

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

PCA Board Members present:

Vivia Strang, President
Mark Lamm, Vice President
Judy Smith, Secretary
Lezlee Alexander, Treasurer

Debe Branning
Jason O'Neil

Board Members Absent:

Margy Parisella, Historian
Cindy Lee

PCA Board Advisory Board Members present:

Donna Carr, Kim Kasper, Patty Gault

PCA Members present:

none

Discussion/Action

1. **Call to order.** President Vivia Strang called the meeting to order at 9:35 a.m.
2. **Approval of Minutes.** Motion by Lezlee Alexander to approve the minutes of the February 7, 2019 minutes as posted. Second by Jason O'Neil, motion carried.
3. **Treasurer's Report.** Lezlee Alexander distributed the Treasurer's report to everyone present. The ending balance as of February 28, 2019 was \$23,823.57.
 - a. Vivia Strang distributed a written report and supporting documentation to all present explaining the Bank of America statement issue.
 - b. Vivia Strang distributed a copy of the Line Item Budget to all present.
4. **OLD BUSINESS**
 - a. **Grave Marker Preservation Project update** – Debe Branning
 - 33 stones completed
 - Hats and High Tea: \$2950 in. A more comprehensive report when Cindy Lee recovers.
 - Mother's Day Broach Fundraiser is April 27 at the monthly Open House.
 - Additional GMMP Committee information – None.
 - b. **Living History Research Team** – Donna Carr, Chair
 - Active team members: Donna Carr, Patty Gault, and Val Wilson
 - Inactive members: Debe Branning, Dan Craig, and Dava Eastwood.
 - It was decided not to renew Ancestry World membership as FamilySearch has much of what we need and is free.
 - Twenty (one paragraph) bios have been completed to be used by Gravestone Preservation volunteers.
 - c. **PCA Membership Committee Update** – Lezlee Alexander
 - Current membership is 76 down 30 from 2018. Forms will be reviewed to insure accuracy.
 - Lezlee will work with Vivia Strang on an additional membership drive ahead of Memorial Day.
 - d. **Web/Facebook update** – Lezlee Alexander
 - Four MailChimp emails sent.
 - Separate email with R.I.P. will be sent when completed
 - Members attended the WVGs conference to promote PCA.
 - Debe Branning, Patty Gault and Jason O'Neil continue with Facebook posts and photos.
 - e. **Gift Shop update** – Lezlee Alexander
 - One Square purchase.
 - \$35 *Gravemaker Primer* added to Gift Shop.
 - Receipt book is located on bottom shelf of hutch.
 - Sales made during Hats and High Tea will be reported next month.

- f. **PCA Router and Internet Provider update** – No report
- g. **Facilities update** – Mark Lamm
 - Front door repair status – completed.
 - House alarm status – completed March 7.
 - Woolridge Vault status – completed, only one key supplied.
 - Cleanup dates – DAR cleanup March 30, 2019.
 - Memorial Maker update – installation date to come.
 - Additional update – security vests found.
- h. **ASU and Boy Scouts Projects/tentative dates** – ASU cancelled due to rain.
- i. **Antique Acquisitions and Donations** – Judy Smith
 - Mr. and Mrs. Jan Huber donated several reproduction vintage garments.
- j. **Sotelo Heard update** – Mark Lamm
 - Two City Council meetings cancelled with no action done yet.
- k. **The R.I.P. Report update** – March 2019 issue to be distributed soon.
- l. **P&MMP Events** – Quester’s meeting and lunch March 26, 2019.
- m. **Memorial Day Committee update** – meeting March 14, 2019 after COP meeting.

5. NEW BUSINESS

- a. **Memorial Marker update** – Mark Lamm
 - See above
- b. **Board Position** – Vivia Strang
 - Motion by Lezlee Alexander to accept Margy Parisella as PCA Historian. Seconded by Debe Branning. Motion carried.
- c. **Future Agenda Items**
 - Agenda items requiring Board action should be provided to the President before the BOD meeting.

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 April 4, 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 April 11, 2019.

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

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

10. Arizona Trivia

Meeting adjourned at 11:30 a.m.

Respectfully submitted,
Judy Smith, Secretary

Approved,
Vivia Strang, President