

**PIONEERS' CEMETERY ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
SMURTHWAITE HOUSE  
November 7, 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

**PCA Members present:**

Ora Duke, Sally Pavia

**Discussion/Action**

- 1. Call to order.** President Vivia Strang called the meeting to order at 9:33 a.m.
- 2. Approval of Minutes.** Minutes of the October 3, 2019 Board of Directors meeting were approved as submitted. Motion by Lezlee Alexander, second by Cindy Lee, motion carried.
- 3. Treasurer's Report.** Report submitted.
- 4. President's Report.** Report submitted.
- 5. OLD BUSINESS**
  - a. Grave Marker Preservation Project update** – Cindy Lee, Chair  
GMMP update – report submitted.  
Grants to fund project update – writing continues to meet grant criteria.
  - b. Living History Research Committee update** – Donna Carr, Chair – report submitted.
    - Inventoried and weeded books in the Smurthwaite library.
    - 250 titles in the collection. Items removed in poor condition or did not meet collection standards.
    - Books replaced in two gently used glass front bookcases.
    - Purchase new books not to exceed \$50.
    - New volunteer, Dian Fleegal.
    - Renewed Newspapers.com
  - c. Membership Committee update** – Lezlee Alexander – report submitted.
    - Beginning 2020 membership with 7 members, ended 2019 with 91 members.
    - \$25 Amazon gift card donated by Alexander family for drawing from members renewing by December 31, 2019. Drawing at the January 2020 Board meeting.
    - \$25 Amazon gift card from Alexander family for drawing from members increasing their membership level or referring a member. Drawing at the January 2020 Board meeting.
    - Snail mail campaign in process to include renewal forms, end of the year wrap-up and invitation to the December 14, 2019 Holiday Party.

**d. Web/Facebook update** – Lezlee Alexander – report submitted.

- One MailChimp email blast in October.
- Website has been updated on the home, photo, and board pages.
- Mike Swaine continues design efforts for PR materials.
- Approximately 350 on email list.
- Facebook posts and correspondence have been ongoing by Debe Branning and Patty Gault. PCA has 450 followers.
- Photos and captioning saved from Facebook post about Haze Burch grave marker at Greenwood Cemetery to be included in PCA communications.

**e. Gift Shop update** – Lezlee Alexander – report submitted.

- Three books, two t-shirts purchased in October, refer to Treasurer’s Report and Square sales.
- Time to reorder t-shirts, as they are popular gift shop items.

**f. IT Committee update** – Lezlee Alexander – report submitted.

- Backblaze not finding primary computer. Service ticket created to resolve problem Unable to communicate with Backblaze unless physically at PCA computer.
- Backblaze continues to back up external hard drive attached to mail computer.

**g. Facilities update** – Mark Lamm, report submitted.

**h. ASU and Boy Scout Projects/ tentative dates** - Vivia Strang

- ASU November 11, 2019.
- December 7, 2019, date for Boy Scout cleanup project.

**i. Antique Acquisitions/donations** – Judy Smith – report submitted.

- Paul Scharbach donated an 11”x14” photo of Smurthwaite House circa 1904. It has been framed and is hanging in the Gift Shop.

**j. Sotelo- Heard** – Mark Lamm

- City of Phoenix will not accept responsibility for Sotelo-Heard.
- Frank Barrios continues to speak with Councilman Garcia.
- Possible other organizations will come on board.

**k. The R.I.P. Report** - November 25, 2019 is due date for next issue.

**l. P&MMP Events- Open House, tours, events**

- GMPP work session November 9–10, 2019.
- PCA Yard Sale November 16, 2019 8 a.m.–1 p.m.
- ASU Pam Stewart November 11, 2019.

**6. NEW BUSINESS – Action Items**

**a. PCA Yard Sale - Kim Kasper, Chair**

- Need assistance in pricing items.
- Bring Sale items downstairs.
- Make signs for advertisement of Sale for Smurthwaite fence and Wesley Bolin Plaza.
- “Undie Run” on same day, streets may be blocked.
- Sale setup early Saturday morning on Smurthwaite porch and behind the House.
- Viva Strang, Mark Lamm, Jason O’Neil, Cindy Lee, Kim Kasper and family members will assist.

**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 meeting is December 5, 2019 in the Smurthwaite House.

**8. PCA/City of Phoenix Parks and Recreation Maintenance meetings (year round) the second Thursday of the month at 9:30.** Next meeting is November 14, 2019.

**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 at 11:10**

Respectfully submitted,

Judy Smith  
Secretary

Approved,

Vivia Strang  
President

**PRESIDENT'S REPORT  
DECEMBER 5, 2019**

11/7/19 – Chaired PCA Board of Director's meeting.

11/16/19 – Assisted with "Trash to Treasures" Yard Sale.

11/23/19 – Did Radio Broadcast on KTAR program "Rosie on the House" for the 200<sup>th</sup> Birthday of Henry Wickenburg. Spoke at the Birthday Celebration for Henry Wickenburg in the Town of Wickenburg.

12/2/19 – Attended 4th meeting of the Phoenix History Consortium at the Hall of Flame Museum – 1:30–4:00 p.m.

**MASTER CALENDAR**

12/5/19 – PCA Board Meeting

12/7/19 – Eagle Scout Project 7:00 a.m. - Noon

12/12/19 – City of Phoenix & PCA Facilities meeting

12/14/19 – Annual Holiday Party

1/25/20 – Make a Valentine (GMPP)

2/15/20 – Grave Marker Preservation with Joe Ferrannini – 2/15/20,  
2/16/20, 2/17/20 plus 2/22/20 and 2/23/20 – five days total  
working in PMMP

2/29/20 – Hats & High Tea (GMPP)

4/18/20 – Make a Mother's Day Brooch (GMPP)

5/25/20 – Memorial Day Celebration

PCA/Parks and Recreation -South Division Monthly Meeting Reminder

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

Agenda

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

\* PMMP Wrought Iron fence repairs/ prep/painting.

\* Staining of Smurthwaite House shingles.(Proposal by David Stanton pending).

\* Security cameras for S.H. protection/ two security doors.(Proposal by David Stanton pending).

\* Painting of S.H interior upstairs is a priority.

\* Status Updates

\*ADA Ramp

\*S.H. telephone system - three new phones have been installed, need telephone features manual and way to retrieve messages/ PCA message has been transferred to new phone system.

\*S.H. HVAC replacement downstairs.

\*Paving repairs for parking lot.

2. Status Updates Needed:

\*SH Downstairs cabinet storage and ADA requirements

\*Access to PMMP under fences S.H. backyard fence and along Madison, other areas/methods of repair ASAP?

\*Woolridge Vault PCA grant proposal project.

\* Repair of two doorknobs missing small screw: Kitchen and upstairs large Conference Room.

\*Clean - up of Jacob Waltz area and adjacent12/7/19 Boy Scout Eagle project.

- \* Trim volunteer suckers and trees throughout cemetery.
    - \* Smurthwaite House HVAC filter replacement schedule.
    - \* Both wrought iron fence pieces have been replaced -thank you.
    - \* Pick up for debris piles from Hands on Phoenix event on south side of cemetery (Crew Work) at and clean - up of Jacob Waltz area on southside of PMMP ASAP.
    - \* 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, removal of non-used equipment from upstairs closet.
    - \* City Parks and Recreation P.T. help at PMMP. (Marcus Castro's work schedule at PMMP.
    - \* Human Services Campus drainage issues status, homeless issues. No Trespassing sign needs to be installed on 14<sup>th</sup> Ave. PMMP fence ASAP.
    - \* 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 follow-up. Frank Barrios is tracking the slow progress. Salvation Army Kroc Community Center, Catholic Cemeteries and VFW Post 41 support of project. Follow-up article by AZ. Republic Reporter John D'Anna.
5. Others: Jacob Waltz improvements and Master Plan (Margy) including wrought iron enclosure, boulders, to match Superstition Mountain,

Superstition Mountain - Motorcycle Club possible bench donation etc.  
FreddieTovrea and Cementerio Lindo wrought iron enclosure fences - Phil  
Tovrea.

6.PCA Master Calendar of Activities. PMMP Grave Marker Preservation Fall  
work schedule? November and February 2020. (Create and agree on a list in  
Novemberof needed grave site projects given to the PCA - GMP Committee  
ASAPfor review.

Next Meeting: Thursday, December12,2019at 9:30 a.m. at theSmurthwaite  
House.a.m.and the PCA Holiday Party Saturday, December 14,2019.

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