

PIONEERS' CEMETERY ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
SMURTHWAITE HOUSE  
February 7, 2019  
FINAL

PCA Board Members present:

Vivia Strang, President	Debe Branning
Mark Lamm, Vice President	Cindy Lee
Judy Smith, Secretary	Jason O'Neil
Lezlee Alexander, Treasurer	

PCA Advisory Board Members present

Donna Carr, Patty Gault, Kim Kasper

PCA 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.** Motion by Cindy Lee and second by Debe Branning to replace 3.a with language provided by Patty Gault. This motion was amended with a motion by Mark Lamm and second by Lezlee Alexander to accept the minutes as corrected. Motion carried.

**3. Treasurer's Report.** Lezlee Alexander distributed the Treasurer's Report to everyone present. She reported the balance as of February 1, 2019 was \$27,714.19. An outside audit submitted by Diane Breshears EA, Accountant stated that Income and expenses compiled for the year 2018 all tied with the bank statement. Budget work session scheduled for Thursday, February 21, 2019.

**4. OLD BUSINESS**

**a. Grave Marker Preservation Project update** – Cindy Lee, Chair – verbal report given.

- Valentine Fund Raiser 1/26/19 – Debe Branning - Fundraiser earned \$54. Thank you to volunteers for their help.
- Preservation Seminar 2/2/29 – Nine total attendees with eight paying; five from Florence, one from Pinedale, one from New Mexico, and one from Prescott.
- Boots in the Dirt – Work started in the south cemeteries in the back. Five stones were started with two of those stones needing work on the bases. Nine stones were completed with more work to be done on Saturday and Sunday. Thanks to Lezlee Alexander and Vivia Strang for lunches and snacks.

- Hats and High Tea 3/2/19 – Volunteers needed to be servers and do cleanup. Tim Breitenstein, City of Phoenix, will check that the outside lights will be on. Steve Lee will be doing the lighting for Hats and High Tea using PCA lights.

- Mother's Day Broach Fundraiser 4/27/2019 – No report.

**b. Living History Research Team** – Donna Carr, Chair – written report submitted.

- Team members are: Donna Carr, Dava Eastwood, Patty Gault, Debe Branning, Andrea Binder and Dan Craig.
- PCA is no longer adding paper copies to the bio files.

- As a reminder, there are no paper files for burials in Cementerio Lindo. The database is on the HP and Gateway computers.

**c. Board of Directors work session – Tuesday, January 29, 2019 update – Vivia Strang**

- Andrea Binder has resigned from the Board due to personal reasons.
- Information and summary from the work session was given.
- The PCA Mission statement was used to tie all goals and strategic planning to what PCA wants to accomplish: Better communication, knowledge of what needs to be done and working together, technology help, better reporting of hours, more grave markers done, a more beautiful cemetery, internal newsfeed of what is being done.
- Questions: who will do it, how much will it cost and when will it be done.
- Tim Breitenstein will help with gardening around the Smurthwaite House.
- A location map with the names of who is buried in the PMMP cemeteries was proposed.
- Officers will set up a book with the position's assigned duties to pass down to new incoming officers.
- A yard sale will be planned for Fall 2019.

**d. Membership Committee update – Lezlee Alexander – written report submitted.**

- Current membership is 70.
- PCA has 9 new members so far for 2019.

**e. Communications – Web/Facebook update – Lezlee Alexander – written report submitted.**

- Three MailChimp email blasts have been sent since the January 2019 meeting.
- PCA currently has 90 on the member email list and 209 on the friend email list.
- A book compiling information about the Sotelo Heard Cemetery has been completed.
- Facebook posts have been ongoing.
- Jason O'Neil has been doing photo documentation of PCA events.

**f. Gift Shop update – Lezlee Alexander – written report submitted.**

- Square purchases for January noted.
- Book inventory updated.
- Improved Gift Shop receipt system being implemented.

**g. PCA Router and Internet Provider update – Patty Gault – verbal report.**

- The current PCA modem/router is 8 years old. Evan Binder recommends replacing the router and modem with what Century Link can provide at an estimated cost of \$150-\$250.
- PCA pays approximately \$50 per month for Internet service using a residential account; it is cheaper than a business account. Patty recommends leaving the account as is when the new equipment is ready for use. The City of Phoenix will be advised of the new modem/router.

**h. Facilities update – Mark Lamm**

- Front door status – David Stanton is working on the front door.
- Woolridge door status – Installed at a cost of \$2900. Door needs to be painted by the City.
- Alarm – connection will be completed after front door is installed.

**i. ASU and Boy Scouts Projects/ tentative dates -**

- Pam Stewart with ASU students on February 21, 2019.
- Boy Scout Projects – none scheduled.

**j. Antique Acquisitions and donations - Judy Smith – verbal report.**

- A desk donation was determined to be too heavy to be moved upstairs. It will be placed in another appropriate location.

**k. Sotelo Heard update – Mark Lamm – contact person is Attorney Lorrie Van Harin**

- l. The R.I.P. Report update** – Deadline is end of February to have articles to Val Wilson.
- m. P&MMP Events – Open House , tours, visitors –**
  - Quester’s meeting scheduled for March 26, 2019. Lezlee Alexander, Judy Smith and Vivia Strang will be attending.
  - Kim Kasper reported members of the Norris family came for a tour.
- n. Other**
  - *“Hands on Phoenix”* volunteers are scheduled to come April 13, 2019. The Volunteers will paint the flagpole in Porter Cemetery, the ends of the benches, cleanup, and will possibly plant trees at a later date.
  - Kim Kasper continues to work with *“Human Services Campus”* (formerly CASS) to resolve drainage issues.

**5. NEW BUSINESS**

- a. Memorial Marker update** – Mark Lamm
  - Patty Gault, Jason O’Neil, Sterling Foster and Mark Lamm placed 27 grave markers in the PMMP cemeteries and flagged the ones not in cement.
- b. Other –**
  - Cindy Lee said Delores Mendez forgot to put her check in the envelope.
  - Cindy Lee said that the *“Author 2 Market”* printing bill is under dispute. Will settle issue before payment is made.
  - PCA will sell the 18 copies of *“A Graveyard Preservation Primer”* left from the GMPP seminar for \$35 in the Gift Shop and donate 1 free to the PCA Library.
  - Invoice requested from Joe Ferrannini for PMMP 2019 work.
  - Greenwood Cemetery offered to give PCA dirt.
  - Volunteer hours appear to be down from totals reported last year.
  - Cindy Lee and Debe Branning requested PCA business cards. Lezlee Alexander will make cards for them.

**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 March 7, 2019**

**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 March 14, 2019**

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

**9. Arizona Trivia**

**10. Adjournment – Meeting adjourned at 11:25 a.m.**

Respectfully submitted,  
Judy Smith, Secretary

Approved,  
Vivia Strang, President