



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

Meeting convened this 4th day of September 2018, 7:30pm

At the Amedee O. "Dick" Richards, Jr.

City Council Chambers, 1424 Mission Street

- Chairperson, Courtney Dunlap called the meeting to order on September 4, 2018 at 7:35pm.
- Pledge of Allegiance.
- **Roll Call:**
 - **Committee Members Present:**
 - Courtney Dunlap
 - Megan Colburn
 - Sandy Fielding
 - Chris Colburn
 - Janet Benjamin
 - Paul Abbey
 - Alan Vlacich
 - **Committee Members Absent:**
 - John Vandercook
 - Bill Cullinane
 - Ted Shaw
 - James Jontz
 - Larry Chiles
 - Sara Cullinane
 - Bill Glazier
 - **Council Liaison:**
 - Dr. Marina Khubesrian (excused)
 - **City Staff Liaison:**
 - Jeannie Chiu
- Motion to approve the Minutes from August 2018 made by Chris Colburn and Alan Vlacich. Motion Approved.
- **Public Comment:** None.
- **Event/Site:** Chris Colburn reported that they are adding more lighting in the tent. The side tent has been ordered and will go up later this month.
- **Design:** Paul Abbey reported that they are getting the scale down and everything is going really well so far.
- **Construction:** Chris Colburn reported that they have the guitar done. The drum is fleshed out and just needs to be welded in place. They just ordered a safety platform for the fork lift



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to make it nice and safe. We will also be able to use it for decorating. Alan Vlacich donated the new item to the group. Thank you, Alan!

- **Decoration:** Janet Benjamin reported that they are working on what to put on the float. Janet said the Construction crew is really rocking it in the tent. They have a really great team this year.
- **Misc. Fundraisers:** Megan Colburn gave Janet Benjamin a Menchie's flyer for a possible fundraiser during the Car Show.
- **Car Show:** Janet Benjamin reported that we have a lot of car shows happening that same weekend. She and Rob Benjamin have been out going to car shows and passing out flyers. They are hoping to get a lot more people in the next few weeks and the day of the show. They will have someone there the night before the show to guard the stage so we can set up the day before. They decided to not hand out t-shirts this year. They will be charging for the shirts and so far about half have ordered them. We will see how it works. They will not order too much extra stock this year.
- **Crunch Party:** Courtney Dunlap reported that she is a little more behind than usual but she is working on it. Brant Dunlap is going to head a meeting soon. Courtney pulled up a list of all previous auction items and will be making a list of items that went over well but didn't do really well cost wise. Alan Vlacich asked if we had Gary Pia still and she reported that he was returning and she would contact him again to confirm. He did a really good job last year and he said he really had fun. They will have the same caterer as last year. She will meet with them in November.
- **Direct Mail:** Paul Abbey reported that the letter goes out the week before Christmas. Last year was the most successful year thus far.
- **Website:** Bill Cullinane reported that they have had about 30 people register to volunteer. She is able to track it really well and Sara always sends out a Thank you to them.
- **Social Media:** Chris Colburn reported that we are good to go. They will push out the flyer again for the Car Show. He will also do another Facebook post about amazon smile. We have a steady income from it each month.
- **Finance Report:** Sandy Fielding reported that we have...



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Account	Balance
Checking Account	\$4,484.19
501 C3 Checking	\$25,167.58
501 C3 Savings	\$43,670.74
Total	\$73,322.51

- Motion to approve finance report made by Bill Cullinane and Janet Benjamin. Motion Approved.

- **Comments:**

- Courtney Dunlap is going to the Tournament house for a meeting and they will be doing a sneak peak of the next 2 years.
- If you or anyone you know would like Parade or Game Tickets please let Janet know ASAP. She will be placing the order this month.
- Meeting adjourned at 8:12pm. The next meeting will be on October 2, 2018 at 7:30pm.

Approved: _____


Committee Chairperson

Date: _____

11/6/18