

**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, 4<sup>th</sup> 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

## **VIVIA STRANG, PRESIDENT'S REPORT – 3/5/2020**

2/3/2020	Attended Phoenix History Consortium at AZ Capitol
2/4/2020	PCA Executive Committee Meeting
2/6/2020	PCA Board of Director's Meeting
2/8/2020	UDC meeting – recruiting volunteers for PMMP Cleanup
2/8/2020	Chinese New Year event at Great Wall
2/13/2020	Facilities Meeting and Memorial Day Planning Committee
2/15/2020	Serve lunch for GMPP volunteers
2/16/2020	Serve lunch for GMPP volunteers
2/17/2020	Help Mark Lamm with lunch for GMPP volunteers
2/18/2020	Serve lunch for GMPP volunteers
2/23/2020	Help Lezlee Alexander with lunch for GMPP volunteers
2/25/2020	Attend First Families meeting
2/29/2020	Attend Hats & High Tea

### **MASTER CALENDAR -**

3/5/2020	PCA Board of Directors Meeting at 10:00 a.m.
3/12/2020	PCA and COP Facilities Meeting at 9:30 a.m./Memorial Day Planning Committee
3/19/2020	PCA Board and Advisory Committee members Team Building workshop – Smurthwaite House 10:00 – Noon
3/21/2020	PMMP Cleanup – 9:00 a.m. – Noon
3/28/2020	Open House – Women and Children in PMMP Annual Clean-up day in PMMP for DAR
4/2/2020	PCA Board of Director's Meeting at 10:00 a.m.
4/5/2020	Chinese Event at PMMP and Greenwood at 10:00 a.m.
4/18/2020	Make a Mother's Day Brooch
4/25/2020	Open House – Sweet Tea
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 – March 5, 2020 -- Donna Carr

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

- During February, two more one-page biographies were added to the Biography Binder upstairs in the library, bringing the total to 42.
- Val Wilson is working on bios for Saloma Newland and Anna Murray Alsap. When these are completed, 17 of the above-mentioned 42 will be of women and children.

Respectfully submitted,  
Donna Carr

## **Committee Reports, March 5, 2020 – Lezlee Alexander**

### **Membership**

- We currently have 84 members. This reflects 92% of 2019's totals. One new member added is from CT who has relatives interred at Sotelo-Heard Cemetery.

### **Communications – Lezlee Alexander, Debe Branning, & Patty Gault**

- No emails were sent in February.
- The website had a major update the end of February adding news of the AZ Humanities grant, recent and upcoming events.
- Facebook posts have been ongoing by Debe Branning with great public response. Patty Gault assists with Facebook on occasion.

### **Gift Shop**

- Square sales for gift shop for February - \$75.00.
- Need to meet with any interested in discussing PCA tshirt designs to get ordered in time for Memorial Day.
  - We currently have 16 tshirts at Smurthwaite with 0 XL shirts and 1 XXL shirt. There are 3 more shirts (2 S, 1 M) at Lezlee's home for possible online sales.
  - Current price from Screamin' Screenprint for 50 tshirts is \$512.37.

### **IT Committee – Lezlee Alexander & Patty Gault**

No report.

## PCA/Parks and Recreation - South Division Monthly Meeting Reminder

Thursday, March 12, 2020 at 9:30 a.m. at the Smurthwaite House.

### Agenda

#### 1. Status Updates Needed:

\*Sanitation removal on a regular basis, it is very bad for public image of historical cemetery in downtown Phoenix.

\*Two security doors for Smurthwaite House installation scheduled for Thursday 3/19/2020/ video security cameras meeting to be set up soon.

\*Installation of Fernandez Memorial Markers in Cementerio Lindo has been completed/has she been contacted?

\*Chinese Circle renovation plans, 46 individual memorial markers, large rock/ plaque install historical Chinese Brick marker found in City Cemetery in October 2019/Ching Ming, Saturday April 4 10 a.m. at PMMP and 10: 30 a.m. at greenwood.

\* Graffiti on two PMMP dumpsters has been removed.

\*Walking Tour sign markers re -installed.

\* City Alarm Room phone number, work order?

\* Termites -Mobile -Mini floor replaced in PMMP/Woolridge Vault.

\*(Placement of No trespassing and No camping signs along 14<sup>th</sup> Ave. ASAP completed/ need two double sided No trespassing signs at entrance to PMMP parking lot request from Police.

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

\*Volunteer clean up dates confirmed for PMMP?

\* 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 or others to work at PMMP)? We would like to see Tim and Marcus when possible 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 Tim to invite him to our meeting.

\*Memorial Day Monday, May 25,2020 9 a.m. reservations for equipment etc. been placed/sound?

\*Follow -up from Summer and Fall 2019 meetings with Parks and Rec. - South Division regarding Capital Improvement projects need update meeting soon.

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.

4. Others: review draft plan for Jacob Waltz improvements and Master Plan (Margy P.) 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 - March 1,2020 Report results.

Next Meeting: Thursday, April 9, 2020 at 9:30 a.m. at the Smurthwaite House.  
a.m.

Thanks to all with your help in maintain and improving historic cemeteries.



