

PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE
JANUARY 4, 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 Advosory Board Members present:

Frank Barrios
Derick Horn
Cindy Lee

PCA Members present:

Patty Gault

Discussion/Action

1. **Call to order.** President Vivia Strang called the meeting to order at 9:30 a.m.
2. **Approval of Minutes.** Minutes of the December 7, 2017 Board of Directors meeting were approved with a move by Cindy Lee to strike a sentence beginning on line 5 and ending on line 6 of section f. in Old Business. Lezlee Alexander moved and Jason O'Neil seconded. The motion carried. Lezlee Alexander moved to amend the November 2, 2017 Minutes to include the names of the 2018 Board of Directors, Andrea Binder seconded and the motion carried.
3. **Treasurer's Report.** Checking Account Balance is \$33,288.93. Lezlee Alexander moved to have 4 signers on the account - President Vivia Strang, Vice President Mark Lamm, Secretary Judy Smith and Treasurer Debe Branning. Debe Branning seconded and the motion carried. An Audit letter dated December 16, 2017 was submitted and signed by 2017 Treasurer Val Wilson, Patty Gault and Kim Kasper.
4. **NEW BUSINESS**
 - a. **Treasurer Duties.** Judy Smith moved that Dian Breashears, Accountant, be employed for \$25 per month until transition is completed. Not to exceed 1 year. Motion was seconded by Lezlee Alexander and carried.
 - b. **Discussion /Update on PCA Insurance.** Patty Gault reported that at present the PCA is covered for General Liability with Auto Owners Company. The fee of \$396 has been paid for 2018. She reported that because of future work planned by GMPP this coverage needs to be addressed and expanded The PCA will be requesting quotes from

other insurance carriers for this extra coverage. The PCA has Professional Liability Insurance with HISCOX at a cost of \$1,230 for 2018. This insurance covers Board members only against any lawsuit arising from the performance of authorized duties of the PCA. This should also be reviewed by the PCA.

c. P&MMP Cemetery and Smurthwaite House Tours. Debe Branning researched the fee schedules of several 501c3s similar to PCA. The Board discussed and set a fee schedule for P&MMP and Smurthwaite House tours as follows: \$5 for adults including a free map of the Cemetery, \$3 for students, \$3 for 60+ seniors, \$3 for children under 18 and free for children under 5. A self-guided tour map will be available for \$1. The cost for tours should be posted on the front door.

5. OLD BUSINESS

a. Grave Marker Preservation Project III Team update – Cindy Lee, Chair
Lezlee Alexander moved the Board accept the Grave Marker Preservation Project Phase III Fieldwork Guidelines/Regulations. Debe Branning seconded and the motion carried. Cindy presented a Letter of Understanding to be signed by any volunteer wishing to participate in this Project.

b. Living History Research Team – Donna Carr, Chair
On December 15, 2017, Dr. Pam Stewart of ASU requested a list of names for her students to work on, 45 names were submitted. Donna expects to examine the student's work. Dr. Stewart has scheduled her classes to be here on Thursday, February 22 and February 24. Jenn Merry reported that the prospective intern has found another project. Team members are requested to start sourcing the existing 60+ bios into a standard format.

c. Communications/Website Team – Donna Carr, Chair
Report written by Lezlee Alexander. 1 email blast reporting December news and posting the PCA newsletter. Approximately 60% open rate from members and 35% from our "friends" email list. 69 on "friends" list and 76 on "members" list. Mail chimp reports an increase of 13 to our contact in the past month. Updates to multiple pages on the website have been made.

d. PCA Membership Team – Lezlee Alexander, Chair
Member renewals for 2018 so far – 10 Family (20 bodies), 13 Individual and 3 Organization along with generous donations from 2 renewals – current membership at 44. Thank you notes have been sent. New members for 2018 - 2 Family (4 bodies), 3 individuals. Snail mail sent to those not renewed from 2017. Outgoing and Incoming Board sent copy of the membership database in December. 13 memberships received January 4. Winner of the Membership Renewal Drawing was Dr. Marie Fenske, she won a \$25 Amazon Gift card.

e. PCA Book Committee, Derek Horn
The text due by January 18th is on schedule, 108 images have been sent. Feedback from "readers" has been very good. The publication date is June with perhaps advanced copies to sell at Memorial Day.

e. Facilities Team update, Mark Lamm

The Facilities Team will be meeting with the City of Phoenix on January 11 to go over the list of submitted needs.

f. Cementerio Lindo project update, Mark Lamm

City of Phoenix is slow in cooperating with PCA to get project completed. Bricks need to be moved soon so as not to lose the donation. More info next month.

g. ASU and Boy Scouts Projects/tentative dates

ASU - February 22 and 24 Boy Scouts - none scheduled

h. P&MMP Events – Open House, tours, visitors

January 27th Open House – Make and Take Victorian Valentine, Smurthwaite House and Cemetery Tours February 8th, 19th and 24th.

i. Other

Burial Book publication, Update Gift Shop - Preliminary discussion held on these items. They will be discussed at the upcoming BOD workshop and placed on the Agenda with recommendations in the future.

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 1, 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 January 11, 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 11:30 a.m.

Respectfully submitted,

Judy Smith
Secretary