

AGENDA
MEETING OF THE
TORRANCE ROSE FLOAT ASSOCIATION
BOARD OF DIRECTORS

TUESDAY DECEMBER 3, 2019 - 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 7th 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 |
| 7.1.1 Hospitality Tent, Shed, Tables & Chairs | |
| 8. YOUTH COUNCIL | |
| 9. OFFICERS AND DIRECTORS REPORTS | |
| 9.1 President | Beverly Findley |
| 9.1.1 Holiday Festival Tree | |
| 9.1.2 Officials Night | |
| 9.2 Vice President | Mistydawn Jones |
| 9.3 Membership | Mary Hoffman |
| 9.4 Volunteers | Debbie Vaca |
| 9.4.1 Team Leaders at Float Site | |
| 9.4.2 Bus Monitors | |
| 9.4.3 Dry Days | |

- 98.5 Publicity Connie Bowell
 - 9.5.1 Newsletter articles due 12-18
 - 9.5.2 Facebook

 - 9.7 Logistics Marty Martindale
 - 9.7.1 Inventory Equipment & Supplies
 - 9.7.2 Buses for Dry Days,
Decorating Week Bev Findley
 - 9.7.3 Transportation for
the riders (Jan 1 & 2) Bev Findley

 - 9.8 Hospitality Jan Staws
 - 9.8.1 Celebration Dinner

 - 9.9 Marketing Lynn Robinson

 - 9.10 Historian Roseanne Villalobos

 - 9.3 Ways and Means Debbie Austin
 - 9.3.1 Christmas Boutique Lynn Robinson
 - 9.3.2 Promo Booths/ Wilson Park
 - 9.3.3 Parade Tickets Bev Findley
 - 9.3.4 Pins/ T-shirts
 - 9.3.5 Restaurants for Roses

 - 10. OLD BUSINESS
 - 10.1.1 Float Riders
 - 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 7th at 7:00pm
Refreshments by: Mistydawn Jones

MEETING MINUTES OF THE
TORRANCE ROSE FLOAT ASSOCIATION
BOARD OF DIRECTORS

TUESDAY NOVEMBER 7, 2019 - 7:00PM
WEST ANNEX COMMISSION ROOM (1ST Floor)
REFRESHMENTS BY Lynn Robinson

1. CALL MEETING TO ORDER

The meeting was called to order by President Bev 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; Lynn Robinson, Director of Marketing; Director of Publicity, Connie Boswell; Debbie Vaca, Director of Volunteers; Debbie Austin, Director of Ways & Means; Roseanne Villalobos, Historian; Michael Field, City Liaison; Youth Council; Robin Gee, Member at Large

Excused absence: Marty Martindale, Mary Hoffman

Absent:

Introduction of Guests – Youth Council – Hannah Logo, Sara Takegawa

3. FLAG SALUTE

The pledge of allegiance, led by Michelle Polcari, was recited by all

4. INFORMAL BUSINESS

4.1 Introduction of guests – Pam Kenoyer

4.2 Correspondence – Torrance Memorial Holiday Festival invitation

5. APPROVAL OF MINUTES

5.1 Roseanne made a motion to approve the minutes as corrected for the October 1, 2019 meeting as emailed. Motion seconded and approved.

6. TREASURER'S REPORT

6.1 A copy of the September 2019 Treasurer's Report as presented as well as a copy of the October 2019 Treasurer's Report. Mistydawn Jones made a motion to approve the September & October 2019 Reports. Motion seconded and approved

6.2 Payment of outstanding bills - none

7. STAFF LIAISON COMMENTS

7.1.1 Hospitality Tent, Shed, Tables & Chairs delivery will be coordinated with Fiesta Floats

Michael got a call from Elena Kang's mom to verify when she needs be at the float on January 1. He gets all the city calls for TRFA

We have 4 press passes – 2 for video and 2 for photography

8. YOUTH COUNCIL

They will participate with the Turkey Trot on Thanksgiving

Bev asked if they had heard about the 2021 Design Contest. They will talk about the contest at Youth Council and their schools

9. OFFICERS AND DIRECTORS REPORTS

9.1 President

9.1.1 Report on PTOR Photo Day – 7 of us attended

9.1.2 2019 Float Design Contest - discussed

9.1.3 VIP Night – Sat Dec 28 tentative date

Docents for the Mistydawn, Carol Gilles, Pam & Jim Hill

9.2 **Vice President** – no report

9.3 Membership

Mary Hoffman submitted the following membership info as of 10/31/19

New Members: 17 Renew: 20
Total Membership as of 10-31-2019: 116

BREAKDOWN:

| | New: | Renew: |
|--------------|-------------|---------------|
| Youth | 0 | 5 |
| Individuals: | 10 | 9 |
| Couples: | 5 | 2 |
| Family: | 2 | 4 |
| Business: | <u>0</u> | <u>0</u> |
| Total: | 17 | 20 |

9.4 Volunteers

9.4.1 Team Leaders at Float Site

9.4.2 Bus Monitors

- 9.4.3 Decorator signups so far – 30
Dry days – Nov 30, Dec 2 – Bus will leave from Annex
1st dry day – 11; 2nd dry day – 6
We need 30 per day on dry days
We will send out a blast (email, Facebook) to request help for the dry days
and sign up on Nov 21.

9.5 Publicity

- 9.5.1 Newsletter articles due 11-18
- 9.5.2 Facebook
- 9.5.3 Connie will be out of town from Nov 28 thru Dec 5

9.7 Logistics

- 9.7.1 Inventory Equipment & Supplies
- 9.7.2 Buses for Dry Days – Janice Hahn has donated the bus
Decorating Week - \$560 RT twice a day per day
- 9.7.3 Transportation for
the riders (Jan 1 & 2) – Same Limo Co \$940
Roseanne made a motion to pay \$560 per day RT for the decorator buses
and \$940 for the float. Motion seconded and approved

9.8 Hospitality

- Need volunteers for our meeting refreshments –
Jan 7 – Mistydawn
Feb 4 – Debbie Austin

9.9 Marketing

- Lynn & Bev attended the Spooktacular for the Torrance Chamber of
Commerce

9.10 Historian

- Needs the photos taken at the Pine Wind Gardens event

9.11 Ways and Means

- 9.11.1 Comedy & Magic Club – sold 39 tickets
- 9.11.2 Promo Booths – Craftsman's Guild
Need help in the booth
Need help with the Kitchen
Roseanne made a motion to allow up to \$1200 for the food for the
Craftsman Guild weekend. Motion seconded and approved
Lynn will look at getting a permit for TRFA

9.11.3 Parade Tickets – 30 sold – 20 more to go!

9.11.4 Pins

Passed around the decorator pin and the float pin

Lanyard was passed around

Jan made a motion to sell the lanyard for \$2. Jan rescinded her motion.

Roseanne made a motion to sell the lanyard for \$3 at the decorator orientation meeting or barn and \$5 at all other events as amended. Motion seconded and approved

9.11.5 Restaurants for Roses

California Pizza Kitchen – \$42.02

Chili's – \$120

Black Bear Diner – \$179.17

Mimi's – \$105.41

BJ's Brewhouse – \$99.81

Rascal's – \$150

Lazy Dog – \$105.38

King's Hawaiian – \$62.15

Red Car Brewery - \$245

Souplantation - \$117.18

Marie Callenders - \$79.84

Corner Bakery - \$65.04

Blaze Pizza – TBD

Truxton's – TBD

Panera – \$59.73

The Habit – TBD

Stone Fire Grill – \$34.80 **Total \$ 1465.53**

UPCOMING:

Nov 13 – California Pizza Kitchen

Jan 8, 2020 – California Pizza Kitchen

Feb 13, 2020 -- Black Bear

10. OLD BUSINESS

10.1.1 Nominating Committee Report

She presented a slate ..

Bev Findley – President

Lynn Robinson -Vice President

Michelle Polcari – Treasurer

Carol Gilles – Secretary

Debbie Austin – Director of Ways & Means
Robin Gee - Director of Marketing
Ashley Poh - Director of Publicity
Debbie Vaca – Director of Volunteers
Mary Hoffman – Director of Memberships
Marty Martindale - Director of Logistics
Jan Staws – Director of Hospitality
Historian – Roseanne Villalobos

Roseanne made a motion to approve the slate as presented. Motion seconded and approved.

10.1.2 Float Riders - all filled. Tammy Rusznak will lead the float riders

10.1.3 Announcing at the orientation – **Turtle Name contest**

Winner is **BIJIN** (Beauty in Japanese) sent in by Kim Grubbs

11. NEW BUSINESS

11.1.1 Plans for General Membership/ Orientation Meeting Nov.21 at 7pm – be there at 6:30

11.1.2 Costumes for Riders – working with Fiesta to choose their dress for the parade

11.1.3 Celebration Dinner – Feb 1, 2020

Jan will chair the committee. And we will use Snax again

Who wants to be on the committee?

11.1.4 Facebook - #GivingTuesday – Robin will review this

12. ONCE AROUND

Connie's choir Is selling Xmas wreaths

Mistydawn – anyone need a cat

Michael - reviewed the amount of \$ we received for parade tickets

Robin – KTLA Friday Dec 27 at 6:10 am – Elena Kang & Rosemary with Bev

13. ADJOURNMENT

Carol made a motion to adjourn at 8:59 pm. Motion seconded and approved

NEXT MEETING: December 3rd at 7:00pm. Refreshments by Jan Staws

Respectfully Submitted by:
Carol Gilles, Secretary