

PIONEERS' CEMETERY ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
SMURTHWAITE HOUSE  
November 1, 2018  
FINAL

**PCA Board Members present:**

Vivia Strang, President	Andrea Binder, Historian
Mark Lamm, Vice President	Lezlee Alexander
Judy Smith, Secretary	Donna Carr
Debe Branning, Treasurer	Jason O'Neil

**PCA Advisory Board Members present:**

Cindy Lee

**PCA Members present:**

Kim Kasper

**Discussion/Action**

1. **Call to order.** President Vivia Strang called the meeting to order at 9:56 a.m.
2. **Approval of Minutes.** Lezlee Alexander moved, Jason O'Neil seconded, that the minutes of the October 4, 2018 Board of Director's meeting be approved. Motion carried.
3. **Treasurer's Report.** Debe Branning reported the checking account balance as of October 1, 2018 is \$25,630.15.

**4. NEW BUSINESS – ACTION ITEMS**

**a. PCA Bylaws - Lezlee Alexander, Chair**

Review of the definition of the words "conservation" and "preservation". Motion by Debe Branning and second by Mark Lamm to amend Article II to add "preservation" to the final sentence to read "education, conservation, preservation and community engagement" and approve the amended Bylaws. Motion carried. Motion by Judy Smith and seconded by Lezlee Alexander that the Bylaws Committee be permitted to make editorial and formatting changes to the amended Pioneers' Cemetery Association Bylaws. Motion carried.

**b. PCA Nominating Committee Election of Board Members – Lezlee Alexander Chair**

Slate from the Nominating Committee was presented. A nomination, from the floor, by Debe Branning to add Cindy Lee to the slate of nominees. Motion was made by Debe Branning and seconded by Mark Lamm. Motion carried. Motion by Vivia Strang to add Donna Carr to the Advisory Board, seconded by Debe Branning. Motion carried. Motion by Mark Lamm to accept the slate as amended with Cindy Lee on the Board and Donna Carr on the Advisory Board. Second by Jason O'Neil, motion carried. Motion to destroy the ballots by Lezlee Alexander, seconded by Andrea Binder. Motion carried. The 2019 -21 Board of Directors met immediately after adjournment to elect officers. President- Vivia Strang, Vice President – Mark Lamm, Secretary – Judy Smith, Treasurer – Lezlee Alexander, Historian – Andrea Binder, Board members – Jason O'Neil, Margy Parisella, Debe Branning, Cindy Lee. Advisory Board members – Frank Barrios, Patty Gault, Kim Kasper, Donna Carr, Marshall Shore. Ex-Officio member – Lance Gray.

**c. PCA Historian Annual Summary Report** - Andrea Binder

Andrea presented a power point presentation reporting the activities and events that took place during the past year. Report upon request.

**5. OLD BUSINESS – action/updates on items previously approved or discussed by the Board**

**a. PCA Router and Internet provider** – Evan Binder

PCA wireless strength is very weak with dropped connections and fewer able to use simultaneously. Modem is very old, will need Centurylink to review our needs and their equipment. Will talk to the City of Phoenix also.

**b. Grave Marker Preservation Project update** – Cindy Lee, Chair

The event was held October 28-29. There were 6 committee members present who took on training roles. 24 people participated with 2 new participants finding out about the event from AGS. There were 9 new participants from the Daughters of the American Revolution including Gera King, AZ State Historic Preservation Chair who posted the event on the Arizona state DAR website. There were 5 new training volunteers and 2 previous volunteers. The only complaint was too much time between stations. Volunteers cleaned the Cemetery while waiting. It was recommended that bios be available for the next set of stones to be worked on. 2 books were sold and a donation for Preservation was made. Cindy Lee presented a budget for the February 2 – 6, 2019 Seminar. 35 attendees will be needed to break even at a fee of \$85 per person. The Board approved no more than \$3700 total for the Seminar and “boots in the dirt” with Joe Ferrannini.

**c. Living History Research** – Donna Carr, Chair

There are currently 72 brief bios of people buried in P&MMP. This figure includes all those in the PCA’s book as well as several from tours in previous years. Material exists for many more and research should be easier with PCA’s access to Ancestry World and Newspapers .com Publishers Extra Edition for the next five and a half months. Original bios are being condensed to one page for the binder in the PCA Library.

**d. PCA Membership Committee update** – Lezlee Alexander, Chair

New Member and Renewal drives are in process for 2019 with one new member and nine renewing members. Membership as of October 31 is 101 with a 96% retention rate. It is now possible to purchase a membership on the website with a small convenience fee for credit card use.

**e. PCA Communications Annual Report** - Lezlee Alexander

A total of 27 email blasts through MailChimp as of September 1. PCA had 385 on the email list. Minor Website updates have been made generally weekly and more significant updates done quarterly. Online sales have been added for gift shop items and memberships. Three *Central City South* articles have been printed. PCA posts event activities on AZ Central and added two local online event calendars to our PR options. A new printer has been installed and a portable banner has been created for use at PR events. An updated Memorial Day banner has been created and a color brochure for a walking tour for the P&MMP book has been created. A revision and reprint of the Burial Book is nearing completion. The Board approved placing an ad in True West magazine for \$420 on August 15, 2018 via email and telephone communications. Two power point presentations were created to update the City of Phoenix. Facebook continues to be a strong means of communicating, thanks to Debe Branning for taking the lead on social media.

**f. Gift Shop update** – Lezlee Alexander

There were 17 sales using the Square with 20 items sold for a total \$536.88. Twelve P&MMP books have been sold via the Square, seven of those online. More have been sold with cash and check by PCA members. An inventory has been created for gift shop items.

**g. Facilities update** – Mark Lamm

Ten more trees need to be planted in Fall/Winter 2018-19. Judy Smith and Tim Brietenstein are working on an ongoing landscaping project with the Daughters of the American Revolution. Replacement tree and 15 red lantana plants were placed in Porter Cemetery. 6 more trees and 15 more lantana plants being scheduled for

Spring 2019. Watering issues have been addressed. We will continue to meet with Esther Avila to complete requested projects. Meeting with Lance Gray today to discuss bids to get the interior of the Smurthwaite House painted by the City. PCA has received one bid from an independent painter. The mausoleum doors have not been repaired. Legendary Locations on the Travel Channel is coming to film with a drone next week, giving a \$100 donation. CASS is no longer called CASS. CASS is only one of the agencies located on the campus formerly known as CASS. It is now known as Human Services Campus. Meeting with CASS on December 11 at an offsite location to meet and network with other facilities. The DOC cleanup was highly successful.

**h. Cementerio Lindo project update** – Mark Lamm

The project is nearly complete with an assist from City of Phoenix.

**i. Cementerio Sotelo/ Heard update** – Mark Lamm

There was an article by John D’Anna in the Arizona Republic that has set things in motion.

**j. ASU and Boy Scout Projects** –

Evan Binder is meeting with Boy Scout to set up project. Pam Stewart ASU class will be at P&MMP on November 15.

**k. P&MMP Events** – Road Runner Quester’s meeting on November 20.

**l. Antique Acquisitions and Donations** - Judy Smith

Kim Kasper met Ton Yount at an event she attended, as a result, Mr. Yount and family donated two antique portraits, an Ithaca Tall Clock, a convex mirror, a set of nesting tables, an inlay tilt top table, a butler’s table, and a set of Violet pattern Wedgewood china, circa 1893. On Memorial Day this china was set on the large antique dining table found by Vivia Strang. Many complimentary remarks were made by visitors. Member Annie Houser donated an antique bowl, circa 1850, teacups, saucers and wine glasses. Other donations include pink Depression glass and a mantle clock from member Derek Horn. Two architectural renderings of Victorian homes similar to Smurthwaite House were purchased and are hanging in the PCA Library.

**m. Other** – Firebird Questers chapter would like to donate a bench along the Avenue of Flags.

Vivia Strang and Margy Parisella are in discussion to give a presentation from PCA to the SHPO conference in Prescott in June of 2019. A motion was made by Debe Branning and seconded by Mark Lamm to approve March 2, 2019 as the date for a High Tea. The motion carried. The budget was not approved.

**6. 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 December 6, 2018.

**7. 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 December 13, 2018

**8. Master Calendar** – Open House 4<sup>th</sup> Saturday of the month September through May from 10 to 2.

**9. Other** – Newsletter deadline is now!

**10. Arizona Trivia**

**Meeting adjourned at 12:35 a.m.**

Respectfully submitted,

Judy Smith

Secretary