

AGENDA
MEETING OF THE
TORRANCE ROSE FLOAT ASSOCIATION
BOARD OF DIRECTORS

TUESDAY FEBRUARY 5, 2019 - 7:00PM
WEST ANNEX COMMISSION ROOM (1ST Floor)
REFRESHMENTS BY Roseanne Villalobos

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|-----------------------------------|---------------------------------|
| 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 January 8th Board Meeting | |
| 6. TREASURER'S REPORT | Michelle Polcari, Treasurer |
| 6.1 January report | |
| 6.2 Payment of outstanding bills | |
| 7. YOUTH COUNCIL | |
| 8. CITY LIASON | Michael Field |
| 9. OFFICERS AND DIRECTORS REPORTS | |
| 9.1 President | Beverly Findley |
| 9.1.1 Float Design Contest | |
| 9.1.2 Cherry Blossom Festival | |
| 9.1.3 Board Positions | |
| 9.2 Vice President | Mistydawn Jones |
| 9.3 Membership | Carol Olney |
| 9.4 Volunteers | Debbie Vaca |

9.5 Publicity Connie Boswell
9.5.1 Newsletter

9.7 Logistics Marty Martindale

9.8 Hospitality Jan Staws
8.8.1 Celebration Dinner

9.9 Marketing Lynn Robinson

9.10 Historian Roseanne Villalobos

8.3 Ways and Means Madison Jones

9. OLD BUSINESS

10. NEW BUSINESS

10.1.1 PTOR Parade Entry

11. ONCE AROUND

12. ADJOURNMENT

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

NEXT MEETING: March 5th at 7:00pm
Refreshments by: To be determined

MEETING MINUTES OF THE
TORRANCE ROSE FLOAT ASSOCIATION
BOARD OF DIRECTORS

TUESDAY JANUARY 8, 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 Beverly Findley at 7:07 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

Excused absence: Fred Kline, Madison Jones, Robin Gee

Absent:

Introduction of Guests:

3. FLAG SALUTE

The pledge of allegiance, led by Lynn Robinson, 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 Carol O made a motion to approve the minutes for the December 4th Meeting, as presented. Motion seconded and approved.

6. TREASURER'S REPORT

6.1 A copy of the November and December 2018 Treasurer's Reports were emailed. Jan made a motion to approve the November & December 2018 Treasurer's Report. Motion seconded and approved

6.2 Payment of outstanding bills

Debbie for Ink - \$84.30

TUSD for the buses - \$5152

Lynn for parade bus driver tip, celebration dinner flyers - \$64.78

Carol O made a motion to pay these bills. Motion seconded and approved

Carol O made a motion to apply Robin's \$75 donation to pay for 3 comp tickets for the Celebration dinner.

7. STAFF LIAISON COMMENTS

Newsletter schedule – change the Jan date so that we can get the float pictures

Working on the scheduling for the budget and meeting with the CD&E

Discussion about the program for the Celebration dinner

Officials Night was a success!

8. YOUTH COUNCIL

8.1.1 Upcoming events - no reports

9. OFFICERS AND DIRECTORS REPORTS

9.1 President

9.1.1 Officials Night – thank you to the board and the volunteers who helped the process go smoothly.

9.1.2 Decorating Week – thank you to all our volunteers! Discussion about our treats at the tent in reference to the non-Torrance volunteers

9.1.3 Float Design Contest – ends on Jan 18. Bev will coordinate with Tim Estes and the Judges for a date to choose the contest winner. This will then be presented to the board for final approval.

9.2 Vice President

9.2.1 Celebration Dinner – a discussion held about the tablecloths. The opportunity drawings will be on presentation board. Bring old instruments to use for decorating the opportunity tables. Mistydawn will create the centerpieces. Each board member has been asked to get 10 gift cards each for the Rose Garden.

Lynn will have a promo table.

9.2.2 Review of our 2019-2020 board members

9.3 Membership

Carol Olney submitted the following membership info as of 12/31/18:

New Members: 7
Membership \$ Received: \$0

Renew: 6
Donations: \$0

Total Membership as of 2-31-2018: 213 Total: \$0

BREAKDOWN:

	New:	Renew:
Youth	0	0
Individuals:	6	5
Couples:	1	1
Family:	0	0
Business:	<u>0</u>	<u>0</u>
Total:	7	6

A discussion was held about our Paypal forms and the website forms.
Carol O will send out a renewal letter reminder in the beginning of March.

9.4 Volunteers

Debbie will contact volunteers to help with the Celebration dinner
Debbie sent out a mass mailer to 320 decorators to invite to the Celebration dinner and for Robin to include on the website.

9.5 Publicity

9.5.1 Newsletter – have articles by Jan 24

9.5.2 Facebook - everyone please post to our Facebook page

9.7 Logistics – no report

9.8 Hospitality

9.8.1 Celebration Dinner – we can rent tablecloths

Jan reviewed the Snax dinner menu. Will need the total headcount by end of January. Jan to bring the deposit check for \$1875 to Snax.

Thank you to Roseanne, Katelyn, Bev and Lynn for all the help during decorating week.

9.9 Marketing

9.9.1 Run for the Roses - We will promote this at the celebration dinner and have tickets to sell.

Mistydawn made a motion to charge \$125 for the ticket for the Run for the Roses. Motion seconded and approved.

9.10 **Historian** – no report

9.11 **Ways and Means**

9.11.1 Rose Vials

9.11.2 Promo Items – at the tent during decorating week ...

Decorating week income – Sales \$3278; Donations \$96

9.11.3 Restaurants for Roses

California Pizza Kitchen - TBD

Total Income for 2018 - \$1957.43

January 17 – California Pizza Kitchen

January 24 – Chili's

February 13 – Black Bear Diner

UPCOMING:

Feb 3 - Celebration Dinner

May 4 - Run for the Roses

ON GOING:

Promo Items

Rose Vials

10. **OLD BUSINESS**

Website – Michelle's last name is spelled wrong

11. **NEW BUSINESS** - none

12. **ONCE AROUND** - none

13. **ADJOURNMENT**

Lynn made a motion to adjourn at 9:21 pm. Motion seconded and approved

NEXT MEETING: February 5th at 7:00pm; Refreshments by: Roseanne Villalobos

Respectfully Submitted by: Carol Gilles, Secretary