

## **PCA BOARD OF DIRECTORS MEETING AGENDA**

**MARCH 5, 2020 – 10:00 a.m.**

*Notice is hereby given to members of the Pioneers' Cemetery Association (PCA) Board Members and the general public that the PCA Board of Directors will meet Thursday, March 5, 2020 beginning at 10:00 a.m. at the Smurthwaite House - 1317 W. Jefferson Street - Phoenix AZ. The meeting will follow the agenda items detailed below. The Board of Directors may request reports on, discuss, and may take action on the following matters:*

- 1. CALL TO ORDER**
- 2. APPROVAL OF FEBRUARY 6, 2020 BOARD OF DIRECTOR'S MEETING MINUTES**
- 3. PRESIDENT'S REPORT – Vivia Strang, President**
  - a. Board member status**
  - b. Committees and reporting**
  - c. Standard Operating Procedures (SOP)**
  - d. Meetings and events**
  - e. MASTER CALENDAR – Open House, Board of Director's Meetings, COP/Facilities meetings, ASU, Boy Scouts, etc.**
- 4. TREASURER'S REPORT – Lezlee Alexander, Treasure**
  - a. Financial audit update**
- 5. OLD BUSINESS – action/updates on items previously approved or discussed by the Board.**
  - a. Living History Research Committee & Library update – Donna Carr, Chair**
  - b. PCA Membership Committee update – Lezlee Alexander, Chair**
  - c. Web/Facebook update – Lezlee Alexander & Debe Branning**
  - d. Gift Shop update – Lezlee Alexander**
  - e. IT Committee update – Lezlee Alexander**
  - f. Antique Acquisitions and Donations update – Judy Smith, Chair**
  - g. Facilities – Mark Lamm - update**
  - h. Sotelo-Heard – Mark Lamm - update**
  - i. The R.I.P. Report – due date for next issue**
  - j. Memorial Day – update**
  - k. Memorial Brick Program - update**
  - l. P&MMP Events – Open House, tours, visitors**
- 6. NEW BUSINESS – ACTION ITEMS**
  - a. Security Front Door – the Board will be asked to make a motion to approve the purchase of the Security Front Door.**
  - b. Security Cameras – the Board will be asked to make a motion to approve the purchase of Security Cameras for the Smurthwaite House.**
  - c. GMPP – Cindy Lee, Chair**
    - **DAR Historic Preservation Grant update**
    - **AZ Humanities Grant update**
    - **February “Boots in the Dirt” update**
    - **“Hats and High Tea” event update**
    - **Board walking tour of PMMP to view the Grave Marker work done during the recent “Boots in the Dirt” following the Board Meeting.**
  - d. Future Agenda items – Agenda items requiring Board action should be provided to the President for consideration prior to the BOD meeting.**
- 7. PCA BOARD OF DIRECTOR'S MEETINGS – monthly meetings January–May and September–December are held the first Thursday of the month at 10:00 a.m. in the Smurthwaite House.**

**NEXT BOARD MEETING – April 2, 2020**
- 8. PCA/City of Phoenix Parks and Recreation Maintenance meetings (year round) held second Thursdays of the month at 9:30 a.m. in the Smurthwaite House.**

**NEXT PCA/COP MEETING – March 12, 2020**
- 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 will be limited to re-scheduling the matter for further consideration at a later time.**
- 10. ARIZONA TRIVIA**
- 11. ADJOURNMENT**