

PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE
JANUARY 3, 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 Board Members Absent: PCA Advisory Board Members Present:

Andrea Binder, Margy Parisella	Donna Carr, Kim Kasper, Patty Gault
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PCA Members present:

Val Wilson

Discussion/Action

1. **Call to order.** President Vivia Strang called the meeting to order at 9:30 a.m.
2. **Approval of Minutes.** Motion made by Jason O'Neil and seconded by Lezlee Alexander to approve the November 1, 2018 Minutes. Motion carried. Lezlee Alexander moved to approve the December 13, 2018 Minutes as amended to include prices of table discussion. Mark Lamm seconded and motion carried.
3. **Treasurer's Report.** Debe Branning reported that the checking account as December 31, 2018 is \$28,155.26.

a. Bank Account – Review in process and voting prior to action. Hard copy of bank statements needs to come to PCA PO box address for someone, not on the account, to open. This was approved by BOD several years ago. Vivia Strang stated that hard copies were not received last year as they were stopped. Patty Gault notes that paperless email received in yahoo account. Now notes need to be rectified and returned to hard copies to the PCA address. Bank statements as part of files needed for open access. Contact bank to insist on hard copies but can always view online by whoever has access. Need to update bank policies to reflect this. Chase Bank – each signer and the Association will receive notice that statement is ready and ready for viewing per Vivia Strang. Patty Gault asked that Bank of America account not be closed until audit is completed. The audit is in process by Diane Breashears with completion anticipated in two weeks. Motion by Lezlee Alexander that the PCA move the checking account and debit card from Bank of America to Chase Bank. Mark Lamm seconded and the motion carried.

b. Signers – Motion by Cindy Lee and seconded by Debe Branning that President Vivia Strang, Vice President Mark Lamm continue as signers and Treasurer Lezlee Alexander be added. Motion carried.

4. OLD BUSINESS

a. Grave Marker Preservation Project update – Cindy Lee, Chair

Valentine Fundraiser, Jan 26 2019 – On Facebook and PCA website with an email blast to come. They will require long tables, 30 chairs, and donated refreshments. Cindy Lee and Debe Branning have donated supplies. There will be a scavenger hunt and Donna Carr will be available for Cemetery tours. Patty Gault

suggested sending a personal email to Pam Stewart and students to attend. Cindy Lee said she would do so.

Preservation Seminar, Feb 2, 2019 – 530 invitations sent with 80 returned for lack of PO Box address. Cindy Lee called each to get correct address and resent 69 with correction. RSVPs: 1 from New Mexico, 5 from Florence, 1 from Prescott and 1 non-paying Board Member for a total of 7. All materials are in process and nearing completion. Cindy will order books today. Cindy Lee will send list of volunteers to the Board as needed. The plan is to proceed no matter the number of attendees.

PMMP Grave Marker work with Joe Ferrannini beginning Feb 3, 2019 – Announcement not posted to GMMP Committee yet. David Walker at Greenwood Cemetery may hire Mr. Ferrannini for a couple of days and are only open during the week. They have dirt and are willing to donate to PMMP, we will need to pick it up. Vivia Strang has spoken with City of Phoenix and they are set to deliver dirt to PMMP. Mr. Ferrannini will arrive a few days early for set up. He will be here for 5 days with GMPP volunteers paying for 1 more day privately. Bios have been requested for the gravestones to be worked on; Patty Gault and Donna Carr will do this. Vivia Strang and Lezlee Alexander will be providing lunches and Cindy will provide snacks.

Hats and High Tea March 2, 2019 – A signed check for \$150.00 is requested for the Petticoats and Parasols contract. Need to have volunteers in Smurthwaite House to assist entertainers as needed. Steve Lee will make light pole holders for PCA owned string lights. The cost is not known. They are to be stored in the mini mobile. 1 ADA Porta-John and hand washing station needs to be ordered. A request was made and accepted by the Board to have a PCA book as a raffle prize.

Mother's Day Broach Fundraiser April 27, 2019 – Open House event with plans in process.

b. Living History Research Team – Donna Carr, Chair

Team members are Donna Carr, Dava Eastwood, Parry Gault, Debe Branning, Andrea Binder, Val Wilson and Dan Craig. Kim Kasper and Sue Wilcox have left the team. We have access to Ancestry World and Newspapers.com for the next three and a half months. These will allow our biographies to approach standards of academic standards. Donna will write the citations as needed. The completed biographies with sources appended are in a folder on the Gateway and HP computers. The original bios are being condensed to one page and will be kept in the biography binder in the PCA Library.

c. PCA Membership Committee – Lezlee Alexander, Chair

Current membership as of today is 52 an increase of 8 from this time last year. We ended 2018 with 101 members. A snail mail campaign was sent in December with the Christmas Party invitation to those who have not renewed from 2018. Approximately \$40 postage was donated. Kim Kasper won the Membership drive prize of a \$25 gift card. Lezlee Alexander gave a \$25 Amazon Gift card for the Hats and High Tea raffle.

d. Web/Facebook update – Lezlee Alexander, Chair

Four MailChimp email blasts have been sent since the November 2018 meeting. We begin 2019 with 276 on our email list - 86 on our member list, 190 friends. Website updates have been ongoing with major updates in progress. A book compiling the Sotelo-Heard Cemetery is in the printing process. Debe Branning continues to post on the PCA Facebook page.

e. Gift Shop update – Lezlee Alexander – Chair

Square purchases November through December 2018 include one membership, two books and one t-shirt. The PCA Burial Book was added to the website as a purchase option with postage and convenience fee added. PMMP books were sold at DAR and UDC chapter meetings. – quantity pending review with Treasurer files

f. PCA Router and Internet Provider - Century Link needs to come do an assessment –

Patty Gault suggests we meet and verify with Evan Binder before a router purchase is made. Meeting to be at Evan's convenience. Patty will email him about the purchase of \$150 - \$200 router before contacting Century Link.

g. Facilities update – Mark Lamm

PCA should be back to 2 City of Phoenix workers helping at our facilities. Weeds have been sprayed but not removed. A Youth Group to help clean is in process for April. DOC comes only every six months. Mark has a list of 12 organizations to contact. Front door repair status – David Stanton's paper work is in order. We are no longer ADA compliant without front entryway. Security Cameras – How would they be monitored, through City of Phoenix or phones? Setting Grave Markers – Jason O'Neil and Parry Gault have staked existing markers that need to be placed in cement. Will work with City to have this done. Smurthwaite House alarm status – Until front door repair done, the House is still not totally alarmed. Full report upon request.

h. ASU and Boy Scout Projects update – Boy Scout project to be done January 26 to spread gravel down center walkway in Porter Cemetery. Vivia Strang will contact Evan Binder for oversight on the project. Pam Stewart ASU students will be here on February 21.

i. Antique Acquisitions and Donations – Judy Smith, Chair

Donor Tom Yount and family toured Smurthwaite House and Cemeteries on December 27th. The family was most appreciative of the care given to their family heirlooms. A desk has been donated by Carol Dustin and PCA will pick up at earliest convenience.

j. The R.I.P. Report update – Val Wilson

Deadline for the March Newsletter is February 22. The Newsletter posts are March, June, September and December with deadline the last week before posting. Val Wilson's name will be added as Editor!

k. PMMP Events – Open House, tours visitors – Visitors from Prescott have a Mexican War veteran here, possible memorial stone for him.

l. Other

5. NEW BUSINESS

a. Sotelo-Heard update - Mark Lamm

This project has been 20 years in the making with great PR recently. Met with City Councilman Mendoza to see about adding them to the auspices of the PCA. Still shooting for Trellis to pay for a portion of the fencing along with ASU and the Heard family. Meeting at 3pm on Monday to present the Management Plan that will be the same as Cementerio Lindo. Motion by Vivia Strang and seconded by Lezlee Alexander to support Sotelo-Heard the same as we provide for Cementerio Lindo. Motion carried.

b. PCA Board of Directors work session (Board members only) – Tuesday January 29, 2019, 9 – 1

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 February 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 February 15, 2019

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

9. Arizona Trivia -deferred

10. Adjournment

Meeting adjourned at 11:15 a.m.

Respectfully submitted,
Judy Smith, Secretary