

**PCA Board Members Present:**

Vivia Strang, President	Kim Kasper, <b>Historian</b>	Marshall Shore
Mark Lamm, V.P.	Debe Branning	Judy Smith
Sterling Foster, V.P.	Donna Carr	Lance Gray, Advisory Board
Denise Foster, Secretary	Jason O'Neil	Diane Sumrall, Advisory Board

**PCA Board Members Absent:**

Val Wilson, Treasurer

**PCA Members Present:**

Lezlee Alexander	Patty Gault	Sue Wilcox
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**Discussion/Action:**

1. **Call to Order.** Vivia Strang called the meeting to order at 9:33 a.m.
2. **Approval of Minutes.** Minutes of the January 5<sup>th</sup>, 2017 Board of Directors' meeting were approved (as presented). Judy Smith motioned and Debe Branning seconded. Motion approved unanimously.
3. **Treasurer's Report.** Patty had copies available for members to read the treasurer's report. There were two papers; one was the amended report from 2016 and the other was the Year to Date for 2017. The checking account balance is \$43,880.54.

**4. NEW BUSINESS**

**a. PCA Book Committee.** Mark Lamm said that History Press has accepted the contract and PCA is ready to sign it. The PCA will be listed as co-author. Images and text will be due about mid-December 2017. Publication will be about mid-July 2018 per our contract. PCA's only possible financial responsibility will be to pay for some images. The down payment of 10% is in the process of being made. The rest of the money is private money; donations to pay for the book and to cover some images. Frank Barrios is working very hard to get the images done for free. There might be some costs if we have to go into libraries and/or museums to acquire images. We have identified about 47 people so far for the book. The book committee meets twice a month upstairs; the second Thursday and the fourth Saturday at 11:30 a.m

**b. Memorial Marker Procedure.** Denise Foster, who is the Chairman of the Memorial Marker committee, and Vivia Strang will put together a packet on procedures for ordering a marker for the cemeteries and will present it to the board at a later date. This was brought up because a marker was purchased by the Arizona Rangers for Wayne Davis. Sterling Foster was contacted by Tom Williams, the commander of the Arizona Rangers, saying the Rangers were providing markers for all Arizona Rangers who they know where their exact burial location is. The problem is the proper form was not filled out and there was no picture or diagram as to what the marker the Rangers were purchasing would look like and any additions to the cemetery have to be approved by the Committee and brought to the Board for final approval. The Arizona Rangers are planning a memorial ceremony to install the marker for Friday, March 17<sup>th</sup>, 2017 at 4 p.m. Anyone is welcome to come. Sterling Foster moved to accept the new marker as an addition to the cemetery and Donna Carr seconded. Motion approved unanimously.

**c. Boot Camp Update.** Vivia distributed summaries on the Association and Board Members weaknesses and challenges that the Board of Directors discussed at the Boot Camp Training on January 21<sup>st</sup>, 2017, with Dr. Beverly A. Browning, Director of Grant Writing Training Foundation An Arizona Nonprofit Corporation. This is just some information and side notes that we are working on such as a volunteer coordinator and updating the web page. Our communication needs to be improved.

The PCA's Mission Statement was discussed, because it is a goal from the Board of Directors' Boot Camp. Vivia went around the room and each member was asked "what do we", "how do we do it", and "why do we do it". Comments were recorded on a flip chart and will be used to develop the new mission statement.

**d. PCA Open Houses.** PCA holds an open house every 4<sup>th</sup> Saturday of the month, September through May. Debe Branning, Cindy Lee and Vivia Strang have developed an event themed open house calendar. The Victorian Valentine themed January open house raised \$126. February 25<sup>th</sup> will be "Blarney stones" featuring an Irish wake and a look at Irish grave markers. March is "Wild, Wild West" Day. April is "Bee-tiful Flowers" and visitors will receive a packet of seeds to plant. May is Memorial Day. (Vivia will chair a committee of those who want to work on the Memorial Day program). July is the members Ice Cream Social. September is the 2<sup>nd</sup> annual Victorian Doll painting fundraiser. An Oktoberfest is planned for October. November will be Jacob Waltz Day. December will be our annual membership drive and holiday party for PCA members.

## 5. OLD BUSINESS

**a. Grave Marker Phase II.** Debe said the conservator, Joseph Ferrannini, arrived last night. He will be at the cemetery today and Friday to look over the grounds. His class on Saturday, February 4<sup>th</sup>, will be a workshop from 9 a.m. till 4 p.m. Sunday, the 5<sup>th</sup>, through Sunday, the 12<sup>th</sup>, will be spent outside every day from 9 a.m. till 4 p.m. Lance asked if his guys were confirmed to come and Mark said yes.

Patty stated the budget for this project should be discussed and approved by the Board. Vivia said in either March or May of 2016 the Board was told about the budget amount of \$10,600 earmarked for preservation. The Board was also advised of whom the committee had selected as the conservator and the Board approved it. What we do not have is approval from the Board to put forward the \$10,500 and to go over that amount. The Board talked about it last month and approved an additional \$3,000 for the extra stuff. We will keep it at \$10,500 and use the \$3,000 for the extra stuff such as food and water that is being put forward and extra tools that members purchased. Specifically, the Board needs to approve that it comes out of the general fund. We are depleting the Marker Preservation fund and all the additional monies will now come out of the general fund. This now needs to be put out here and communicated. We need \$10,500 for the conservator, leaving about \$300 in the restoration fund. The \$2,000, give or take pennies, would need to come out of the general fund after the preservation fund is depleted. Patty said the Board should approve the \$2,000 to come out of the general fund. Mark then said just the overage and Patty agreed. Mark said it already had been set for \$3,000 and it looks like we are going to use \$2,000. Until we get the food, we don't know how much it will be.

Mark said it was good to have the minutes in case we ever needed to refer to it. Vivia said what we are trying to do is make sure Val has documentation. It is part of our 501.c3 that we have to abide by and it has to be in the minutes. Diane Sumrall moved that the board approve up to \$2,000 in expenses out of the general fund above what is in the restoration fund. Mark Lamm seconded. Motion approved unanimously.

Diane asked to make sure Denise was happy before going on. Mark said it's just an overage. Denise then says the overage comes out of the general fund and the approval is for up to \$2,000 in expenses. Patty says that if it is more than \$2,000, it will need to come back to the Board and discuss it again.

**b. Dining Among the Dead.** Vivia asked Patty for the final number for the Dining Among the Dead. Mark and Patty said we did it last month. Mark said it was about \$4,800. Judy says it was \$4,839.40 but it never got into the minutes.

**c. PCA Car Show – Cancelled**

**d. Storage Room Update –** We now have the two storage shelves in the storage room. We removed some chairs and gave them back to the city and they salvaged them out for us. Our new chairs are on order and will be here next week. Patty said the Board needs to approve \$2,289 for the purchase of the chairs. Denise said it was in the January minutes and was for \$2,298.29 for 100 chairs.

Marshall Shore moved \$2,298.29 to be approved for the purchase of the chairs and Diane seconded. Motion approved unanimously.

**e. ASU Students.** We have a professor and a group of students coming on Friday, February 17<sup>th</sup>. We have Dr. Stewart and her group of students coming in March.

**f. Boy Scout Project.** We have an Eagle Scout coming on Saturday, March 4<sup>th</sup>, to do a rock project.

**g. Cementerio Lindo Cenotaph Project.** Mark said he was working with Denise and Donna on the cenotaph project. The city got a beautiful rock with a flat face where we will install a plaque stating it is a cenotaph. We have the approval of the committee for the wording on this plaque. The plaque for the cenotaph will match the existing plaque at Cementerio Lindo. It will be less than \$230 and made of aluminum. The committee needs to look at other plaques that will be for the names of the individuals, probably also made of aluminum, and about 3x6 in size. It will have the name, date of birth and date of death. These plaques will be put in a wall. We need to determine what type of wall is needed and we may need the city to help us build it. The wall will be for families to purchase a 3x6 plaque. We will be working with the Eastern Foundry, who make most of the plaques for the city.

**h. Smurthwaite House Annual Inspection Update.** Mark Lamm requested that PCA form a committee. David Stanton provided the PCA with his report. David said our windows and a little structural problem outside should be our 2 highest priorities. PCA should look at the whole house and decide what we want to prioritize. The city has great resources and will help us wherever they can.

**i. Kitchen Floor Update.** Mark and Judy have had no time to shop for flooring. Mark welcomed anyone interested in helping with that.

## 6. MASTER CALENDAR

**a. PCA Board of Directors' Date.** Next board meeting March 2<sup>nd</sup>, 2017

**b. PCA/City of Phoenix Monthly Maintenance Meeting dates.** March 9<sup>th</sup>, 2017

The February City meeting was cancelled due to Gravestone Preservation workweek.

**c. Upcoming events –** Marshall Shore's bus tour on February 18<sup>th</sup> at 1 p.m.

Qing Ming will be Tuesday, April 4<sup>th</sup>. Mark will talk to Jim Tang to see if the Chinese community is planning to come to the cemetery and if general public is welcome to witness the ceremony. He will check the date and other information.

**Meeting adjourned at 10:37 a.m.**

Respectfully submitted, Denise Foster, Secretary