



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

Meeting convened this 9th day of January 2018, 7:30pm

At the Amedee O. Dick Richards Jr.

City Council Chambers, 1424 Mission Street

- Chairperson, Janet Benjamin called the meeting to order on January 9, 2018 at 7:50pm.
- Pledge of Allegiance.
- **Roll Call:**
 - **Committee Members Present:**
 - Janet Benjamin
 - Courtney Dunlap
 - Sandy Fielding
 - Megan Colburn
 - Chris Colburn
 - Paul Abbey
 - John Vandercook
 - Alan Vlacich
 - Bill Glazier
 - **Committee Members Absent:**
 - James Jontz
 - Ted Shaw
 - Bill Cullinane
 - Sara Cullinane
 - MJ Craig
 - **Council Liaison:**
 - Dr. Marina Khubesrian (excused)
 - **City Staff Liaison:**
 - Jeannie Chiu
- Motion to approve the Minutes from November 2017 made by Courtney Dunlap and Chris Colburn. Motion Approved.
- **Public Comment:** None.
- **Design:** Paul Abbey reported that the design contest is under way and we are accepting submissions up until February 2, 2018. We will have a design meeting before our February 6 meeting so we will have the designs to present to the committee. Official 2019 parade theme announcement is January 18. We have sent the theme hint out to our website and social media. It is not uncommon to go back to



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the archives for designs. Our goal is to always find a float that has something to do with the theme. A big thank you to Bill Glazier who got the design contest out on the South Pasadenan website at www.southpasadenan.com.

- **Construction:** Chris Colburn said WOW! what a year. He said that construction came together this year like he hasn't seen in awhile. He couldn't be prouder of the team and all they did this year. Deconstruction started this past Saturday and they got about 75% of the float torn apart. It will hopefully be returned to its natural state by the end of this upcoming Saturday.
- **Decoration:** Janet Benjamin said she couldn't be prouder of the float we put out this year. She has received a lot of emails and calls from people telling us what an amazing float it was. Thank you Chris Metcalf on his ideas for floral. She is looking forward to this upcoming year. New float, new theme, new goals. They got all the vials empty and sorted. Was a real quick tear down this year.
- **Misc. Fundraisers: No new information.**
- **Direct Mail:** Paul Abbey reported that direct mail went out on December 12 and we increased our mail by an additional 500 pieces. Sandy Fielding reported that so far we have brought in \$14,305 this year via direct mail. That is more than what we received in the past. Sharon has sent thank you letters to everyone who has donated online and will also send them to the ones via mail.
- **Crunch:** Courtney Dunlap said it was a pretty successful year. Silent Auction was lower this year due to cost of baskets going up. The new catering staff went really well. She got great feedback from people this year. Though, dinner rolls were missed by a lot of people. Courtney said she couldn't have done it without all the help she received from everyone, especially from Julie Smith. She really needs more help this year especially with hitting up local businesses. We had about 180 people in attendance this year. We were down in the ring sales as well. She wants to start a sub committee for next year.
- **Souvenir Booth:** Sandy Fielding reported that some people have still asking for items from the booth. It was very successful this year. We sold quite a bit of items. We sold all the magnets, all the baseball hats, most of the sweatshirts sold as well too. We do still have some pins left.
- **Publicity:** Bill Glazier reported that he is now working for the SouthPasadenan.com. He had a lot of fun with it this year. He posted a number of stories about the float.



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The design contest is also up on the website. He wants to post the direct mail letter on the site as well to let people know they can still donate.

- **Social Media:** Chris Colburn reported that there is a lot of good content on Instagram and Facebook. Tom Webb and Chris Metcalf were taking lots of pictures and posting them. We have had a good amount of activity on the sites. Chris asked everyone share posts as well as like them so that our friends can see them and then hopefully click back to our page and like it and grow. Alan Vlacich wants to motion to possibly spend \$100 to boost the design contest on Facebook and Paul Abbey seconded it and motion approved.
- **Nominating:** Alan Vlacich reported that most people are coming back to their committee positions. We are still looking for a Vice Chairperson. For all the new folks there are plenty of committees you can look into to join. We would love to have you.
- **Finance Report:** Sandy Fielding reported that we have...

- **November:**

Account	Balance
Checking Account	\$11,257.94
501 C3 Checking	\$29,284.16
501 C3 Savings	\$42,649.47
Totals	\$83,191.57

- **December:**

Account	Balance
Checking Account	\$6,926.17
501 C3 Checking	\$42,201.29
501 C3 Savings	\$42,660.10
Totals	\$91,787.56

- Chris Colburn motioned to approve and Paul Abbey seconded the Finance Report as presented. Motion approved.



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• **Comments:**

- Janet Benjamin is having a Thank You party sometime in the end of February/first of March.
 - Janet Benjamin also is discussing bringing back the newsletter. It's a good way to keep us out there and in front of people.
- Meeting adjourned at 8:37pm. The next meeting will be on February 6, 2017 at 7:30pm.

Approved: _____


Committee Chairperson

Date: _____

2/6/18