

**PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE/WEBEX**

Thursday, March 4, 2020

Approved Minutes

PCA Board Members present:

Smurthwaite House

Patty Gault, President
Cindy Lee, Vice President
Debe Branning
Donna Carr
Sterling Foster
Sally Pavia

WebEx

Val Wilson, Treasurer
Ileen Snoddy, Secretary
Margy Parisella, Historian
Mark Lamm
Jenn Merry

PCA Board Members absent:

Marie Fenske—notified absence

PCA Advisory Board Members present:

Smurthwaite House

Kim Kasper
Judy Smith

PCA Advisory Board Members absent:

Marshall Shore
Frank Barrios

Ryan Vander Ark
Lance Gray

Discussion/Action

- **Call to order:** President Patty Gault called the meeting to order at 10:02 a.m.
- **Approval of February 2021 Minutes:** President Patty Gault
No corrections
Minutes stand as submitted
- **Treasurers Report:** Val Wilson
 - a. Full report submitted to Board/Advisory
 - b. Balance
 - i. Beginning: \$30,025.81
 - ii. Ending: \$30,577.50
 - c. Finance Report
 - i. Several Filings were made
 - 1. AZ Corporation Commission-Annual Reports from 2020 and 2021
 - a. Must be filed every year
 - 2. IRS-990 filed
 - d. Financial Status
 - i. Gift Shop-reviewing the following
 - 1. Inventory
 - 2. Use of SQUARE
 - 3. Cash Drawer

- e. Technology Committee will need to review/evaluate the following
 - i. Several subscriptions are coming up for renewal
 - 1. All listed in the Budget Report
- f. Public Relations Committee will need to review/evaluate the following
 - i. Use of Rack Cards
- g. Memorial Marker Fund
 - i. Funds need to begin being used for projects

OLD BUSINESS

- **Buffalo Soldier Memorial:** Patty Gault
 - a. Discussion:
 - i. Plaque text submitted
 - 1. Judy Smith suggested that Donna Carr review/double check text for grammar and punctuation; Donna agreed to review
 - ii. Plaque will be one sided; 12" X 14" in size
 - iii. Will be mounted on the brick at the base of the archway going into the Porter Cemetery
 - iv. Patty Gault stated there is no indicator on Clarence Proctor's marker that he was a Buffalo Soldier; however, it is mentioned on the walking tour
 - v. Utilizing the same company that has made previous PCA markers
 - b. Motion by Donna Carr to accept the verbiage of Buffalo Soldier sign and placement on Porter Arch. Seconded by Sally Pavia
 - c. Motion carried
- **February 27th Open House:** Cindy Lee
 - a. 35 guests; 3 members
 - b. Came from various ways to the Open House
 - c. 2 new memberships
 - d. Sold books and received donations
 - e. PCA Board will continue to engage the media
- **Preservation Update February days:** Cindy Lee
 - a. Successful work accomplished
 - i. Limewash and consolidation
 - ii. "Boots in the Dirt" Fieldwork
 - iii. Lithomex Training
- **Smurthwaite House**
 - a. Continues to be closed for tours and visitors

NEW BUSINESS

- **Cenotaph Garden:** Mark Lamm/Sterling Foster
 - a. Discussion:
 - i. Mark and Sterling worked on the Memorial Brick Terrace which is approximately 70 sf of space
 - ii. Showed pictures of the initial work which included clearing the path; laying the first row of bricks which included a memorial brick/plain brick alternating pattern. All liked the alternating pattern

- iii. Mark stated that more plain bricks would need to be purchased. Patty said there are funds in the Cenotaph Fund to purchase the additional bricks.
 - iv. Since this is a very labor-intensive project more discussion will be needed to move forward with the design and work
- **Jacob Waltz Committee:** Sterling Foster
 - a. Meeting held March 1st
 - b. Will provide update at the next PCA Board meeting
- **Preservation Assistance Request from Johnson Family:** Cindy Lee
 - a. Discussion regarding preservation assistance for repair of Louis Roth's grave marker at Beth Israel Cemetery
 - i. Cindy reported that the stone is broken, and the family is requesting PCA help to repair. This is part of PCA outreach and would be an appropriate project for PCA
 - ii. Johnson family would pay for costs incurred for repair/lunch for workers/donation to PCA
 - iii. Margy requested that the family initiate all contact with Beth Israel to receive permission for the work. She also asked that several waivers be obtained:
 - 1. Responsibility from damage claim to marker by potential repair
 - 2. Volunteers assume own risk on Beth Israel Cemetery property
 - iv. Only preservation committee will be working on this project
 - v. Sterling asked if PCA/preservation committee was prepared for additional requests for these types of assistance. Margy stated that all requests are reviewed on a case by case basis. Patty said Mr. Roth was originally interred at PC and then at a later date re-interred at Beth Israel. She also stated that this could become a criterion for future requests for repairs at other cemeteries not under the auspice of PCA.
 - b. Motion by Val Wilson to accept request to repair Louis Roth's grave marker in Beth Israel Cemetery dependent on Beth Israel Cemetery response. Seconded by Sterling Foster
 - c. Motion carried
- **National Guard Service Day:** Patty Gault
 - a. Army National Guard class candidates
 - b. Service day is March 13 from 1-5 pm
 - c. Service will include cleaning; putting memorial markers out; memorial marker bases to be placed as well
- **D.A.R. Service Day:** Judy Smith
 - a. March 27; 2 Chapters Maricopa and Piestewa Peak participating
 - b. Cleaning cemetery
- **Open Houses March-May:** Cindy Lee
 - a. March 27—Irish Wake (Facebook)
 - i. Will be held in the gazebo
 - ii. Updated the flyer from last year's event
 - b. March 27—Women's Month Open House Scavenger Hunt (Cemetery)
 - i. Brochures will be distributed to guests
 - c. April 17—Brooch Making (Fundraiser)
 - i. Limiting number of participants—6-8 participants
 - ii. Monitoring COVID numbers and will adjust participant numbers as needed
 - iii. Will run the same way the Day of the Dead activity

- d. End of April—April Showers Bring May Flowers (Cemetery)
 - i. Scavenger hunt and seed packets will be distributed
 - e. May—Open House (Cemetery)
 - i. Open for Memorial Day and flags will be placed
- **WebEx:** Patty Gault
 - a. Contact members and supply WebEx contact if they want to attend meetings virtually
- **Arizona Gives Day:** Patty Gault
 - a. Tuesday, April 6, 2021
 - b. Participation paperwork needs to be submitted by March 5
 - c. \$50 fee to participate. Patty Gault will cover the fee and will be reimbursed if PCA receives \$500 in giving
 - d. PCA will post on all PCA media outlets
- **Survey:** Cindy Lee
 - a. Survey will be sent out shortly
 - b. Define long/short term goals
 - c. Increase membership—looking through old files for names and contacts to initiate involvement from past members
 - d. Lezlee Alexander and Val Wilson are assisting

Wrap-Up

- Be sure to turn in Volunteer Hours
- We need to keep the City of Phoenix excited about what is happening

Meeting adjourned at 11:02 a.m.

Respectfully Submitted

Ileen Snoddy, PCA Secretary