

**PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE/WEBEX
Thursday, September 2, 2021**

PCA Board Members present:

Smurthwaite House

Patty Gault, President
Cindy Lee, Vice President
Donna Carr
Marie Fenske
Sterling Foster
Debe Branning

WebEx

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

PCA Board Members absent:

Sally Pavia

PCA Advisory Board Members present:

Smurthwaite House

Kim Kasper
Marshall Shore
Lance Gray

PCA Advisory Board Members absent:

Ryan Vander Ark
Frank Barrios
Judy Smith

PCA Members present:

Smurthwaite house

Denise Foster
Ed Dobbins

WebEx

Lezlee Alexander

PCA Members absent:

Vivia Strang

Discussion/Action

- **Call to order:** President Patty Gault called the meeting to order at 10:02 a.m.
- **Approval of May 2021 Minutes:** President Patty Gault
 - a. Minutes accepted as submitted
- **Treasurers Report:** Val Wilson
 - a. Full reports submitted for 6/2021, 7/2021 and 8/2021

- b. b. Presentation of Tentative Committee Budgets Requested for next year (refer to report submitted)

OLD BUSINESS

- **Sotello/Heard Cemetery:** Mark Lamm
 - a. Committee meetings will be held monthly
 - b. Margy Parisella has put together a work plan
 - c. In-depth review of project was circulated to as part of the September 2021 PCA Board packet
- **Jacob Waltz Grave Site:** Margy Parisella
 - a. Committee did not meet over the summer and are now regrouping
 - b. Committee meetings will be set up on a regular basis
- **Operating Agreement between PCA and City of Phoenix:** Patty Gault
 - a. Reported that Joe Diaz (CoP) indicated that the Agreement was in a holding pattern for the next month or two.
 - b. Lance Gray reported that he submitted a Determination Letter to CoP to renew the Operating Agreement which is currently expired
- **Management Plan:** Patty Gault
 - a. Meeting to be scheduled later for review.
- **Arizona Humanities Council Grant:** Patty Gault
 - a. Has been completed and paperwork was submitted to the AZ Humanities Council

COMMITTEE REPORTS

- **Facilities:** Mark Lamm
 - a. Smurthwaite House—windows still not repaired by CoP
 - b. Weeding on ground needs to occur
 - c. No updated information on proposed sewer line installation
 - d. AC working now in the Smurthwaite House
- **Membership:** Cindy Lee
 - a. Will aggressively work on increasing membership in September and October
 - b. Lezlee Alexander will be assisting
- **GMMP:** Cindy Lee
 - a. DAR is scheduled for October 9
- **Technology:** Jenn Merry
 - a. Discussion of laptop purchase
 - b. New vs Refurbished – will investigate costs

NEW BUSINESS

- **City of Phoenix Meeting:** Patty Gault
 - a. Met with Joe Diaz regarding property needs and past accomplishments by PCA
 - b. Parks Facilities Asset Program – possibly funds for:
 - Smurthwaite House shingles
 - Vault repair

- Smurthwaite House front porch repair
- **Smurthwaite House Alarm Procedure:** Patty Gault
 - a. Access for alarm code
 - Background check is a MUST now and PCA must incur the cost of the background check
- **Planning Meeting for PCA:** Patty Gault
 - a. 3-year plan for projected goals for PCA and cemetery
 - September 16 Meeting
 - City of Phoenix needs to be advised of needs
- **Financial Review:** Patty Gault
 - a. Will be distributed by Patty Gault before October PCA Board meeting
- **Docent Program:** Val Wilson
 - a. Creating a Tour Handbook –effort to standardize information for Smurthwaite House and cemetery
 - Will include an appendix for Walking Tours
- **Events:** Cindy Lee
 - a. Dia de Los Muertos—September 18
 - Fundraising event for GMMP
 - b. Beyond the Grave: Marshall Shore reported
 - October 30 event
 - Approximately 100 people—hosted more like an open house
 - PCA will receive \$5 per head
 - Margy Parisella suggested information be provided to SHPO office as their conference is that week
 - Lezlee Alexander asked where the funds per head are allocated
 - PCA General Fund
- **Quarterly Nonprofit meeting with City of Phoenix:** Patty Gault
 - a. Joe Diaz will be meeting with nonprofits on a quarterly basis for 1 hour for discussion of how things are going at the site
- **Copyright Review:** Patty Gault
 - a. Working on a way to keep track of copyright material so that PCA does not infringe on copyright material. Donna should be consulted also.
- **Wrap-Up**
 - a. Reminder to submit volunteer hours
 - b. Newsletter coming out end of September –submit information to Val Wilson

Meeting Adjourned: 10:45 am

Respectfully Submitted

Ileen Snoddy
PCA Secretary