

**PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE
April 5, 2018
FINAL**

PCA Board Members present:

Vivia Strang, President	Andrea Binder, Historian
Mark Lamm, Vice President	Lezlee Alexander
Judy Smith, Secretary	Donna Carr
Debe Branning, Treasurer	Jason O'Neil

PCA Members present:

Kim Kasper, Denise Foster

Advisory Board Members present:

None

Discussion/Action

1. **Call to order.** President Vivia Strang called the meeting to order at 9:30 a.m.
2. **Approval of Minutes.** Lezlee Alexander moved the minutes of the March 1, 2018 PCA Board meeting be approved as presented. Debe Branning seconded and the motion carried.
3. **Treasurer's Report.** Debe Branning
Checking account balance as of April 1, 2018 is \$31,333.55.

4. OLD BUSINESS

a. Grave Marker Preservation Project III Team update – Debe Branning

The Grave Marker Preservation Teams will do grave marker preservation work in Porter Cemetery in April 2018 based on availability. A Training Session will be done in the fall, plus continued preservation work in P&MMP.

b. Living History Research Team – Donna Carr

Patty Gault completed a bio of Mary Fayman, AKA Pauline Fanman and is combining several bios of Johnnie Dobbs. Sue Wilcox is completing the bio of Baby Teel. Donna Carr completed a biographical sketch of Felicia Baker and her parents. Dan Craig offered additional sources for new and existing bios. Donna responded to an email request about Sylvester Henry Bennet and his parents. Bennet was buried in Cementerio Lindo in 1935 and was found by a relative on Find A Grave.

c. PCA Membership Update – Lezlee Alexander

Membership renewal for 2018 – 89 members which is 85% of 2017, an increase of 10% from last month. Thank you notes confirming dues received have been sent. Gained 4 new members in 2018 plus 1 as a prizewinner for a PR event. This is in addition to the 7 new members gained at the end of 2017 during the membership drive. Quarterly Membership Spreadsheet has been posted to the Board and key volunteers and will be placed on the House computer network.

d. PCA Communications – Lezlee Alexander

One email blast was posted in March and an email blast requested by GMPP is in development. Our MailChimp service reports we had an increase of 3 to our contacts in the past month. Website updates have occurred throughout the month and a second article for Central City South news was created. Newsletters

were printed and mailed to 6 snail mail members. Next newsletter deadline is the end of May, after the Memorial Day event. A team is working on banners for the Memorial Day event.

e. PCA Book Committee Update – Mark Lamm

Publisher is one month past their due date, book will be printed in July. We can take presale orders on Memorial Day.

f. Facilities Team update – Mark Lamm

Mark presented a list of items being addressed for repairs and improvements to Smurthwaite House and P&MMP. The list is available upon request. Kim Kasper reported David Stanton has completed the grant work and is now doing pro bono work. Judy Smith reported that two DAR chapters are coming on April 7th to clean the cemetery and plant flowers around the Smurthwaite House.

g. Cementerio Lindo – Mark Lamm

The donated bricks are still available but Cenotaph placement still not completed.

h. ASU and Boy Scouts Projects/ Tentative dates – Andrea Binder

Scout is still looking at Memorial Walk project.

i. P&MMP Events – Open House, tours, visitors – Debe Branning

Vivia Strang provided a tour for the Trustrim Connell family on March 27th 2018. They will be sending family pictures to PCA. There were no scheduled tours.

j. Memorial Day Event – Vivia Strang

Event is on schedule for Memorial Day, May 28th.

k. Tote bag update – Judy Smith

Moore Graphics submitted a photocopy of the tote bag that is scheduled to be ready by Memorial Day.

j. Other – Memorial Markers

Denise Foster approved the proofs sent from Set In Stone. The seven new stones will be delivered in April 2018.

5. NEW BUSINESS Action/updates

a. PCA Logo Update – Vivia Strang

Discussion was held to approve a previous version of the PCA logo with “Phoenix, Arizona” added to the bottom. The motion to use the black vector image as created by Moore Graphics as our current logo using Caslon Antiqua font centered with “Phoenix, Arizona” added at the bottom was made by Lezlee Alexander and seconded by Judy Smith. The motion carried.

b. Quing Ming Event –

The Board tabled the meeting and reconvened after attending this Chinese event in Loosley Cemetery.

6. PCA Board of Directors Meeting is held at 9:30 a.m. on the first Thursday of the month, September to May. Next Board meeting is May 3, 2018

7. PCA/City of Phoenix Parks and Recreation Maintenance meetings (year round) the second Thursday of the month at 9:30 a.m. Next meeting is April 12, 2018

8. Master Calendar – Open House 4th Saturday of the month September through May from 10 to 2.

9. Arizona Trivia

10. Adjournment

Meeting adjourned at 11:35 a.m.

Respectfully submitted,
Judy Smith, Secretary