

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

AGENDA

Tuesday, January 5, 2021—Revised January 6, 2021

Call to order

Review Minutes for the December meeting

Treasurer's Report—December 2020—Lidia Gutierrez

Correspondence

Outgoing Mail & email:

- 12/4/20 email to Adrienne Dunfee, USFS: Request for use of maintenance garage for RTTT
- 12/21/20 cover letter to MBFD re: annual donation of \$2,000
- 12/21/20 cover letter to WVSR re: annual donation of \$1,500
- 12/21/20 cover letter to Mt. Baldy School PTA re: annual donation of \$1,000
- 12/31/20 email to Adrienne Dunfee, USFS: Notification of intent to invite both LAC & SBC county roads traffic divisions to Town Hall
- 12/31/20 email to Sandra Maravilla, LAC Supervisor Kathryn Barger: request for assistance to reach LAC roads traffic division to invite to Town Hall
- 12/31/20 email to Dianna Lee, SBC Supervisor Janice Rutherford: request for assistance to reach SBC roads traffic division to invite to Town Hall

Incoming Mail, email and phone calls:

- 12/6/20 email from Officer Chen, CHP Baldwin Park: Thank you for \$250 donation to toy drive
- 12/4/20 email from Adrienne Dunfee, USFS: Response to the request for use of the FS garage
- 12/31/20 email from Adrienne Dunfee, USFS: Response to the notification re: Town Hall invitation to both LAC & SBC county roads traffic divisions

Invited Guests/Presenters

Supervisor Representative Reports

- Dianna Lee, SBCBOS
- Vicky Paul, LACBOS

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 (T. Sulkin)
- Annual, independent financial review/audit of books, at fiscal year-end in December.
- Forest Service Storage update (T. Sulkin)

New Business

- 55 Annual Run-to-the-Top 2021
- Discussion on meeting of Forest Service, CHP, LAC & SBC Supervisor reps, MBFD, & MBSL

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)**
- Get invoice from Webmaster for two line items: Website hosting and Website maintenance. **(Treasurer)**

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 1st 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 2nd 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 2nd Weekend in May **(Moderator)**
- Thank-you letter to Burrtec & SBC for roll-offs **(Clean-up Organizer)**
- 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 9 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

- Annual independent financial review, per bylaws, by Personalized Tax Service, including IRS form 990 **(Treasurer)**
- Mail the donations (WVS&R, MBFD, & MB School PTA) **(Treasurer)**
- Approve new budget at Town Hall Meeting **(Board)**
- School winter break holiday 1st 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:

- 12/31/25 Fire Dept grant expires. See grant document. **(Treasurer)**

- 7/2028 – 6/2029: “Mt Baldy Run-To-The-Top” trademark expires in 2029. Renew in 9th-10th yr. Send picture of shirt for proof of use. **(Treasurer)**