

# San Antonio Canyon Town Hall

## BOARD OF REPRESENTATIVES

### AGENDA

Tuesday, April 14, 2020

#### Call to order

**Review Minutes** for March meeting

#### Treasurer's Report—March 2020—Lidia Gutierrez

- Treasurer records retention per Brian Glick of Personalized Business Service

#### Correspondence

##### Incoming Mail & e-mail:

- 3/3/20: Christy Catalano, MB School PTA: Thank you card for Town Hall donation
- 3/13/20: Kathryn Barger, LACBOS D2: Letter re: RTTT donation
- 3/19/20: Susanna Ponciano, LACBOS D2: Social Program Agreement documents
- 3/30/20: Dave Gabaldon, USFS, Fuels: Prescribed burns update
- 4/1/20: Suzette Swallow, SBCBOS D5: Donation to RTTT
- 4/1/20: Rachel Mailo, USFS, Special Uses: Mt. Baldy Run-to-the-Top

**Outgoing Mail & e-mail:** None

#### Guest Reports

- Dianna Lee, SBC
- Sandra Maravilla, LAC

#### Visiting/Invited Guests/Presenters:

- Report from Dave Gabaldon, USFS

#### Current Month Calendar Review

#### Previous Month Calendar Review

#### Old Business

- Chipper Day for residents (T. Sulkin)
- Museum update—Sub-committee (G. Rodman, L. Frost, K. Sked)
- Electronic Storage of Town Hall records committee Update (K. Sked)
- Fire Safe Council and Alliance Update (L. Frost, G. Rodman, R. Wingate)
- Welcome baskets report (D. Johnson, T. Sulkin)
- Mt. Baldy student scholarships (T. Sulkin)
- Fire Dept Grant procedures revision review (T. Sulkin)
- Run-to-the-Top update (Race Director)
- WCA Earth Day event (T. Sulkin)
- Software purchase for RTTT all-years race results project (Race Director)
- Storage container purchase research (K. Sked)

#### New Business

- Mt. Baldy Run-to-the-Top

#### 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. Auto-renews in March. (**Treasurer or Race Director**)

## March

- Baldy Breeze Article Due 3/15 for April issue (**Moderator**)
- Submit Scholarship ad for Baldy Breeze (**Moderator**)
- RTTT Sub-committee meets (**Race Director**)
- School spring break holiday 1<sup>st</sup> Tuesday in April. Double check. Arrange to meet at Fire Dept. (**Moderator**)
- Arrange for the rattlesnake vaccine clinic for April w/Baseline Animal Hospital (**Secretary**)

## April

- Spring Clean-up 2<sup>nd</sup> weekend in May. Request roll-off from Burrtec. Begin advertising. (**Moderator**)
- Registry of Charitable Trusts, State of CA filing by Personalized Tax Service. File by May 15. (**Treasurer**)
- Take 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-offs (**Clean-up Organizer**)
- Annual audit by Personalized Tax Service, including IRS form 990 (**Treasurer**)
- Post office PO Box application with payment (**Secretary or Treasurer**)
- Baldy Breeze Article Due 5/15 for June issue (**Moderator**)
- RTTT Sub-committee meets (**Race Director**)

## June

- School may not be available for July meeting. Double-check with school. MBFD can be used. (**Moderator**)

## July

- 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 charging for shirts. (**Treasurer**)
- RTTT Sub-committee meets (**Race Director**)
- Hunting season map distribution (**Richard Wingate**)
- School may not be available for August meeting. Double-check with school. FD can be used. (**Moderator**)

## August

- Deadline for Academic Scholarship applications. (**Secretary**)
- RTTT Sub-committee meets (**Race Director**)
- Fall (Sept.) Clean-up Day. (Date TBD by Ware.) Confirm Ware's roll-off. Begin advertising. (**Moderator**)

## September

- Confirm school year's holiday dates with TH's Business Calendar. Update if necessary. (**Moderator**)
- 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**)
- Run-to-the-Top, Labor Day (**Race Director**)
- Fall Clean-up Day. Date TBD by Ware. And Thank-you letter after the event. (**Moderator**)
- Determination of date for Annual Meeting

## October

- Mail letters to Baldy agencies/groups re: reps to be seated for Town Hall after annual meeting (**Secretary**)
- Public Notice of Annual Town Hall Meeting—date TBD (**Moderator**)
- 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 following the Annual 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**)
- Statement of Info. on CA Secy. State web. Due Nov.-Apr. If no changes to board/ea 2 yrs. (**Treasurer/Mod.**)

## December

- Mail the donations (WVS&R, MBFD, & MB School PTA) (**Treasurer**)
- Approve new budget at Town Hall Meeting (**Board**)
- School winter break holiday 1<sup>st</sup> Tuesday in January. Double check. Arrange to meet at Fire Dept. (**Moderator**)
- Baldybear.org domain name payment due NameCheap. Auto-renew in late January. (**Treasurer**)
- Transfer 20% of RTTT proceeds to the Mt. Baldy Fire Dept. grant (**Treasurer**)

## Dates to Remember:

- 12/31/20 Fire Dept grant expires. See grant document. (**Treasurer**)
- 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**)