

**PCA BOARD OF DIRECTORS MEETING AGENDA**  
**September 5, 2019 – 9:30 a.m.**

*Notice is hereby given to members of the Pioneers' Cemetery Association (PCA) Board Members and the general public that the PCA Board of Directors will meet Thursday, September 5, 2019 beginning at 9:30 a.m. at the Smurthwaite House - 1317 W. Jefferson Street - Phoenix AZ. The meeting will follow the agenda items detailed below. The Board of Directors may request reports on, discuss, and may take action on the following matters:*

- 1. CALL TO ORDER**
- 2. APPROVAL OF MAY 2, 2019 BOARD OF DIRECTOR'S MEETING MINUTES**
  - a. PCA Meeting Minute Standard Operating Procedure (SOP)**
- 3. TREASURER'S REPORT**
- 4. PRESIDENT'S REPORT**
  - a. Meetings and events**
  - b. MASTER CALENDAR – Open House, Board of Director's Meetings, COP/Facilities meetings, etc.**
  - c. Executive Meeting of Board Officers – Strategic Plan and Standard Operating Procedures (SOP)**
- 5. OLD BUSINESS – action/updates on items previously approved or discussed by the Board.**
  - a. Grave Marker Preservation Project update – Cindy Lee, Chair**
    - GMPP update
    - Grants to fund project – project information, Grant sources
    - Go Fund Me - information
  - b. Living History Research Committee update – Donna Carr, Chair**
  - c. PCA Membership Committee update – Lezlee Alexander, Chair**
  - d. Web/Facebook update – Lezlee Alexander & Debe Branning**
  - e. Gift Shop update – Lezlee Alexander**
  - f. IT Committee update – Lezlee Alexander - Back Blaze**
  - g. Facilities update – Mark Lamm**
  - h. ASU and Boy Scouts Projects/tentative dates – update**
  - i. Antique Acquisitions and Donations – Judy Smith, Chair**
  - j. Sotelo-Heard – Mark Lamm - update – District 8 election on May 22, 2019**
  - k. The R.I.P. Report – due date for next issue**
  - l. P&MMP Events – Open House, tours, visitors**
- 6. NEW BUSINESS – ACTION ITEMS**
  - a. Fund Raising Bricks for P&MMP and Cementerio Lindo cemeteries**
  - b. Discussion on retaining hard copies in Research Library**
  - c. PCA Yard Sale**
  - d. Future Agenda items – Agenda items requiring Board action should be provided to the President for consideration prior to the BOD meeting.**
- 7. PCA BOARD OF DIRECTOR'S MEETINGS – monthly meetings January–May and September-December are held the first Thursday of the month at 9:30 a.m. in the Smurthwaite House.**

**NEXT BOARD MEETING – October 3, 2019**
- 8. PCA/City of Phoenix Parks and Recreation Maintenance meetings (year round) held second Thursdays of the month at 9:30 a.m. in the Smurthwaite House.**

**NEXT PCA/COP MEETING – September 12, 2019**
- 9. CALL TO PUBLIC – The Board will hear consideration and discussion of relevant comments on agenda items from the public. Each presentation will be limited in time and action taken as a result of public comment will be limited to re-scheduling the matter for further consideration at a later time.**
- 10. ARIZONA TRIVIA**
- 11. ADJOURNMENT**