

AGENDA  
MEETING OF THE  
TORRANCE ROSE FLOAT ASSOCIATION  
BOARD OF DIRECTORS

TUESDAY JANUARY 8, 2019 - 7:00PM  
WEST ANNEX COMMISSION ROOM (1<sup>ST</sup> Floor)  
REFRESHMENTS BY Lynn Robinson

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 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 December 6th Board Meeting    |                                 |
| 6. TREASURER'S REPORT             | Michelle Polcari, Treasurer     |
| 6.1 December report               |                                 |
| 6.2 Payment of outstanding bills  |                                 |
| 7. YOUTH COUNCIL                  |                                 |
| 8. OFFICERS AND DIRECTORS REPORTS |                                 |
| 8.1 President                     | Beverly Findley                 |
| 8.1.1 Officials Night             |                                 |
| 8.1.2 Decorating Week             |                                 |
| 8.1.3 Float Design Contest        |                                 |
| 8.2 Vice President                | Mistydawn Jones                 |
| 8.2.1 Celebration Dinner          |                                 |
| 8.2.2 Run for the Roses           |                                 |
| 8.3 Membership                    | Carol Olney                     |
| 8.4 Volunteers                    | Debbie Vaca                     |
| 8.5 Publicity                     | Madison Jones                   |

8.7 Logistics

Fred Kline

8.8 Hospitality

Jan Staws

8.8.1 Celebration Dinner

8.9 Marketing

Connie Boswell

8.10 Historian

Roseanne Villalobos

8.3 Ways and Means

Lynn Robinson

8.3.1 Rose Vials

8.3.3 Promo Items

8.3.4 Restaurants for Roses

9. OLD BUSINESS

10. NEW BUSINESS

11. ONCE AROUND

12. ADJOURNMENT

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

NEXT MEETING: February 5th at 7:00pm

Refreshments by: To be determined

MEETING MINUTES OF THE  
TORRANCE ROSE FLOAT ASSOCIATION  
BOARD OF DIRECTORS

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

**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; Carol Olney, Director of Membership; 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

Absent:

Introduction of Guests: Youth council – Sean Yamaguchi, Brandon Hong, Neelaj Das, Lorraine

**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 – none

**5. APPROVAL OF MINUTES**

5.1 Roseanne made a motion to approve the minutes for the November 6<sup>th</sup> Meeting, as amended. Motion seconded and approved.

**6. TREASURER'S REPORT**

6.1 A copy of the Treasurer's Report for November 2018 will be provided in January 2019.

## 6.2 Payment of outstanding bills

\$25000 for the City of Torrance for the TRFA portion of the 2019 Float

\$192.48 to Debbie for the Decorator's meals

\$240 to Michelle for Postal Solution

\$2400 for the Sharp Co for the parade tickets

\$6186.67 deposit for the Run for the Roses to the Los Angeles Turf Club

Jan made a motion to pay our outstanding bills. Motion seconded and approved.

## 7. STAFF LIAISON COMMENTS

Michael purchased the food items for the Official's night on Fri Dec 28

Tent & chairs to delivered at Fiesta Floats on Dec 21

CitiCABLE will attend the 1<sup>st</sup> day of float decorating, Dec 26, to be there at 1pm & judging day, Dec 31, to be there at 7:30am. Our lunchtime is 12:15 to 1pm.

## 8.1 YOUTH COUNCIL

### 8.1.1 Upcoming events

The Turkey Trot was well attended

Christmas boutique at Wilson Park – Dec 9

Thank you to Youth Council for the help on Dry Days

## 9. OFFICERS AND DIRECTORS REPORTS

### 9.1 President

9.1.1 Holiday Festival Tree – Carol G, Connie, Jan & Bev decorated the TRFA opportunity tree for the Torrance Memorial Holiday Festival. On Sun, Nov 25, we attended the Tree Lighting. Lynn Robinson was also in attendance

9.1.2 Officials Night -Bus Docents – Carol & Kenneth, Pam & Jim Hill, Mistydawn

### 9.2 Vice President

Mistydawn provided a mock-up of the save the date for our Run for the Roses. We were asked to review, so we can start promoting the event.

A discussion was held about the bus company that we would like to use.

### 9.3 Membership

Carol Olney submitted the following membership info as of 11/30/18:

New Members: 39

Renew: 14

Membership \$ Received: \$0

Donations: \$0

Total Membership as of 11-30-2018: 200 Total: \$0

**BREAKDOWN:**

	<b>New:</b>	<b>Renew:</b>
Youth	1	0
Individuals:	26	10
Couples:	10	1
Family:	2	2
Business:	<u>0</u>	<u>1</u>
Total:	39	14

**9.4 Volunteers**

9.4.1 Team Leaders at Float Site – TBD

9.4.2 Bus Monitors – Bev, Lynn, Carol O for day; TBD for night

9.4.3 Debbie will be emailing and mailing confirmation of your shift

9.4.4 A Big Thank You to Lorraine (North High) for the help on dry days

9.4.5 ALL shifts have been covered. A discussion was held about having a STAND BY decorator list.

**9.5 Publicity**

9.5.1 Newsletter – have articles by Dec 17

9.5.2 Facebook - everyone please post to our Facebook page

**9.7 Logistics**

9.7.1 Inventory Equipment & Supplies

Lynn will help with logistics.

Need help for Officials night

9.7.2 Transportation for the riders (Dec 31 & Jan 1)

Jan volunteered to be the van driver

**9.8 Hospitality**

9.8.1 Celebration Dinner

We will be using Snax as our new caterer for the 2019 Celebration dinner.

A discussion was held about the menu

Mistydawn made a motion to have Snax provide the Celebration dinner meal at a cost of \$20 per person as presented. Motion seconded and approved.

Mistydawn made a motion to charge \$25 for each attendee to attend the Celebration dinner. Motion seconded and approved.

Mistydawn will be the team leader for the Celebration dinner

9.9 Marketing: See the Run for the Roses discussion under Vice President

#### 9.10 Historian

Roseanne thanked Debbie and Melissa De la Vara for the help on the dry days.

Please help Roseanne with items for our Historian book

#### 9.3 Ways and Means

9.3.1 Rose Vials – a discussion was held about the process for ordering and paying for the rose vials. Postmarked no later than Dec 20.

9.3.2 Promo Booths – Craftsman Guild – sold approximately \$200

9.3.3 Parade Tickets – 8 seats are still available – HURRY!

9.3.4 Pins/ T-shirts - Tournament provided an ornament (\$8.85 – sell for \$15), earrings (\$4.25 – sell for \$10) and key chain (\$5.65 – sell for \$10).

#### 9.3.5 **Restaurant for Roses**

Lazy Dog - \$164. 49

**New Total - \$1,957.43**

#### **UPCOMING:**

Jan 24 – Chili's

Winter Boutique

Decorating Week

Celebration Dinner

Run for the Roses

#### **ON GOING:**

Opportunity Drawing

Parade Tickets

Promo Items

Rose Vials

### 10. **OLD BUSINESS**

#### 10.1.1 Float Riders

We have all the float riders and have received all donations

### 11. **NEW BUSINESS**

11.1.1 Michelle is asking for TRFA to change our bank accounts to another bank

11.1.2 Michelle suggested that we have a connection with Discover Torrance

Let's add to January agenda to discuss as an outreach

11.1.3 Don Lee connected with St Regis, the owner of the Toyota complex purchase and they will be making a \$1000 donation

11.1.4 Justin Lee and Bev will be interviewed by KTLA / Gale Anderson

Bev will ask Mayor Furey to attend

## 12. ONCE AROUND

Robin will create a Facebook Live during decorating week

We are the 14<sup>th</sup> Entry in the Parade

Mistydown discussed the list of the benefits of corporate donations

## 13. ADJOURNMENT

Carol O made a motion to adjourn at 9:07 pm. Motion seconded and approved

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

*Respectfully Submitted by: Carol Gilles, Secretary*