

PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE
March 1, 2018

PCA Board Members present:

| | |
|---------------------------|--------------------------|
| Vivia Strang, President | Andrea Binder, Historian |
| Mark Lamm, Vice President | Lezlee Alexander |
| Judy Smith, Secretary | Jason O'Neil |
| Debe Branning, Treasurer | |

PCA Board members absent:

Donna Carr

PCA Advisory Board Member present:

Cindy Lee

PCA Members present:

Denise Foster Kim Kasper

Discussion/Action

1. **Call to order.** President Vivia Strang called the meeting to order at 9:45 a.m.
2. **Approval of Minutes.** Lezlee Alexander moved and Mark Lamm seconded that the February 1, 2018 minutes be approved as presented. Motion carried.
3. **Treasurer's Report.** Debe Branning
Checking account balance as of March 1, 2018 is \$32,774.64.

4. OLD BUSINESS

a. Grave Marker Preservation Project III Team update – Cindy Lee

Joe Farrannini was impressed with the GMPP workers and the work done on the grave markers- thirteen markers repaired, sandstone markers may need his expertise in the future. A list of priority grave markers in the P&MMP will be discussed and edited at the April Board meeting.

b. Living History Research Team – Donna Carr

Report read by Vivia Strang – Two Bios received, one from Sue Wilcox for Lunice Teel, one from Patty Gault of Rebecca Davenport and one reworked bio of William Belcher, the man who shot Rose Gregory. Seventy-Six ASU students signed in on February 22nd and one or two more on the 24th. Camelback Chapter DAR member, Delanna Schmidt, expressed an interest in doing PCA research.

c. Communications/Website Team – Lezlee Alexander

No email blasts in February but large one posted in March, two new contacts added to MailChimp, major website update performed, Yahoo email and MailChimp synchronized, sign created noting suggested donations for tours, assistance provided to update powerpoint presentation for City of Phoenix, article published in Central City South e' newsletter, Newsletter deadlines obtained from Val Wilson. Facebook

has been quickest means of public communication. In progress – sign PCA up for a variety of event search engines to begin posting our upcoming events.

d. PCA Membership Team – Lezlee Alexander

Membership renewals for 2018 – 83 currently, which is 79% of our 105 from 2017, an increase of 7% over last month. Thank you notes confirming receipt of dues and welcoming new members have been sent. Personalized emails sent to 23 reminding membership dues are due and including renewal application. Response from three was immediate indicating renewals. Assistance was provided for publicity for event at West Valley Genealogical Society on February 17 and assistance was provided to ensure membership information available for two DAR tours.

e. PCA Book Committee – Mark Lamm

Comments from publisher expected soon. Copy of cover presented to Board. PR discussion soon with Lezlee Alexander for full size poster – defer copy center cost.

f. Facilities Team update - Mark Lamm

PCA Monday Work Day to resume on March 12 at 9 a.m., weekly or two times a month. Mark provided a list of twenty-two items to be worked on. City of Phoenix worker has been assigned to P&MMP on Tuesdays and Thursdays.

g. Cementerio Lindo project update - Mark Lamm

A tentative start date of March 8-9 with Advisory Board member Lance Gray involved. 564 pavers needed and donated.

h. ASU and Boy Scouts Projects/tentative dates

City may have tree well rounds to use as edgers of Memorial Walkway or for trees in P&MMP. Will confirm at City of Phoenix meeting. Boy Scout Coordinator, Evan Binder, will coordinate with Tim Breitenstein of the City of Phoenix on the Memorial Walkway specifications.

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

February busy month – two DAR tours and Senior Center tour.

j. Other

Judy Smith showed a tote bag and presented information for the sale of the tote bags in the PCA Gift Shop. The purchase of the minimum order of 50 bags was moved by Lezlee Alexander and seconded by Debe Branning. Motion carried. Andrea Binder and Cindy Lee will discuss other items to sell and report at April meeting. Mark Lamm is working with the organizers of the Ching Ming Tomb Sweeping Ceremony, which is usually held in early April. More info to come.

5. NEW BUSINESS

a. Discussion /Update on PCA Insurance – Vivia Strang

New insurance in place since February 5, 2018 for both Liability and Board of Directors coverage and Certificate for City of Phoenix. Only one payment annually for both insurances.

b. Discussion/Update on PCA Banking Transition – Vivia Strang

Debit Card now activated, new checks, deposit slips are up to date and located in locked closet.

c. Update on PMMP Cemetery and Smurthwaite House Tours – Debe Branning

None set for March.

d. Financial Controls, Policies and Procedures – Vivia Strang

Andrea Binder will be trained on the use of the Square. Reviewed bank policy to limit how much able to withdraw in a day or at one time. Lezlee Alexander moved and was seconded by Andrea Binder to accept the Policies and Procedures as presented by Vivia Strang. Motion carried. Motion to accept Fundraising Guide and Forms made by Lezlee Alexander and seconded by Debe Branning. Motion carried. Hosting

meetings at the PCA facilities should be limited to only Historic organizations, proposed \$50 for four hours minimum as base fee. Debe Branning and Vivia Strang to approve without approval of Board unless unusual circumstance. Mark Lamm suggested review groups with meeting requests if they are ongoing donors for in kind use of facilities.

Judy Smith approve for use of debit card to purchase 50 tote bags greater than \$250.

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 5, 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 March 8, 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 11:20 a.m.

Respectfully submitted,

Judy Smith
Secretary