

**PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE
October 3, 2019
FINAL**

PCA Board Members present:

Vivia Strang, President	Margy Parisella, Historian	Jason O'Neil
Mark Lamm, Vice President	Debe Branning	
Judy Smith, Secretary	Patty Gault	
Lezlee Alexander, Treasurer	Cindy Lee	

PCA Advisory Board Members present:

Donna Carr, Kim Kasper

Discussion/Action

1. **Call to order.** President Vivia Strang called the meeting to order at 9:40 a.m.
2. **Approval of Minutes.** Minutes of the September 5, 2019 Board of Directors meeting were approved as presented. Motion by Patty Gault and second by Cindy Lee.
3. **Treasurer's Report.** Lezlee Alexander - report distributed.
4. **President's Report.** Distributed.
 - a. **Meetings and events** – See Master Calendar
 - b. **Master Calendar** –
 - a. October 5-6, 2019 GMMP training
 - b. October 7, 2019, Jim Tang Chinese celebration
 - c. October 26, 2019 Open House
 - d. October 30, 2019 SRP tour
 - c. **Memorial Day Report** – Vivia Strang – report distributed
5. **OLD BUSINESS – action/updates on items previously approved or discussed by the Board.**
 - a. **GMPP update** – Cindy Lee, Chair
 - Patty Gault added to the GMPP committee
 - October training attendees must attend both days, possible 16 attending.
 - Debe Branning - September 21, 2019 Victorian doll painting fundraiser earned \$1165
 - Grants to fund project update - Cindy Lee, Chair – See September report.Vivia Strang, President requested that hard copies of the grant project description, scope items, and budget be provided to her for placement on the agenda, before any board action is taken on funding approval.

b. Living History Research Committee – Donna Carr, Chair

- Active team members- Donna Carr, Patty Gault, Val Wilson
- Bios being worked on for John S. Mosier, Clemen Shawver and Florence Mann
- Mark Hackbarth and Kaylyn Adams interested in Native American burials
- PCA's subscription to Newspapers.com is up for renewal on October 18, 2019

c. PCA Membership Committee – Lezlee Alexander, Chair

- Two membership renewals for 2020
- Snail mail campaign to begin

d. PCA Membership Team – Lezlee Alexander, Chair

- One MailChimp email blast sent in September
- Website updated on the home, photo and board pages
- Mark Swaine has been creating draft designs for new PR material
- Facebook posts and correspondence have been ongoing by Debe Branning

e. Gift Shop update – Lezlee Alexander

- Three books sold for \$74.00

f. IT Committee update – Lezlee Alexander

- Backblaze successfully backing up main computer and attached external hard drive
- PCA's routine back up service for the external hard drive continues
- Toner cartridges purchased for library printer
- Weebly has been paid for another two years for the website as an auto-renewal

g. Facilities Report – Mark Lamm

- Vivia Strang met with City of Phoenix on September 23, 2019 to review pending items
 - Wrought iron fence in process
 - Interior painting, Vivia Strang will follow up with Esther Avila
 - Parking lot repairs
 - Work on community clean ups
 - Weed control
 - Discussed mausoleum and vault. Lance Gray to contact Tom Burns
 - Hohokam mural on shed
 - David Stanton is working on proposal for two "vintage" looking security doors, City of Phoenix will pay for one and PCA the other

h. ASU/Boy Scouts Projects updates

- No Boy Scout projects
- ASU here on September 18, 2019 and again in November

i. Antique Acquisitions and Donations - Judy Smith, Chair

- On September 10, 2019 three barrister bookcases were purchased/donated to replace the particleboard bookcases in the library and conference room. One of those bookcases has been repurposed in the library closet and another will be repurposed behind the door in the bedroom. The other has been designated for the yard sale or possibly on the sunporch.

j. Sotelo Heard update – Mark Lamm

- Councilman Garcia positive but City of Phoenix doesn't have the money or the manpower to take on the cemetery.

k. The R.I.P. Report – Deadline for next issue is November 25, 2019

- I. P&MMP Events** – October 5-6, 2019 - GMMP training
October 7, 2019 - Chinese celebration
October 26, 2019 – Open House
October 30, 2019 – SRP tour of Smurthwaite House and Cemetery

6. NEW BUSINESS – Action Items

a. PCA Yard Sale – Kim Kasper, Chair

- Yard Sale scheduled for November 16, 2019 8 a.m. to 1 p.m.
- Need to be aware of City of Phoenix property - tables, chairs
- Will work on prep the week before, assistance welcome
- Kim Kasper will provide list of acceptable items

b. Future Agenda items – Agenda items requiring Board action should be provided to the President for consideration prior to the Board of Director's meeting

7. 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 November 7, 2019 in the Smurthwaite House with a potluck lunch immediately following.

8. 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 November 14, 2019 in the Smurthwaite House.

9. Call to the 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 at 11:23 a.m.

Respectfully submitted,

Judy Smith
Secretary

Approved by,

Vivia Strang
President

**Pioneers' Cemetery Association
Treasurer's Report – October 2019**

STARTING BALANCE October 1, 2019: \$27,225.59

ENDING BALANCE October 31, 2019: \$28,154.58

Gift Shop

10/26/2019	Square		Books - burial & PMMP	48.10
10/30/2019	Square		Tshirts - 2	51.96
Total:				100.06

Memberships

10/15/2019	#3528	Fenske, Marie	Membership - individual	25.00
10/29/2019	#3214	Schadle, Candy	Membership - individual	25.00
10/29/2019	#7862	Horn, Derek	Membership - individual	25.00
10/30/2019	Square	SRP	Membership - organization	48.10
Total:				123.10

Donations

10/15/2019	Cash	AFS	GMPP	44.00
10/29/2019	#2037	First Families	General Funds - Memorial Day sponsor	750.00
10/29/2019	Dep	Cash	General Funds - tour	20.00
10/29/2019	#2522	Jones, Joseph	GMPP	63.00
10/30/2019	Square	SRP	Tour	48.10
Total:				925.10

Administration

10/8/2019	#1025	Vivia Strang	UPS Store - notary, OfficeMax - calendar	-24.39
10/21/2019	Debit	Newspapers.com	Annual membership - renewal	-74.90
10/25/2019	Debit	AGS	Annual membership - renewal	-65.00
10/22/2019	Auto	CenturyLink	Internet - monthly	-45.00
Total:				-209.29

Facilities - Interior

10/1/2019	#1024	Mark Lamm	Duct tape	-9.98
Total:				-9.98

PRESIDENT'S REPORT
OCTOBER 3, 2019

9/5/19 – PCA Board of Director's meeting.

9/9/19 – Attended 2nd meeting of the Phoenix History Consortium at Pueblo Grande Museum.

9/12/19 – Smurthwaite House and Cemetery Open House.

9/18/19 – Opened Smurthwaite House and Cemetery for ASU student meeting and tour.

9/19/19 – Smurthwaite House and Cemetery Open House.

9/21/19 – Attended Dia de Los Muertos Doll Painting event at Smurthwaite House.

9/23/19 – Met with Esther Avila (COP) for review and updates on PMMP projects.

9/24/19 – Piestewa DAR meeting at Smurthwaite House.

9/26/19 – Smurthwaite House and Cemetery Open House.

9/28/19 – PCA Open House. Meeting with Memorial Marker Committee.

MASTER CALENDAR

Oct 5-6, 2019 – GMPP training

Oct 7, 2019 – Open Gate at 9:15 a.m. for Jim Tang.

Oct 26, 2019 – Open House

Oct 30, 2019 – SRP Tour (House & Cemetery)

2019 MEMORIAL DAY REPORT

The Pioneers' Cemetery Association and The City of Phoenix Parks and Recreation Department presented the 36th annual Memorial Day Observance at the Pioneer & Military Memorial Park on Monday, May 27, 2019.

Marshall Shore was the Master of Ceremonies.

The event featured historic groups from The First Families of Arizona, SW Civil War Association, The Daughters of the American Revolution, Buffalo Soldiers, etc. A total of 20 organizations registered to march in the "Laying of Wreaths" processional. Over 350 people attended the event.

EXPENSES:

Program	\$ 61.90
Lapel pins	\$ 175.60
AZ Rentals tables/chairs	\$ 228.06
Security	<u>\$ 300.00</u>
TOTAL	\$ 765.56

INCOME:

Cash Jar	\$ 154.00
Square	<u>\$ 81.69</u>
TOTAL	\$ 235.69

Respectfully submitted,

Vivia Strang, Chair
2019 Memorial Day Committee

Living History Team Report – October 3, 2019 -- Donna Carr

Active Team members are: Donna Carr, Patty Gault, Val Wilson

- In response to a visit to the cemetery in September by a Mosier family member, Donna is working on bios of John S. Mosier and Clemen Shawver, both of whom are buried in City/Loosley. Val Wilson is researching the life of Florence Mann, an artist also buried in Loosley. The long-form originals with source citations will be archived in our files upstairs as well as stored on the Gateway computer in the Conference Room.
- Mark Hackbarth of Logan-Simpson Archaeology and Kaylyn Adams have expressed interest in the Native American burials in Rosedale.
- The PCA's subscription to Newspapers.com is up for renewal on 18 October 2019. It will probably renew automatically.

Respectfully submitted,
Donna Carr

Membership Committee Report – October 3, 2019

- We've received our first two membership renewals of 2020.
- A snail-mail campaign will begin.

Communications – October 3, 2019 – Lezlee Alexander

- One MailChimp email blast was sent in September.
- The website has been updated on the home, photo, and board pages.
- Mike Swaine has been creating draft designs of new PR materials for PCA.
- Facebook posts and correspondence have been ongoing by Debe Branning.

Gift Shop – October 3, 2019 – Lezlee Alexander

- Three books were sold over the course of the month for a total of \$74.00.

IT Committee – October 3, 2019 – Lezlee Alexander

- Backblaze is successfully backing up both main computer and the attached external hard drive.
- PCA's routine back-up service for the external hard drive continues.
- Toner cartridges were purchased for the "library" printer.
- Weebly has been paid for another 2 years for the website as an auto-renewal.

PCA/Parks and Recreation - South Division Monthly Meeting Reminder

Thursday, October 10, 2019 at 9:30 a.m. at the Smurthwaite House.

Agenda

1. The following topics were discussed at the June 20,2019 Annual Summer Maintenance meeting and at the 9/23/19 with Ester Avila, Parks and Recreation Deputy Director

- * PMMP Wrought Iron fence repairs/ prep/painting.
- * Staining of Smurthwaite House shingles.
- * Security cameras for S.H. protection/ two security doors.
- * Painting of S.H interior upstairs is a priority.
- * Status Updates
- *ADA Ramp
- *S.H. telephone system
- *S.H. HVAC replacement downstairs.

Paving repairs for parking lot.

2. Status Updates Needed:

- * Pick up debris piles from last April throughout southside of cemetery.
- *Clean - up of Jacob Waltz area ASAP for visitations.
- * Trim volunteer suckers and trees throughout cemetery.
- * Smurthwaite House HVAC filter replacement schedule.
- *Wrought iron fence piece is disconnected from frame in front of Smurthwaite House along Jefferson Street.
- * Pick up for debris piles from Hands on Phoenix event (Crew Work) at and clean - up of Jacob Waltz area on southside of PMMP.
- *The one wrought iron fence panel along Jefferson have been replaced and the one section along Madison has a City of Phoenix Work Order pending?

*Telephones for Smurthwaite House (3 upstairs and one downstairs have been discussed with Lance Gray).

* Watering schedule for all trees on irrigation system.

* Weed Control and general clean -up, cutting grass, and Cementerio Lindo future projects brief discussion.

*Paint Woolridge Vault door to prevent damage to door. Smurthwaite House security cameras/ City Alarm Room /Smurthwaite House Telephone upgrade/internet connectivity

* City Parks and Recreation P.T. help at PMMP. (Joe Mondays and Tuesdays continues.)

*Human Services Campus drainage issues status review during monsoon this summer.

* Smurthwaite House and Jefferson frontage landscaping replacements). Trees and flowers have differing watering needs and should not be combined and discussion with Parks before planting to avoid landscape losses.

3. Future Boy Scout projects - Porter Cemetery granite roadway project and possible BSA projects in Cementerio Lindo. (Lance Gray). Create a Master Plan of improvements including : continue installation of Memorial Markers, plant trees, remove broken concrete curb stop pieces along roadway, develop a maintenance plan for routine clean-ups and weed control schedule, improve landscaping along front fence line, and others

4. PCA Activities Follow up from 6/27/19 Sotelo - Heard Cemetery meeting with Councilman Carlos Garcia. Frank Barrios is tracking the slow progress. Parks and Recreation is scheduled to tour Sotelo Heard Cemetery in the near future so they will be more familiar with the site. Salvation Army Kroc Community Center and support of project.

5. Others: Jacob Waltz improvements including wrought iron enclosure, Freddie Tovrea and Cementerio Lindo wrought iron enclosure fences - Phil Tovrea.

6.PCA Master Calendar of Activities. PMMP Grave Marker Preservation Fall work schedule? October, November and February 2020. (Create a prioritized list in October of needed grave sites to give to the GMP Committee ASAP for review.

Next Meeting: Thursday, November 14, 2019 at 9:30 a.m. at the Smurthwaite House. a.m.

Thanks to all for their help with maintaining and improving our historic cemeteries.