



**ACTION MINUTES OF THE SPECIAL MEETING OF THE
FOURTH OF JULY / FESTIVAL OF BALLOONS COMMITTEE
OF THE CITY OF SOUTH PASADENA CONVENED
THIS 22ND DAY OF JUNE 2016, AT 7:00 P.M.
SOUTH PASADENA FIRE DEPARTMENT – E.O.C. ROOM
817 MOUND AVENUE**

- **Publicity:** Bill Glazier is working on the program and is getting everything he needs to complete it. Around 10:30am he has a small group help pass out the programs along the programs. He needs about 10 youth to help pass out the South Pasadena Review; which has the parade lineup. If you know any youth interested please let Bill know immediately. A big stack will also be brought to the pancake breakfast to pass out.
- **Security:** Joe Payne reported that he has been in touch with PD and they have sufficient personal on staff. They had a meeting last week and it went very well. The ticket sellers would like to have some uniforms around and same with bag checking. We are confident it will run smoothly.
- **Sound & Park:** Bob McClain reported that he would be doing the sound for all the events and games in the park. Bob reported he is pretty much all set for the day.
- **Comments:**
 - Jim Anderson thanked Anthony for coordinating everything for us and thanks everyone in the city for all of their help.
 - Lindy asked about the park table's setup and Anthony confirmed it would be delivered the morning of the 4th.
 - If anyone needs a check before the 4th of July please let Michael Schlaifer know as soon as possible.
 - Meeting adjourned at 8:08pm. Our next meeting is TBD at the moment.

Approved _____


CHAIRMAN

Date _____

10-27-16



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- **Parade:** Joe Payne reported that we have about half our entries but we have we usually get a flood of them the week of the 4th. The trophies have been ordered. New flags were ordered and they look great. We are hoping to get about 5 years out of these new ones. Buddy Bison is going to be our Grand Marshall. Joe Payne's son will be dressing up in the Bison costume and walking or riding in a car in the parade. Passes for the cars for the committee cars/volunteer decorators who need them will be passed out.
- **Cars:** Marlin Perry reported that they have talked to Joe Payne and a few of the cars will filter through twice.
- **Posters:** Joe Payne reported that the posters are all up and the three winning ones have been chosen.
- **Food:** Rosemary Whitney reported that the Boy Scout troops will be doing the hamburgers and hot dogs and the girl scouts will be doing snow cones. Joe Payne reported that they would have a PD information booth set up in the Park and a Lost and Found booth.
- **Fireworks:** Marty Smith reported that sound is under control, two confirmed food vendors (surf and turf, burgers and Panini's). We have not yet heard back from the wrestling team whether or not they will be doing burgers and dogs. Marty has been in contact with the Maintenance crew at SPHS in regards to all of the setup. On July 3rd Marty will be closing the fencing and hang signs to help prevent. He will be picking up the generator from PD and getting it there early. There will be two projection screens this year and working on a live camera feed. The citrus band is coming, Holy Family's children's choir is doing two fifteen-minute sets and the drum line will be doing a set. Tables and chairs will be brought out to the front of the gym for ticket sales. He has plenty of radios this year for anyone who needs one.
- **Tickets:** Lindy Yuen has 11-presale ticket sale locations are setup and being sold at the locations.



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- Chairman, Jim Anderson called meeting to order at 7:17pm.

| Present | Absent |
|-------------------|-------------------|
| Jim Anderson | Rob Williams |
| Megan Colburn | Clare Williams |
| Michael Schlaifer | Robert Mac Tavish |
| Marlin Perry | Joan Shaw |
| Rosemary Whitney | Ted Shaw |
| Bill Glazier | Jane Jackson |
| Bob McClain | Joan Payne |
| Lindy Yuen | |
| Joe Payne | |
| Marty Smith | |
| Anthony Kim | |

- Motion to approve the minutes from the May 2016 Meeting was made by Jim Anderson and Rosemary Whitney and Joe Payne. Motion Approved.
- **Public Comment:** None.
- **New Business/Committee Reports:**
- **Treasure:** Michael Schlaifer passed out the proposed budget for this year as best as we can estimate. We are still trying to build back up our account. We will not be able to pay off all our vendors at same time but we will be paying off all the ones that require full payment. Chris Colburn passed a key to the committee for the SPTOR sea container for FOB to use for storage. We will now be able to save \$1,100 in storage each year.