



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

**Meeting convened this 7th day of February 2017, 7:30pm
At the Amedee O. Dick Richards Jr.
City Council Chambers, 1424 Mission Street**

Chairperson, Janet Benjamin called the meeting to order on February 7th, 2017 at 7:32 pm.

- **Pledge of Allegiance.**

- **Roll Call:**

- **Committee Members Present:**

- Janet Benjamin
- Sandy Fielding
- Paul Abbey
- James Jontz
- John Vandercook
- Alan Vlacich
- Courtney Dunlap
- Chris Colburn
- MJ Craig
- Bill Cullinane

- **Committee Members Absent:**

- Bill Glazier
- Megan Colburn
- Ted Shaw
- Sara Cullinane

- **Council Liaison:**

- Diana Mahmud - Absent

- **City Staff Liaison:**

- Christopher Castruita

- Motion to approve the minutes from January 2017 was made by Bill Cullinane and Courtney Dunlap. Motion Approved.
- **Public Comment:** None.
- **Nominations:** Alan Vlacich reports that only two chairs have changed from last year's corps of committee officers. The new chairs are Chris Colburn as Construction Chair and Larry Chiles as Volunteer Chair. Bill Cullinane made a motion to approve the 2017 corps of officers, with Janet Benjamin offering the second on the motion. All votes were in favor and motion passed.



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While on the discussion of membership, Alan announced an event at Mission Wines on 2/17/17 at 5:00PM for a wine tasting with a meet and greet for cultivating volunteers for construction and other key spots on the committee.

- **Event and Site:** James Jontz reported that our tent contract is up for renewal. He has contacted several different tent vendors and so far, our current company remains the cheapest. He will work on renewing the contract for the tent for another three to five years.
- **Construction:** Paul Abbey reports that the meeting with Tournament over this year's breakdown went well. They understand the cause of the breakdown is related to overheating from our front breaks being too tight. Since this breakdown was not related to last year's, any penalty will likely be light. Most likely, if a penalty is assessed, it will be waived if we show that we have put an effort into repairing the root cause.
- **Decoration:** Janet Benjamin reports that she is excited for the upcoming year and the new design for the 2018 float.
- **Crunch Party:** Courtney Dunlap says that last year was a great success and that now is the time to start looking for donors for the next party. She asks that if you know of any potential high ticket donations like cabins, hotel stays and time shares, that you forward them to her.
- **Direct Mail:** Sandy Fielding reported that we are up to \$9,610 in donations this year via the direct mail solicitation.
- **Design:** Paul Abbey presented our two frontrunner design concept picks for this year. Our leading concept is "Booster Club", with "Soda Shop" in second place. Chris Colburn submitted a motion to take design submissions to theme draft at Tournament House in the order Paul has submitted them to the Committee with "Booster Club" as #1 and "Soda Shop" as #2. Alan Vlacich seconded the motion and it passed with no abstentions or dissensions.
- **Website:** Bill Cullinane reports that there were 300 volunteer requests through the website this past season. Paypal is running well and thank you messages to all on-line donors have been sent. Bill reminds all members to send updates, corrections and events to Sara Cullinane for upload to the site.



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- **Souvenir Booth:** Sandy Fielding reported that there is a new pin vendor for this year and that she is buying some of the stock from Milestone Productions before they go out of business for good.
- **Finance Report:** Sandy Fielding presented the 2016-2017 income and expense report...

Account	Starting Balance		Ending Balance
Checking Account	\$3648.79		\$7828.10
501 C3 Checking	\$21,505.33		\$30,054.37
501 C3 Savings	\$42,533.34		\$42,6017.58
Totals	\$67687.46		\$80,500.05
Account	Income	Expenses	Net
Cruz'n for Roses	\$26,017.40	\$11,011.76	\$15,005.64
Ultimate Raffle	\$17,500.00	\$686.17	\$16,813.83
Golf Tournament	\$13,825.00	\$3,904.54	\$9,920.46
Misc. Fundraisers	\$7,539.90	\$4,722.32	\$2,817.58
Crunch Party	\$40,331.00	\$6,694.23	\$33,636.77
Souvenir Booth	\$4,944.60	\$1,937.09	\$3,007.51
Administration		\$5,830.53	\$5,830.53
Donations	\$23,671.05	\$1,123.36	\$22,547.69
Parade and Game Tickets	\$5,480.00	\$4,680.00	\$800.00
Construction		\$36,074.89	\$36,074.89
Floral		\$26,798.19	\$26,798.19
Event and Site		\$22,182.42	\$22,182.42
Total Fundraising	\$139,308.95	\$125,645.50	\$13,663.45
Total Net Assets			\$13,663.45

- Courtney Dunlap motioned to approve and Paul Abbey seconded the Finance/Income and Expense Report from the 2016-2017 build year. Motion approved.



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- **Comments:**
 - Alan Vlacich commented that it nice to see the timeline included with the minutes when they are emailed out. Janet requests that all updates to the timeline be sent to her.
 - Janet Benjamin reports an email blast for the March 4th thank you party will go out to remind everyone in the coming week.
 - Sandy Fielding reports that See's Candy sent us a new fundraising opportunity for selling Easter candy. Janet thinks it is a good idea, so we should proceed with the event.
- Meeting adjourned at 8:39 pm. The next meeting will be on March 7th, 2017 at 7:30pm.

Approved Janet Benjamin Date 3/7/17
Chairperson