

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

Thursday, October 7, 2021

**PCA Board Members present:**

Smurthwaite House

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

WebEx

Mark Lamm  
Jenn Merry  
Ileen Snoddy, Secretary

**PCA Board Members absent:**

Val Wilson, Treasurer – excused  
Margy Parisella, Historian – excused

**PCA Advisory Board Members present:**

Smurthwaite House

Kim Kasper  
Marshall Shore

**PCA Advisory Board Members absent:**

Ryan Vander Ark  
Frank Barrios  
Judy Smith  
Lance Gray

**PCA Members present:**

Smurthwaite house

Denise Foster

WebEx

Lezlee Alexander  
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 corrected
- **Treasurers Report:** Val Wilson (Prepared) Presented by Kim Kasper
  - a. Beginning Balance -- \$30,329.78

- b. Ending Balance -- \$30,711.11
- c. Surplus --\$6,812.93

### **OLD BUSINESS**

- **Sotello/Heard Cemetery Project:** Mark Lamm
  - a. A PowerPoint presentation for the Board meeting Nov 4
  - b. Please direct any questions about this project to Mark Lamm or Sterling Foster
- **SRP Grant Request:** Patty Gault
  - a. Funds were requested for the purchase of a laptop
  - b. Ileen Snoddy reported that there is about an 8–12-week grant review process by SRP
- **Subscriptions:** Patty Gault
  - a. AZ Gives – not much action and not worth the funds to renew
  - b. Alliance of Nonprofits -- \$85 per year
    - i. Discussion: not much value
    - ii. Lezlee Alexander stated PCA had had this subscription for 2 years and there has not proved to be many benefits for PCA
    - iii. Will not be renewed

### **COMMITTEE REPORTS**

- **Communications:** Patty Gault
  - a. One (1) email blast has been sent out
  - b. Website updated – thank you Lezlee Alexander
    - i. New online membership form created and active – thank you Lezlee Alexander
- **Membership:** Cindy Lee
  - a. 94 members
  - b. Renewals for 2022 are coming in
  - c. Lezlee Alexander will be assisting with membership drive
- **Memorial Markers:** Patty Gault
  - a. Cenotaph and Memorial Marker Committees will be combined
  - b. When additions/signage is proposed for the cemetery by external groups(s) the Memorial Marker Committee will review all requests
  - c. Once reviewed a recommendation will be submitted to the PCA Board for final approval
  - d. Propose that Sterling Foster be the Memorial Marker Committee Chair
  - e. Motion by Sterling Foster: Memorial Marker Committee will review all requests for additions/signage. Seconded by Donna Carr
  - f. Motion carried

### **NEW BUSINESS**

- **Financial Policy Review:** Patty Gault
  - a. Several corrections/updates were provided by Cindy Lee and Lezlee Alexander

- b. Discussion by page for any additional corrections/updates
- c. Motion by Cindy Lee to accept Financial Policy as corrected/updated. Seconded by Sterling Foster
- d. Motion carried
- **Events:** Cindy Lee
  - a. Membership Drive – December 4
    - Make/Take Ornaments -- outside
    - Light refreshments (cookies)
  - b. October 9 – DAR Volunteer Cleaning –8 am-12 noon
    - 33 signed up
  - c. October 23 – Open House
    - Marshall Shore bus tour
  - d. 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
      - i. PCA General Fund
- **Approved/Budgeted City of Phoenix Work:** Patty Gault
  - a. Smurthwaite House
    - Siding
    - Porch Ceiling
  - b. Cemetery
    - Vault Repair
- **Thank You luncheon for City of Phoenix Facilities Workers:** Patty Gault
  - a. A Thursday in November will be selected
  - b. Paid by Volunteers
- **Wrap-Up**
  - a. Reminder to submit volunteer hours to Denise Foster
  - b. Newsletter submissions by November 9 to Val Wilson

**Meeting Adjourned: 10:45 am**

Respectfully Submitted

Ileen Snoddy  
PCA Secretary