

**PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE/WEBEX
December 3, 2020
FINAL**

PCA Board Members present:

Mark Lamm, President – Smurthwaite House	Debe Branning – Smurthwaite House
Judy Smith, Secretary – Smurthwaite House	Patty Gault – Smurthwaite House
Lezlee Alexander, Treasurer - Webex	Cindy Lee – Smurthwaite House
Margy Parisella – Historian - Webex	

PCA Advisory Board Members present:

Donna Carr – Smurthwaite House Kim Kasper – Smurthwaite House Marshall Shore – Webex

PCA Members:

Denise Foster – Smurthwaite House	Ileen Snoddy – Webex	Jenn Merry - Webex
Sterling Foster – Smurthwaite House	Vivia Strang - Webex	

Discussion/Action

- 1. Call to order.** President Mark Lamm called the meeting to order at 10:02 a.m.
- 2. Approval of Minutes.** Motion by Patty Gault and second by Judy Smith to approve the November 5, 2020 minutes as posted. Motion carried.
- 3. President's Report – Mark Lamm**
 - a. Access to Surthwaite House, except for PCA members – Cindy Lee – Report submitted.
 - b. Covid 19 updates –Due to the latest Covid increase, PCA Event forms must be approved by the PCA Board and safety regulations must be followed.
 - c. Monthly cleaning of the Smurthwaite House will continue on the third or fourth Thursday of the month.
 - d. The Annual PCA Holiday Party is cancelled for 2020.
 - e. Saturday, December 12, 2020 Ornament making event is cancelled.
 - f. Thank you to the present Board for assistance, understanding and support for the last eight months. Good team on the incoming Board in January 2021.
 - g. Webex training will continue.
 - h. Painting of upstairs Smurthwaite House to begin December 8, 2020.
- 4. Treasurers Report – Lezlee Alexander – Report submitted.**
- 5. PCA Board of Director's Action Items to be discussed and or approved.**
 - a. Covid Phase III Fall/Winter 2020 – Motion by Patty Gault and second by Mark Lamm that PCA is open by appointment only. Motion carried. PCA member must sign in visitor, temperature taken, masks must be worn in Smurthwaite House at all times. Self-guided tours of the cemetery only.
 - b. Accession/Deaccession Policy – Kim Kasper, Mark Lamm, Judy Smith – Policy discussion to continue in January.

6. Old Business

Follow-up PCA Committee updates on items previously approved or discussed by the Board.

a. Transition of New Board of Directors and Officers – Past Officers Administrative books will be turned over to new Board officers. Discussion/training for use of Webex for hosting by Committee Chairs to continue.

b. PCA Grants status with Covid – Patty Gault- Extension requested for Humanities Grant. Cindy Lee – Spoke with Joe Ferrannini , DAR Grant will be reassessed in January.

c. 2020 Annual Committee Reports

Memorial Marker – Ryan Vander Ark – Report submitted

Due to poor workmanship, motion by Patty Gault and second by Debe Branning to offer refund of \$100 to donor for purchase of Frances Johnson Memorial Marker. Motion carried. Donor is Mary Lou Bennett.

Maintenance Year End Summary – Mark Lamm – Report submitted.

Antique Acquisitions, Donations and Smurthwaite House Interior – Judy Smith- Report Submitted.

Grave Marker Preservation – Cindy Lee – Report Submitted.

Living History Team – Donna Carr – Report submitted.

PCA Membership - Lezlee Alexander – Report submitted.

Communications - Lezlee Alexander, Debe Branning, Patty Gault – Report submitted.

Gift Shop – Lezlee Alexander – Report submitted

IT – Lezlee Alexander, Patty Gault – Report submitted.

d. Sotelo- Heard Cemetery – Mark Lamm – First official meeting will be in January.

e. Updating of PCA/Parks and Recreation Operating Agreement – Mark Lamm – In contact with Lance Gray with assurance Agreement is upheld for possible 10 years with no changes. Possible completion in January 2021.

7. New Business - Action items

a. Installation Schedule – November 2020 installation of 47 Chinese Circle Bricks, large boulder with plaque and dedication in January 2021. Eleven Memorial Markers and placement of 26 Cenotaph Bricks in the Memorial Walkway to be done. Due to inhalation problem, City is not permitted to use cement at this time. PCA possibly will do installation.

b. PCA needs help in Prepping for Smurthwaite House - upstairs painting to begin December 7th.

c. Future speakers to present programs to PCA – More discussion in January.

8. Other – Mark Lamm – Please be alert to the “Land Back” campaign of defacing public monuments.

9. Call to Public – The Board will hear considerations and brief discussion of relevant comments on the agenda items from the public. Each presentation will be limited in time and action taken as a result of public comment will be limited to re-scheduling the matter for further discussion at a later time.

10. Next Board of Director’s meeting is at 10 a.m. on January 7, 2021. Meeting will be at Smurthwaite House or Webex.

11. Next PCA/ City of Phoenix Maintenance Meeting will be at 9:30 a.m. on January 14, 2021 at Smurthwaite House.

12. Adjournment – 11:00 a.m.

Respectfully submitted,
Judy Smith
Secretary

Rest In Peace Newsletter deadlines to Val Wilson:

February 26, 2021 for March Newsletter

August 27, 2021 for September Newsletter

November 26, 2021 for December Newsletter