

**San Antonio Canyon Town Hall**  
**BOARD OF REPRESENTATIVES**

**AGENDA**

Tuesday, April 2, 2019

**Call to order**

**Review of the 3/5/19, Minutes**

**Treasurer's Report**—Therese Parker

**Correspondence**

**Incoming Mail & e-mail:**

- 3/26/19: Email from Sandra Maravilla response re: invite to Kathryn Barger

**Outgoing Mail & e-mail:**

- 2/25/19: Invite letter to Kathryn Barger, Supervisor LAC District 5
- 2/25/19: Invite letter to Sandra Maravilla, Field Deputy to Kathryn Barger

**Visiting Officials/Invited Guests:**

- Kenneth Chen
- Douglas Malewicki, 5X runner RTTT

**Guest Reports**

- Dianna Lee, SBC
- Sandra Maravilla, LAC

**Current Calendar Review**

- Spring Clean-up 2<sup>nd</sup> *weekend* in May. Request roll-off from Burrtec. Begin advertising. **(Moderator)**
- Statement of Information filing **(Treasurer or Moderator)**
- Send tax paperwork to Personalized Tax Service—April 15 **(Treasurer)**

**Previous Month Calendar Review**

**Old Business**

- Online Phonebook update (T. Parker)
  - New Town Hall Website Update
- Museum update—Sub-committee (G. Rodman, L. Frost)
- Electronic Storage of Town Hall records committee update (K. Sked)
- Fire Safe Council and Alliance Update (L. Frost, G. Rodman, R. Wingate)
- National Monument Update (R. Ellingson)
- Welcome baskets report (T. Sulkin)
- Mt. Baldy student scholarships application (T. Sulkin)
- Run-to-the-Top progress report (T. Sulkin)

**New Business**

- Run-to-the-Top race results
- Treasurer position and Personalized Business Service

**Miscellaneous**

**Adjournment**

# Town Hall Business Calendar

## January

- Select Run-to-the-Top race director and finalize Agreement **(Board)**
- Name RTTT Sub-committee and/or solicit proposals from potential race directors **(Board)**
- RTTT Sub-committee meets **(Race Director)**
- Baldy Breeze Article Due 1/15 for February issue **(Moderator)**

## February

- RTTT website domain name payment due to Go Daddy. Expires in March. **(Treasurer or Race Director)**

## March

- Baldy Breeze Article Due 3/15 for April issue **(Moderator)**
- RTTT Sub-committee meets **(Race Director)**
- School spring break holiday 1<sup>st</sup> Tuesday in April. Arrange to meet at Fire Dept. **(Moderator)**

## April

- Spring Clean-up 2<sup>nd</sup> weekend in May. Request roll-off from Burrtec. Begin advertising. **(Moderator)**
- Statement of Information filing **(Treasurer or Moderator)**
- Send tax paperwork to Personalized Tax Service—April 15 **(Treasurer)**

## May

- Spring Clean-up 2<sup>nd</sup> Weekend in May **(Moderator)**
- Thank-you letter to Burrtec & SBC for roll-off **(Clean-up Organizer)**
- Annual audit by Personalized Tax Service **(Treasurer)**
- Post office PO Box application with payment **(Secretary or Treasurer)**
- Baldy Breeze Article Due 5/15 for June issue **(Moderator)**
- Announcement regarding scholarships for Baldy Breeze **(Moderator)**
- RTTT Sub-committee meets **(Race Director)**

## June

- IRS form 990 **(Treasurer)**
- School may not be available for July meeting. Double-check with principal. Use FD. **(Moderator)**

## July

- Review of applications for scholarships (by email) & vote by board. **(Board)**
- Confirm school year's holiday dates with TH's Business Calendar. Update if necessary. **(Moderator)**
- Baldy Breeze Article Due 7/15 for August issue **(Moderator)**
- Announcement of winners of the scholarships for the Baldy Breeze **(Moderator)**
- Temporary resale permit from BOE, for RTTT shirt sales, if necessary. **(Treasurer)**
- RTTT Sub-committee meets **(Race Director)**
- Hunting season map distribution **(Richard Wingate)**
- School may not be available for August meeting. Double-check with principal. Use FD. **(Moderator)**

## August

- RTTT Sub-committee meets **(Race Director)**
- Fall (Sept.) Clean-up Day. (date TBD by Ware). Confirm Ware's roll-off. Begin advertising. **(Moderator)**

## September

- Very early, email Pancake Breakfast invitations. See list. First, verify names/ranks. **(Moderator)**
- Liability Insurance annual premium renewal review (expires 12/2) **(Moderator)**
- Baldy Breeze Article Due 9/15 for October issue **(Moderator)**
- Mail letters to Baldy agencies/groups re: reps to be seated for Town Hall **(Secretary)**
- Public Notice of Annual Town Hall Meeting in October **(Moderator)**
- Run-to-the-Top, Labor Day **(Race Director)**
- Fall Clean-up Day. Date TBD by Ware. **(Two board members)**

## October

- Payment to Mt. Baldy School PTA for Pancake Breakfast guests **(Treasurer)**
- Budget sub-committee. Submits draft budget to board by e-mail before 10/30. **(3 board members)**
- SBC Dept. Public Works/Solid Waste Management Survey **(Moderator)**

## November

- New representatives are seated at Town Hall meeting
- Board nominates & votes for new officers at the TH meeting following Annual Meeting.
- Budget discussion at Town Hall meeting **(Board)**
- Baldy Breeze Article Due 11/15 for December issue **(Moderator)**
- Renew and Pay Liability Insurance premium. Expires 12/2. **(Treasurer)**
- Submit updated Directors & Officers Schedule to Travelers Insurance **(Secretary/Moderator)**

## December

- Mail the donations (WVS&R, MBFD, & MB School) **(Treasurer)**
- Approve new budget at Town Hall Meeting **(Board)**
- School winter break holiday 1<sup>st</sup> Tuesday in January. Arrange to meet at Fire Dept. **(Moderator)**
- Town Hall website domain name payment due to Go Daddy. Expires in late January. **(Treasurer)**

## Dates to Remember:

- 12/2/20 Travelers D&O Policy 3-year premium ends **(Moderator)**
- 7/2028 – 6/2029: "Mt Baldy Run-To-The-Top" trademark expires in 2029. Renew in 9<sup>th</sup>-10<sup>th</sup> yr. Send picture of shirt for proof of use. **(Treasurer)**