

PIONEERS' CEMETERY ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
SMURTHWAITE HOUSE
September 6, 2018
DRAFT

PCA Board Members present:

Vivia Strang, President	Andrea Binder, Historian
Mark Lamm, Vice President	Lezlee Alexander
Judy Smith, Secretary	Donna Carr
Debe Branning, Treasurer	Jason O'Neil

PCA Advisory Board Members present:

Cindy Lee

PCA Members present:

Kim Kasper, Patty Gault

Discussion/Action

- 1. Call to order.** President Vivia Strang called the meeting to order at 9:30 a.m.
- 2. Approval of Minutes.** Lezlee Alexander moved, Mark Lamm seconded, that the minutes of the May 3, 2018 Board of Director's meeting be approved. Motion carried.
- 3. Treasurer's Report.** Debe Branning reported the checking account balance as of September 1, 2018 is \$25,142.40.

4. OLD BUSINESS

a. Grave Marker Preservation Project update – Cindy Lee, Chair

Ongoing preservation has completed 6 stones in Porter, will start 5 stones in Loosley and continue in a grid to the south, repair Teel stone in Rosedale and set in position. Stones in the "Swamp" will be assessed; some may need to be raised off ground to keep them out of the mud and water. Work will begin again in October, first meeting is mandatory training. Need to order new products. Board must have budget for seminar with Joe Ferrannini that is in planning stages. Joe has agreed to \$700 a day. GMMP wants to invite Jason Church also, does not know how much he would charge. Board has asked for more information; how many days, exact date, where to hold seminar: Harmon Library last venue, if food \$25 plus \$10 per hour, how many will be attending. How much will attendees pay, \$75 - \$85? How will PCA support them after seminar? More discussion needed about support. PCA insurance needs to be researched as to who is covered in relation to our participation offsite to help with other cemeteries.

Doll Painting – Debe Branning

Fund raising event and tickets are still available. Need dessert snacks brought by Saturday, September 15 and 30 chairs and 5 tables brought in to Smurthwaite House.

b. Living History Research Team – Donna Carr

There are 29 one-page biographies now available in the binder in the Library. The full-length biographies are in the PCA file and available to PCA members and paying researchers.

c. PCA Membership Team update – Lezlee Alexander Chair

Membership for 2018 so far is 100 a 95% retention rate. One new member at half off rate at Memorial Day. New Member and Renewal drives initiated last Fall were so successful that we will try them again

with a twist.... New Members joining In the Fall will enjoy the rest of 2018 for free. Members renewing before December 31 will be entered in the \$25 prize drawing and Members referring a new membership will entered in the drawing as well. Both prizes donated by the Alexander family. Memberships for 2019 are now being accepted. Efforts are in process to add the option of purchasing memberships through our on line store, including the Square convenience fee. The Member Appreciation Ice Cream Social was well attended with approximately 30 over the course of the event. Many thanks to Denise Foster and Mark Lamm for their assistance on the Planning Committee. Big thanks to the Negri's for their donation of ice cream, Lamms and Fosters for Bingo prize donations, Marshall Shore for his time and supplies in hosting the Bingo games, all members who donated food for the social and our PCA authors for attending their introductory book signing event.

d. Communications/Facebook update – Lezlee Alexander, Debe Branning

One email blast posted to members in June, July and two in August. MailChimp list has grown by 3 since May, currently 85 in the group and “friend” total is 179. Website updates have occurred throughout the summer. A Central City South news deadline is approaching and an article will be created focusing on our Fall events. A retractable banner was created and purchased from Vista Prints for PCA events as an eye-catching display. Calendar event sites are being contacted to create PCA account to be able to post our open house events in multiple locations. Facebook events continue to get great response. May wish to consider creating an Instagram account to reach a new audience interested in historic preservation.

e. Gift Shop Update – Lezlee Alexander

Square August sales were 9 books and 1 t-shirt, July sales were 1 book, June sales were 0 and the May Square sales were 1 book (not PCA), 2 t-shirts and 2 tote bags.

f. Facilities Team update, Mark Lamm

Ester Avila was agreeable to the 12 points presented by PCA; unfortunately not all points have been addressed. The City employee assigned to maintain trees and grounds of PMMP has been reassigned and no maintenance work has been done to the cemeteries or around Smurthwaite House. Because of this lack of COP staffing, water was left running in the south cemeteries for several days causing the sinking of several graves causing a hazard to the PCA volunteers and visitors. Mark Lamm and Vivia Strang will meet with Ester again to give her an update. Mike Thomas has completed the filling of cracks in the ceiling and walls upstairs. The City has agreed to pay for paint and have City painters do the work. When completed, the downstairs work can begin. Mark gave an update on CASS. Work still needs to be done to rectify the situation of CASS not containing the water from their parking lot that is damaging the “Swamp” area of PMMP. Next step would be to file a complaint with the City of Phoenix. The remaining 2 alarm codes have been assigned!

g. Cementerio Lindo project update, Mark Lamm

No progress. The brick donation that Mark received was lost due to the delay in progress. Now, the City will have to pay for the brick pavers. As of two weeks ago, nothing has been done. It is estimated to be a 2-day project at most.

h. Cementerio Soltelo/Heard update – Mark Lamm

Mark feels this project is a go. It has received much public support from the Arizona Republic and the Heard family.

i. ASU and Boy Scouts Projects/tentative dates – Andrea Binder

Evan Binder has spoken with the current Scout and he will begin work in October. The previous Scout has requested a letter of “donation”. A PCA form letter will be sent to him. ASU will be at PMMP on October 15.

j. P&MMP Events – Open House, tours, visitors

September 15 - Doll painting, October 22 – PCA Open House, October 27 – Booking Signing, 6pm to 8pm, November 10- Lezlee Alexander Honoring Viet Nam Vets with certificates and lapel pins, December 8 – PCA Holiday Party, December 15 – Wreaths Across America at National Veterans Cemetery in Cave Creek, AZ, January 26 Make Victorian Valentine, February date and event TBA, March event and date TBA April 27 make Victorian brooch for Mother’s Day, cost \$10. May - Memorial Day Celebration.

k. Other

5. NEW BUSINESS

a. New PMMP Walking Tour –Vivia Strang

Vivia has created a new tri fold walking tour of PMMP. Each Cemetery will have its own tour guide in this brochure. This tour is based on the PCA book. Lezlee Alexander has quotes to have this printed. We would like to have these brochures in other facilities such as Rosson House.

b. Executive Session – Vivia Strang

Meeting was held on August 27 to discuss upcoming events and plans.

c. Bylaws revision – Vivia Strang

The bylaws with discussed changes will be posted at the October meeting. The Annual meeting in November is for voting for the bylaw revisions and election of 2019 PCA Board.

d. PCA Nominating Committee – Vivia Strang

Lezlee Alexander – Chair, Mark Lamm and Judy smith, members of the committee. They will nominate and contact members in good standing to serve on the 2019 PCA Board of Directors and act as Advisory Board members.

e. Grant Writing – Cindy Lee question

Val Wilson and Vivia Strang have written grants in the past. Lezlee Alexander will be attending a grant-writing seminar and will share information.

f. Burial Book – Lezlee Alexander

Collaboration with Donna, Patty, Lezlee and Vivia for information on the completion of the PCA Burial Book. Patty has introduction ready and is working on “S” section of burials. She says book will be completed in a month. Costs and spreadsheet available upon request. More discussion upon completion of book.

6. PCA Board of Directors Meeting is held at 9:30 a.m. on the first Thursday of the month, September to May. Next Board meeting is October 4, 2018.

7. PCA/City of Phoenix Parks and Recreation Maintenance meetings (year round) the second Thursday of the month at 9:30 a.m. Next meeting is October 11, 2018

8. Master Calendar – Open House 4th Saturday of the month September through May from 10 to 2.

9. Other – Donna Carr

Donna will bring costs of research sites to the October Board Meeting. These sites help in the ongoing research done by the PCA and will not be available to the public

10. Arizona Trivia

Meeting adjourned at 11:47 a.m.

Respectfully submitted,

Judy Smith
Secretary