

**PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE/WEBEX
Thursday, February 3, 2022**

PCA Board Members present:

Smurthwaite House

Patty Gault, President

Debe Branning

Donna Carr

Sterling Foster

Cindy Lee

Margy Parisella

Sally Pavia

WebEx

Mark Lamm

Jenn Merry

Ileen Snoddy

Val Wilson

PCA Board Members absent:

Marie Fenske -- excused

PCA Advisory Board Members present:

Smurthwaite House

Kim Kasper

Judy Smith

WebEx

Marshall Shore

PCA Advisory Board Members absent:

Ryan Vander Ark

Frank Barrios

Lance Gray

PCA Members present:

Smurthwaite House

Denise Foster

WebEx

Lezlee Alexander

Discussion/Action

- **Call to order:** President Patty Gault called the meeting to order at 10:01 a.m.
- **Approval of January 2022 Minutes:** President Patty Gault
 - a. Minutes accepted as submitted
- **Treasurers Report:** Val Wilson
 - a. Beginning Balance -- \$32,103.94
 - b. Ending Balance -- \$30,722.90
 - c. Surplus -- \$4,052.92
 - d. Committee budgets are being updated
 - e. Membership tracking on Weebly and on SQUARE is an issue
 - Val and Lezlee are working on solutions to these tracking issues

OLD BUSINESS

- **Sewer Line:** Patty Gault/Cindy Lee
 - a. City of Phoenix is investigating options for repair
 - Heavy limb from the Tamarisk Tree will be trimmed
 - Trenching will occur – so AZTEC Archaeological Consulting Firm will obtain needed site-specific permits
- **Additions to the Cemetery:** Sterling Foster
 - a. The Management Plan Procedure will need to be adhered to going forward
 - Paperwork will be completed and submitted to the appropriate committee then decision will be moved forward to the Board
 - This includes possible donations of items as well
 - Sterling had reviewed all past documents and there needs to be management and consistency with overall esthetics
 - Forms are in the binder at the Smurthwaite house
 - Judy inquired how long can the approval process take – depending on the time of submission as soon as possible
- **Docent Training:** Val Wilson
 - a. Training covered
 - How to present and set-up a tour
 - History of the cemetery
 - b. Training went well and Val will add a few more examples to the training manual
- **Jacob Waltz Committee:** Margy Parisella/Sterling Foster
 - a. Committee will be meeting again on February 10
 - b. Sterling reported the design has been redirected
 - Temporary fencing will be installed to gauge the look
 - Next steps include develop a funding measure and receive approvals from the City of Phoenix
- **D.A.R. Grant Requirements:** Patty Gault
 - a. Grant paperwork indicates that “in-kind” contribution from PCA
 - Lunches will be provided to volunteers by PCA for 10 days in the total amount of \$500
 - Money in the PCA budget to cover this cost
- **Fire Alarm:** Kim Kasper
 - a. City Historic Preservation indicated that that placement might not need to be in the Smurthwaite House as it was originally a residence.
 - b. Patty will follow-up with the City
- **Memorial Day Activities:** Patty Gault
 - a. Sterling said this event is tentative and he is researching past participants
 - Emails need to be sent as soon as possible
 - Sterling is drafting the email and Val will distribute to past participants
 - Debe suggested keeping it small this year

NEW BUSINESS

- **Eagle Scout Project:** Sterling Foster
 - a. Complete repair – sanding and painting of all cemetery benches
 - b. Paint will be provided by City of Phoenix
 - c. Approval paperwork is being completed
- **Membership:** Kim Kasper reporting for Cindy Lee

- a. 33 reminder letters have been sent
- **Grave Marker Preservation:** Cindy Lee
 - a. Globe Cemetery (LeAnn Powers) reached out for assistance with repairs
 - A group will be going to Globe to access the situation
- **Upcoming Events:** Patty Gault
 - a. Open House – February 19
 - New Docents will be assisting
 - b. D.A.R. – Judy reported that clean-up and tree planting will take place February 24
 - The State Regent will be present for tree planting
 - Sterling inquired as to the location of the tree planting – being decided
 - Service Day will include Porter and Rosedale cemeteries as well as the Avenue of Flags on March 12
 - c. Hats and High Tea – February 26
 - Debe reported 10 paid attendees
 - Will need to decide if the event will take place
 - Need at least 40 attendees
 - Registration/payment due date has been extended
- **Find a Grave:** Donna Carr
 - a. Policy change with the site operators
 - Families will now provide documentation as to relationship
 - More than 1 family member may manage their family information
 - How does PCA want to handle inquiries
 - PCA will manage all records and will research accuracy of PCA managed cemeteries
- **Quarterly meeting with City of Phoenix:** Patty Gault
 - a. Operating Agreement
 - Should have signed agreement with City of Phoenix very soon
 - b. Sotello/Heard Agreement
 - Still in negotiations
 - c. Joe Diaz (City of Phoenix)
 - Budgeted for repairs for exterior of the Smurthwaite House to include shingle repair

Submit Volunteer Hours to Denise Foster

Meeting adjourned at 10:50 am

Respectfully Submitted

Ileen Snoddy, PCA Secretary