

AGENDA
MEETING OF THE
TORRANCE ROSE FLOAT ASSOCIATION
BOARD OF DIRECTORS

TUESDAY DECEMBER 4, 2018 - 7:00PM
WEST ANNEX COMMISSION ROOM (1ST Floor)
REFRESHMENTS BY Jan Staws

- | | |
|-----------------------------------|---------------------------------|
| 1. CALL MEETING TO ORDER | Beverly Findley, President |
| 2. ROLL CALL | Carol Gilles, Secretary |
| 3. FLAG SALUTE | Mistydawn Jones, Vice President |
| 4. INFORMAL BUSINESS | |
| 4.1 Introduction of guests | |
| 4.2 Correspondence | |
| 5. APPROVAL OF MINUTES | Carol Gilles, Secretary |
| 5.1 November 6th Board Meeting | |
| 6. TREASURER'S REPORT | Michelle Polcari, Treasurer |
| 6.1 November report | |
| 6.2 Payment of outstanding bills | |
| 7. STAFF LIAISON COMMENTS | Michael Field |
| 8.1 YOUTH COUNCIL | |
| 9. OFFICERS AND DIRECTORS REPORTS | |
| 9.1 President | Beverly Findley |
| 9.1.1 Holiday Festival Tree | |
| 9.1.2 Officials Night | |
| 9.1.3 | |
| 9.2 Vice President | Mistydawn Jones |
| 9.3 Membership | Carol Olney |
| 9.4 Volunteers | Debbie Vaca |
| 9.4.1 Team Leaders at Float Site | |
| 9.4.2 Bus Monitors | |

9.5 Publicity Madison Jones
9.5.1 Newsletter
9.5.2 Facebook

9.7 Logistics Fred Kline
9.7.1 Inventory Equipment & Supplies
9.7.2 Transportation for the riders (Dec31 & Jan 1)

9.8 Hospitality Jan Staws
9.8.1 Celebration Dinner Roseanne Villalobos

9.9 Marketing Connie Boswell

9.10 Historian Roseanne Villalobos

9.3 Ways and Means Lynn Robinson
9.3.1 Rose Vials
9.3.2 Promo Booths
9.3.3 Parade Tickets
9.3.4 Pins/ T-shirts

10. OLD BUSINESS
10.1.1 Float Riders Bev Findley
10.1.2 Run for the Roses

11. NEW BUSINESS

12. ONCE AROUND

13. ADJOURNMENT

IF YOU CANNOT ATTEND A MONTHLY MEETING, PLEASE CALL BEV FINDLEY AT (310) 324-4117 OR AT bevfindley@msncom

NEXT MEETING: January 8th at 7:00pm
Refreshments by: Lynn Robinson

MEETING MINUTES OF THE
TORRANCE ROSE FLOAT ASSOCIATION
BOARD OF DIRECTORS

TUESDAY NOVEMBER 6, 2018 - 7:00PM
WEST ANNEX COMMISSION ROOM (1ST Floor)
REFRESHMENTS BY Debbie Vaca

1. CALL MEETING TO ORDER

The meeting was called to order by President Beverly Findley at 7:05 pm in the West Annex Commission Room

2. ROLL CALL

Present: Beverly Findley, President; Mistydawn Jones, Vice-President; Carol Gilles, Secretary; Michelle Polcari, Treasurer, Jan Staws, Director of Hospitality; Connie Boswell, Director of Marketing; Lynn Robinson, Director of Ways & Means; Debbie Vaca, Director of Volunteers; Roseanne Villalobos, Historian; Michael Field, City Liaison; Robin Gee, Member at Large

Excused absence: Fred Kline, Madison Jones, Carol Olney

Absent:

Introduction of Guests: Youth council

3. FLAG SALUTE

The pledge of allegiance, led by Mistydawn Jones, was recited by all

4. INFORMAL BUSINESS

4.1 Introduction of guests

4.2 Correspondence - La Canada/Flintridge Newsletter

5. APPROVAL OF MINUTES

5.1 Mistydawn made a motion to approve the minutes for the October 2nd Meeting, as amended. Motion seconded and approved

6. TREASURER'S REPORT

6.1 A copy of the Treasurer's Report for October 2018 was given out. Carol G made a motion to approve the October 2018 Treasurer's report as amended. Motion seconded and approved

6.2 Payment of outstanding bills

7. STAFF LIAISON COMMENTS

7.1.1 Hospitality Tent, Shed, Tables & Chairs – same as last year

7.1.2 TRFA 2019 float on front page of Seasons Magazine

7.1.3 Officials night – coordinate the food & delivery for the night\

Discussion about tablecloths for the tent tables

7.1.4 Discussion about Macy's Charitable Giving program

8. YOUTH COUNCIL

8.1 Upcoming events

Turkey Trot they will have oranges for the runners - Thanksgiving

Christmas boutique at Wilson Park – Dec 9

9. OFFICERS AND DIRECTORS REPORTS

9.1 President

9.1.1 Report on PTOR Photo Day – Attended by Bev Findley, Carol Gilles, Michelle Polcari, Connie Boswell, Roseanne Villalobos & Tammy Rusznak
We talked about the center pieces – roses & musical notes – we might duplicate for the Celebration dinner

9.1.2 2019 Float Design Contest – Bev sent contest packages to the principals to invite their students to participate

9.1.3 VIP Night – discussion under Staff Liaison

9.1.4 Letter from bus transportation - \$580 per bus

9.1.5 Torrance Travelers will be taking a trip to see the float barn on Dec 30

9.2 **Vice President** – no report

9.3 Membership

Carol Olney submitted the following membership info as of 10/29/18:

New Members: 7	Renew: 11
Membership \$ Received: \$0	Donations: \$0
Total Membership as of 10-31-2018: 147	Total: \$0

BREAKDOWN:

	New:	Renew:
Youth	2	2
Individuals:	4	6
Couples:	0	1
Family:	0	2
Business:	<u>1</u>	<u>0</u>
Total:	<u>7</u>	<u>11</u>

9.4 Volunteers

- 9.4.1 Team Leaders at Float Site – to be named
- 9.4.2 Bus Monitors
 - Connie & Roseanne for dry days
 - Need a night list volunteer to be the bus monitor
 - 12/28, 12/29 days are full
 - All other days/nights have space for new decorators
- 9.4.3 Dry Day is FULL – we have too many volunteers!!!
 - Discussion about food for the dry day – 52 each day
- 9.4.4 Debbie will buy lunch for both dry days + get reimbursed

9.5 Publicity

- 9.5.1 Newsletter – have articles by Nov 19
- 9.5.2 Facebook – everyone post to our facebook page

9.6 Logistics

- 9.6.1 Inventory Equipment & Supplies – Jan, Bev, Lynn on Nov 24
- 9.6.2 Buses for Dry Days, Decorating Week – Bev will coordinate with bus transportation
- 9.6.3 Transportation for the riders (Jan 1 & 2)
 - Reach out to Marty about renting the van

9.7 Hospitality

- 9.7.1 Check with Fiesta for electricity to prepare chili dogs with chips for one of the lunches
- 9.7.2 Jan will contact Beverly at Fiesta to verify we have storage
- 9.7.3 Discussion about a change of caterers for the Celebration dinner

9.8 Marketing

9.8.1 Santa Anita – fundraiser – Run for the Roses – May 3 (same day as Kentucky Derby Day) Price to include admission to track, race program & buffet lunch.

Tentative costs – 200 people; cost per person \$55 – selling tickets at \$100, profit of \$7626; \$150 profit of \$17676; \$125 profit of \$12,626

Deposit of \$6186.67 due now; balance due on the day of final count

9.8.2 Jan made a motion to vote to approve the deposit and event “Run for the Roses”, pending approval from the city. Motion seconded and approved.

9.9 Historian – no report

9.10 Ways and Means

9.10.1 Comedy & Magic Club – we sold 108 tickets!

9.10.2 Promo Booths

Nov 17 & 18 – Craftsman’s Guild Craft Fair – Sign up

Dec 9 – Christmas Boutique at Wilson Park – 10 to 4

9.10.3 Parade Tickets - \$115 – sell them! Sold 14 tickets.

9.10.4 Pins/ T-shirts - More shirts have been ordered.

Patches are in – cost \$2.88, selling for \$5; profit \$2.12

9.10.5 Ride Opportunity Drawing – Nov 15 – sold 60 tickets

9.10.6 Restaurants for Roses

California Pizza Kitchen \$276.33

Chili’s – TBD

Red Car Brewery - \$218.63

Luna Grill - \$42.82

Truxton’s - \$67.65

Rascal’s - \$150.00

Black Bear Diner - \$136.47

Luna Grill – \$18.19

Marie Calendar’s - \$96.20

The Habit - \$52.60

Stacked - \$41.85

Hof’s Hut - \$88.98

King’s Hawaiian - \$138.47

Chicago Ribs - \$238.58

Mimi’s – \$54.61

BJ’s- \$171.56

Lazy Dog - ?

Total – \$1,792.94

UPCOMING:

Nov 15 – California Pizza Kitchen

Nov 15 – Decorators/ General Meeting

Jan 24 – Chili's

ON GOING:

Opportunity Drawing

Parade Tickets

Promo Items

Rose Vials

10. OLD BUSINESS

10.1.1 Nominating Committee Report

Carol G made a motion to accept the slate as presented. Motion seconded and approved

10.1.2 Float Riders – 2 seats available

11. NEW BUSINESS

11.1.1 Plans for General Membership/ Orientation Meeting Nov.15

11.1.2 Costumes for Riders -Tammy Rusznak- will coordinate the riders

11.1.3 Celebration Dinner – change of caterer

11.1.4 Torrance Rose

Robin brought 16 Torrance Rose seedlings - \$20 each

12. ONCE AROUND

Robin passed around stats for our website.

Robin emailed instructions for the rose plant

Roseanne asked to replace her pin which she gave to our table host at picture day

Debbie got a pin to give to Lorraine for getting so many dry day volunteers

Carol G sent a request for the Goodyear Blimp as an auction item for the Celebration dinner

13. ADJOURNMENT

Roseane made a motion to adjourn at 9:19 pm. Motion seconded and approved

NEXT MEETING: December 4th at 7:00pm; Refreshments by: Jan Staws

Respectfully Submitted by: Carol Gilles, Secretary