Wilcox, Community Services Supervisor