

**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

Grave Marker Preservation Project Report

October was a very productive and exciting month for preservation.

GMPP:

1. October 5th & 6th, 2019: 16 Volunteers participated in the "hands-on" training and then "Boots in the Dirt" grave marker preservation. One volunteer was an AGS member that traveled from Lancaster, CA. Total volunteer hours for this project: 306 hours. Total grave markers preserved: 9. Evaluation responses: "We were professional", "Truly enjoyed being involved in preservation, "did not realize how much work and knowledge it took", "Excited to part of finding a lost footstone", "Everyone made me feel welcome and helpful" and "Would return again".

Summary of exciting moments:

-Biggest find-a "lost footstone". Great job Patty for checking old records, and the volunteers that enjoyed probing for a lost piece.

-Outstanding find: Found a brick "Chinese headstone" in a pile of discarded bricks located 3 plots away from Chinese circle-once belonged in the Chinese circle. Verified by Donna Car and Mr. Jim Tang. I took the brick to two Chinese restaurants and they both translated the same meaning:

Chen

Lee

Grandfather (Older man)

Small City unable to read

Box/Coffin/Casket-buried

Kaiping (Big city)

2. November 4th, 2019, Debe Branning, Patty Gault, Steven Lee & Cindy Lee represented PCA's Grave Marker Preservation to preserve a grave marker in Greenwood Cemetery of Frank "Haze" Burch 1884-1925. On request of the Foundation Of Retired Police Officers who responded to an editorial reference, they contacted Patty; and also, a FORPO recommended the GMPP from Facebook. Officer Burch was the first officer to die in the line of duty. It was an honor to be part of this preservation. Volunteer hours: 18 hours.
3. Upcoming preservation dates: This weekend November 9th & 10th, 2019. About 20 volunteers.

GRANTS:

1. DAR: Body of grant sent out to board members, advisors and member.
Need board vote for line item budget of \$4,500.00 to match DAR grant of \$4,500.00. Includes Limewash to Wooldridge family burial vault and repair of 25 grave markers. This includes using a consolidating product to strengthen the sandstone markers-lithomex to cracks; pouring new bases, fixing blow out markers, etc.
MUST BE SUBMITTED BY DECEMBER 31st, 2019!
2. AZ Humanities: Mini grant of \$2,000.00. Uses in-kind volunteer hours to match which we have more than enough. First come first serve. Requirements posted 11-1-2019. We have our story line. Working with Pamela Stewart and students for Humanities requirement.
3. Arizona Historical Society: Awards up to \$2,000.00. Next application period will be in early 2020.

All these grants are very exciting and helps to build our community.

Living History Team Report – November 7th, 2019 -- Donna Carr

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

- Instead of working on bios this month, I read, inventoried and weeded the collection of books located *in* the library upstairs at Smurthwaite House. This was occasioned by the arrival of two gently-used, glass-front bookcases. There are now 250 titles in the library. Items removed were in poor condition or did not otherwise meet our collection development standards.
- Next, I plan to purchase several 'new' books to further the PCA's mission, total cost not to exceed \$50 a year. The titles are available on request, if anyone is interested.
- New volunteer Dian Fleegal has expressed an interest in researching PMMP burials and writing some bios.
- The PCA's subscription to Newspapers.com has been renewed although the rate has gone up somewhat, now that we're past the introductory period.

Respectfully submitted,
Donna Carr

Membership Committee Report – November 7, 2019

- This is the beginning of membership renewal for 2020. We currently have 7 members. We ended 2019 with 91 members.
- A \$25 Amazon gift card will be donated by the Alexanders for a drawing from members renewing by December 31 to be drawn at the January 2020 board meeting.
- A \$25 Amazon gift card will be donated by the Alexanders for a drawing from members increasing their membership level or noted as referring a member. A winner will be drawn at the January 2020 board meeting.
- A snail-mail campaign is in process. Envelopes are prepared for mailing with renewal forms included. President Vivia is working on an annual wrap-up of PCA accomplishments, and we'll add the invitation for the December 7 holiday party. Plans include sending these notices to those who did not renew from 2018 and 2017.

Communications – November 7, 2019 – Lezlee Alexander

- One MailChimp email blast was sent in October.
- The website has been updated on the home, photo, and board pages.
- Mike Swaine has continued his efforts to design new PR materials for PCA.
- We have approximately 350 on our email lists.
- Facebook posts and correspondence have been ongoing by Debe Branning and Patty Gault. We have 645 followers!
- Photos and captioning has been saved from a recent Facebook post about the Haze Burch grave marker at Greenwood to be included in PCA communications.

Gift Shop – November 7, 2019 – Lezlee Alexander

- Three books and two tshirts were purchased over the course of October – refer to the Treasurer’s report and Square sales for details.
- Current tshirt inventory – it may be time to order more as this is a very popular item for the gift shop with a number of PCA events approaching.
 - No XL shirts
 - May be out of XXL shirts
 - May have 1 L shirt
 - 5 small shirts at Smurthwaite with 2 at Lezlee’s home for any online sales that may arise.
 - 3 medium shirts at Smurthwaite with 2 at Lezlee’s home for any online sales that may arise.

IT Committee – November 7, 2019 – Lezlee Alexander

- Backblaze is not finding our primary computer hard drive for some reason. A service ticket was created last week in hopes it would be resolved. We're continuing to work through this. We are unable to communicate with Backblaze unless physically at the PCA computer for assistance.
- Backblaze does continue to back up the external hard drive attached to the main computer.

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.