

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

**AGENDA**

Tuesday, July 7, 2020

**Call to order**

**Review Minutes** for June meeting

**Treasurer's Report—June 2020—Lidia Gutierrez**

**Correspondence**

**Incoming Mail & e-mail:**

- 6/10/20: email from Adrienne Dunfee/USFS, re: vehicle saturation point
- 6/17/20: email from Sergeant Carlo Fusco, re: vehicle saturation point.
- 6/26/20: email from Sandra Maravilla/LACBS—Kathryn Barger, re: GRR closure

**Outgoing Mail & e-mail:**

- 6/9/20: email to Adrienne Dunfee/USFS, re: vehicle saturation point
- 6/16/20: email to Sergeant Carlo Fusco, re: vehicle saturation point.
- 6/26/20: Thank-you letter to Jillian Peterson/SBC for Spring Clean-up roll-off donation.
- 6/23/20: Thank-you letter to Steve Bradshaw/Burrtec for Spring Clean-up roll-off donation.

**Guest Reports**

- Dianna Lee, SBCBOS
- Vicky Paul, LACBOS

**Visiting/Invited Guests/Presenters:**

**Current Month Calendar Review:** See business calendar

**Previous Month Calendar Review:** See business calendar

**Old Business**

- 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)
- Run-to-the-Top update (Race Director)
- WCA Earth Day event (T. Sulkin)
- Storage container purchase research (K. Sked)
- RTTT update: Shirts vote

**New Business**

- New secretary—Kim Wilson

**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 & announce 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

- Announce August 1 deadline for Academic Scholarship applications. **(Secretary)**
- 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)**
- School may not be available for August meeting. Double-check with school. FD can be used. **(Moderator)**

## August

- Deadline for Academic Scholarship applications. Process scholarship Applications. **(Scholarship sub-comm.)**
- 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 **(Board)**

## October

- Send emails to 10 Baldy agencies/groups re: reps to be seated on board 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 **(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)**