

PCA BOARD OF DIRECTORS MEETING AGENDA

FEBRUARY 6, 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, February 6, 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 January 9, 2020 BOARD OF DIRECTOR'S MEETING MINUTES**
- 3. PRESIDENT'S REPORT – Vivia Strang, President**
 - a. Executive Board**
 - b. Committees and reporting**
 - c. Standard Operating Procedures (SOP)**
 - d. IOOF donation documentation**
 - e. Meetings and events**
 - f. 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**
- 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. PCA Membership Brochure – The Board will be asked to make a motion for printing the PCA Membership brochure**
 - b. PCA t-shirts – The Board will be asked to make a motion for printing the PCA t-shirts**
 - c. GMPP – Cindy Lee, Chair**
 - DAR Historic Preservation Grant – update**
 - AZ Humanities Grant – request for information on the Scope of the Grant - update**
 - February “Boots in the Dirt” - update**
 - “Hats and High Tea” – Budget & event update – The Board will be asked to make a motion to fund the “Hats and High Tea” event**
 - 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 – March 5, 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 – February 13, 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**

**PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE
FEBRUARY 9, 2020
FINAL**

PCA Board Members present

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

Debe Branning
Patty Gault
Cindy Lee
Jason O'Neil

PCA Board Members absent

Margy Parisella, Historian

PCA Advisory Board Members present:

Donna Carr, Kim Kasper

Discussion/Action

1. **Call to order.** President Vivia Strang called the meeting to order at 10:10 a.m.
2. **Approval of Minutes.** Motion by Jason O'Neil to approve the January 9, 2020 minutes, second by Lezlee Alexander. Motion carried.
3. **President's Report** – Vivia Strang – report submitted.
 - a. **Executive Committee** – Met February 4, 2020 to discuss goals accomplished in 2019 and will continue to accomplish in 2020.
 - b. **Committees and reporting** – All PCA committees will give reports and will work within line item budgets. If going over line item or \$250 comes to the Board for approval.
 - c. **Standard Operating Procedures** – Vivia Strang – report submitted.
 - d. **IOOF donation documentation** – tabled.
 - e. **Master Calendar**
 - Hats and High Tea February 29, 2020, 4th Annual DAR Cemetery cleanup, Irish Wake, Women and Children Cemetery walk March 28, 2020.
4. **Treasurer's Report** – Report submitted. Board of Director's and public version will differ slightly
 - a. **Financial audit** – Audit currently underway by Dian Breshears.
 - b. **Draft 2020 PCA purposed budget** – Vivia Strang – report submitted, review on February 27, 2020.
5. **OLD BUSINESS** – action/updates on items previously approved or discussed by the Board.
 - a. **Living History Research Committee and Library update**- Donna Carr- report submitted.
 - b. **PCA Membership Committee update** – Lezlee Alexander – report submitted
 - c. **Web/ Facebook update** – Lezlee Alexander – report submitted.
 - d. **Gift Shop update** – Lezlee Alexander report submitted.
 - e. **IT Committee update** – Lezlee Alexander – report submitted.
 - f. **Antique Acquisitions and Donations** – Judy Smith – report submitted.
 - g. **Facilities** – Mark Lamm
 - Mark Lamm will meet with Jacob Preach to discuss video camera installation
 - No Trespassing signs needed on poles for front
 - h. **Sotelo-Heard** – Mark Lamm- Frank Barrios continues to contact Councilman Garcia.

- i. **The R.I.P. Report** – Due date for next issue is February 25, 2020.
- j. **Memorial Day update** – Begin monthly meetings at 10:30 after City of Phoenix meeting.
- k. **Memorial Brick Program** – Ryan Vander Ark will monitor, Jason O’Neil will accept deliveries.

6. NEW BUSINESS – Action Items

- a. **PCA Membership Brochure- The Board will be asked to make a motion for printing the PCA membership brochure.** Motion for the printing and purchase of 2,500 membership brochures made by Lezlee Alexander and second by Mark Lamm. Motion carried.
- b. **PCA t-shirts- The Board will be asked to make a motion for the printing of PCA t-shirts-** Tabled.
- c. **GMPP – Cindy Lee –**
 - Debe Branning- Valentine Open House- report submitted.
 - DAR Historic Preservation Grant- Notification not posted until May 2020
 - AZ Humanities Grant – report submitted.
 - February “Boots in the Dirt” – report submitted.
 - Hats and High Tea – Budget and event update- **The Board will be asked to make a motion to fund the “Hats and High Tea” event.** A motion was made by Cindy Lee for an advance of \$600 to “Hats and High Tea”, second by Lezlee Alexander. Motion carried. A motion was made by Lezlee Alexander to accept the Budget for “Hats and High Tea”, second by Judy Smith. Motion carried.
 - Requested one more day at \$700 per day for Joe Ferrannini. Motion by Lezlee Alexander, second by Debe Branning. Motion carried.
- d. **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 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 – March 5, 2020

8. PCA/City of Phoenix Parks and Recreation Maintenance meetings (year round) held the second Thursday of the month at 9:30 a.m. in the Smurthwaite House.

Next PCA COP Meeting – February 13, 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 re-scheduling the matter for further consideration at a later date.

11. Arizona Trivia

12. Adjournment- 11:54 a.m.

Respectfully submitted,

Judy Smith
Secretary

Approved,

Vivia Strang
President

PRESIDENT'S REPORT - 2/6/2020

- 1/23/2020 PCA Tour for AFFAN at 1:00 p.m.
- 1/24/2020 Attended Margy Parisella's retirement party at SHPO
- 1/25/2020 Attended PCA Open House "Make a Valentine"
- 1/30/2020 Attended meeting at Sub Station regarding Homeless situation on Madison – City Manager came

MASTER CALENDAR -

- 2/6/2020 PCA Board of Directors Meeting at 10:00 a.m.
- 2/13/2020 PCA and COP Facilities Meeting at 9:30 a.m.
- 2/13/2020 Memorial Day Planning Meeting following COP/PCA meeting
- 2/15/2020 Grave Marker Preservation with Joe Ferrannini – 2/15/20, 2/16/20, 2/17/20, 2/18/20 plus 2/22/20 and 2/23/20 – six days total working in PMMP
- 2/20/2020 ASU
- 2/27/2020 Budget Meeting
- 2/29/2020 Hats & High Tea (GMPP)
- 3/5/2020 PCA Board of Directors Meeting at 10:00 a.m.
- 3/26/2020 Open House – Women and Children in PMMP
Annual Clean-up day in PMMP for DAR and UDC
- 4/18/2020 Make a Mother's Day Brooch (GMPP)
- 5/25/2020 Memorial Day Celebration

**Pioneers' Cemetery Association
Treasurer's Report – February 2020**

STARTING BALANCE February 1, 2020: \$33,352.73

ENDING BALANCE February 29, 2020: \$31,668.97

Living History Team Report – February 6, 2020 -- Donna Carr

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

- During January, three more one-page biographies were added to the Biography Binder upstairs in the library, bringing the total to 40.
- Because 2020 is the centennial of women's suffrage, the Living History Team would like to concentrate on women's bios this year. The team plans to put together a trifold highlighting the lives of 8 to 10 of PMMP's pioneer women in partial fulfillment of the requirements of its recent grant from the Arizona Humanities Council.
- Kraig Roberts, a returning PCA member, has joined the Living History Team.

Respectfully submitted,
Donna Carr

Membership Committee Report – February 6, 2019 – Lezlee Alexander

- We currently have 79 members.
- 2019 Membership Committee drawing winners
 - Membership renewal – Margaret Fernandez
 - Increase membership status or member referral – Roberta Beville

Communications – February 6, 2020 – Lezlee Alexander

- One MailChimp email blast was sent in January.
- The website has been maintained with more updates needing posted.
- Facebook posts have been ongoing by Debe Branning.

Gift Shop – February 6, 2020 – Lezlee Alexander

- One tshirt was sold in January.
- *Phoenix Past & Present* books were purchased to be added to the gift shop for sales.

IT Committee – February 6, 2020 – Lezlee Alexander

Patty Gault has updated the PCA laptop.

Antique Acquisitions and Donations

February 6, 2020

On January 23, 2020, Dolores Skold attended a Smurthwaite House and P&MMP tour with The Friends and Families of Ahwatukee. After the tours she sent me photos of items she wanted to donate. They consisted of wine glasses, a blue and white hand stitched quilt, a crocheted tablecloth/bedspread and a Bible circa 1806-1807. She brought them to Smurthwaite House on January 30, 2020. The Bible has the birth and death dates of the Franklin family in New York colony. The earliest birth is 1773. There are several Revolutionary War patriots with the name of Franklin. I will contact a DAR source to find a chapter that could help with identifying this family and return the Bible to the descendants. The Bible is in very poor condition and I have it at my home.

Judy Smith

PCA/Parks and Recreation - South Division Monthly Meeting Reminder

Thursday, February 13, 2020 at 9:30 a.m. at the Smurthwaite House.

Agenda

1. Status Updates Needed:

*Thank you very much to the City of Phoenix Forestry and Tim B. for pruning 29 Palms in the PMMP.

*Sanitation removal on a regular basis it is very bad for public image of historical cemetery in downtown Phoenix done recently for \$2,000 per Parks Dept./two times?

*Installation of Fernandez Memorial Markers in Cementerio Lindo.

* Graffiti on two PMMP dumpsters.

*City phone is not working 80, it appears in City Alarm Room as private number, work order?

*PCA security door for Smurthwaite House front door cost proposal

*Mobile -Mini floor replaced in PMMP.

*(Placement of No trespassing and No camping signs along 14th Ave. ASAP.?)

*Weed control pre - emergent./Finally /How long does it last?

*Clean - up of tree pruning clippings / still a few SMALL piles in south cemetery.

* Trim volunteer suckers and trees throughout cemetery.

* Watering schedule for all trees on irrigation system -add Ave. of Flags placed on automatic irrigation system.

*Cementerio Lindo future projects brief discussion.

*Paint Woolridge Vault door gray to prevent damage to door.

* City Parks and Recreation P.T. help at PMMP. (Marcus Castro's work schedule at PMMP). We would like to see Tim and Marcus when possible him on Thursdays.* 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. (Vince Sanchez, Parks Foreman).

*Memorial Day Monday, May 25, 2020 reservations for equipment etc. been placed?

*Follow -up from Summer and Fall 2019 meetings with Parks and Rec. -South Division regarding Capital Improvement projects. PCA will paying for one security door for the Smurthwaite House front door.

2. Future Boy Scout projects - Rosedale 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, planting trees, removing broken concrete curb stop pieces along roadway, developing a maintenance plan for routine clean-ups and weed control schedule, improving landscaping along front fence line, and other worthwhile projects.

3. PCA Activities Follow up /on - going 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 has been written (BLOG).

4. 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. Freddie Tovrea and Cementerio Lindo wrought iron enclosure fences - Phil Tovrea.

5.PCA Master Calendar of Activities. PMMP Grave Marker Preservation Fall work schedule? Saturday, February 15 - February 23, 2020 (two weekends plus some weekdays). Parks and Recreation maintenance staff can attend. (Create and agree and discuss with PCA Executive Board/others prior to start of needed grave site projects given to the PCA - GMP Committee ASAP for review, still not done? Next Meeting: Thursday, March 12, 2020 at 9:30 a.m. at the Smurthwaite House. a.m. Thanks to all with your help in maintain and improving historic cemeteries.

