

## PCA Board of Directors Meeting Agenda

Thursday, June 4, 2020 at 10 a.m. through both WebEx.com and at Smurthwaite House

1. Call to Order.

2. Approval of the May 7<sup>th</sup>, 2020 Board of Directors Meeting Minutes - Judy Smith. The BOD Meeting Minutes changes should be sent to the PCA Secretary at least five days before the next BOD Monthly Meeting.

3. President's Report.

- a. PCA Board of Director's Action items to President at least one 10 days before Board Meeting/ BOD Meeting Minutes corrections to PCA Secretary before Board Meetings.
- b. Mobile - Mini floor replacement, termite treatment and weed removal.
- c. Jefferson Bus shelter building removed/plus other changes.
- d. Smurthwaite House phone message retrieval set up by Patty Gault.
- e. PCA Coronavirus Check List sent to City Parks and Recreation.

4. Treasurer's Report - Lezlee Alexander, Treasurer.

5. PCA Board of Director's Action items: To be discussed and/ or approved.

a. PCA Re - Opening Schedule/Coronavirus Procedures. The schedule will be based on the progress of COVID - 19.

Phase I - Thursday, June 4, 2020 Smurthwaite House, PMMP, Cementerio Lindo open to all PCA Board of Directors and PCA Committees following PCA Coronavirus checklist.

Phase II - Summer June, July, August 2020. Stay closed to the public, open to PCA Board and Committees and PCA membership, by appointment. Open Thursdays and once a month Virtual Update Meeting for those available. (Not Board Meetings)

Phase III - Fall/September 2020 - Open to public by appointment or walk - ins on a limited basis, cemetery tours by appointment with limited numbers.

Phase IV - To Be Determined (TBD) - Open for workshops, Open Houses, GMPP Grave Marker work, special events with check lists developed for each.

b. Memorial Markers.

c. PCA 2020 Budget.

6. Old Business-Follow - up PCA Committee Updates on items previously approved or discussed by the Board.

a. PCA Teams and Committees Review of 2020 List/ Committee by Committee.

b. PCA - DAR Grant approval.

c. Living History Research and Library - Donna Carr.

d. PCA Membership /Web/Facebook/Social Media/Gift Shop/IT - (upgrades) Lezlee Alexander and Patty Gault

e. Antiques/ Donations/Smurthwaite House interior - Judy Smith.

f. Memorial Marker Program Update - Patty Gault, Ryan Vander Ark.

g. Facilities/Sotelo - Heard Cemetery/Memorial Brick Program - Mark Lamm.

h. The R.I.P. Newsletter - Due Dates: May29 for June Newsletter.

August 28 for September 2020 Newsletter.

November 20 for December 2020 Newsletter.

i. GMPP - DAR recent videos / Arizona Humanities Grant Updates/ - Cindy Lee.

j. IGA for cemetery maintenance at historic cemeteries.

k. Status of Jacob Waltz, Freddie Tovrea and Cementerio Lindo. wrought iron enclosures.

l. PCA Alarm codes and Keys List.

6. New Business Action Items.

a. Future ways to communicate.

b. Access to PMMP and Smurthwaite House.

c. IGA idea to increase on-going maintenance for historic cemeteries - Margaret Fernandez.

e. Status of Jacob Waltz, Chinese Circle and Freddie Tovrea projects - Margy Parisella and Mark Lamm.

f. Updating of PCA Operating Agreement with the City of Phoenix Parks and Recreation Department.

7. City of Phoenix Maintenance Meetings will resume on Thursday, June 11, 2020: PMMP Parking lot No trespassing signs requested by Police, termite to maintain properties, CIP projects status, selection and delivery of large boulders for PCA projects including the Jacob Waltz, Chinese Circle, and Freddie Tovrea projects, and scheduling installation of Memorial Markers in the future.

8. Call to Public -The Board will hear considerations and brief discussion of relevant comments on the 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 discussion later

9. Arizona Trivia.

10. Adjournment.

11. Next Meeting: Summer Schedule Thursdays throughout the summer with video meetings once a month?

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