

**PIONEERS' CEMETERY ASSOCIATION
BOARD of DIRECTORS' MEETING MINUTES
SMURTHWAITE HOUSE**

JANUARY 5th, 2017

FINAL

Minutes Approved Unanimously at the Feb. 2nd, 2017 Board of Directors' Meeting

PCA Board Members Present:

Vivia Strang, President O'Neil	Kim Kasper, Historian	Jason
Mark Lamm, V.P.	Val Wilson, Treasurer	Judy Smith
Sterling Foster, V.P. Advisory Board	Debe Branning	Diane Sumrall,
Denise Foster, Secretary	Donna Carr	

PCA Board Members Absent:

Marshall Shore

PCA Members Present:

Patty Gault

Derek Horn

Discussion/Action:

- 1. Call to order.** Vivia Strang called the meeting to order at 9:04 a.m.
- 2. Approval of Minutes.** Minutes of the January 5th, 2017 Board of Director's meeting were approved (as presented or with changes). Sterling Foster motioned and Judy Smith seconded. The minutes were approved unanimously.
- 3. Treasurer's Report.** The report shows a Checking Account Balance of \$44,682.38. The treasurer's report was accepted as presented but an amendment is needed next time for Gravestone Preservation. Diane Sumrall motioned and Mark Lamm seconded. Motion was passed unanimously.

FINAL

4. OLD BUSINESS

a. Dining Among the Dead Final Results --- Patty and Val have completed the audit. All receipts balanced with the checking account. Patty read the audit report. All members will receive a copy of the treasurer's report from here on in. Diane motioned and Mark seconded. Motion was passed unanimously. Val and Vivia recommended training for financial procedures and policies.

b. Grave Marker Phase II/Conservators Update --- PCA received insurance document, references and Joseph Ferrannini's time frames that he is available. We chose his first choice of February 4th through February 11th. These will be work days. Sterling moved board approve the time frame and Diane seconded. Board approved unanimously. Meeting was scheduled for 1/19/17 to discuss Joseph Ferrannini's upcoming workshop and what supplies, tools, etc. are still needed. \$3,000 expenditure was mentioned. Mark motioned and Judy seconded.

c. PCA Book Editor's Agreement/History Press Proposal --- Derek Horn sent book proposal to the publisher and got an agreement back. There was nothing in this agreement that alarmed Derek but he said we need another agreement made up soon. It evolved from Derek as author to PCA as authors. All co-authors names will be on front cover of book. Once entered into an agreement there will be a time frame that must be followed. To publish the book before May 2018, all articles need to be submitted by October 27, 2017 and the images by November 27, 2017. All royalties to go to the PCA. We will own the copyright. The publisher wants book to have original articles but with one voice. Derek will edit but must cite references. Material on our website can be used but must be rewritten first. The publisher will have final say on size, font, paper and title. Derek feels the book committee are very organized. The PCA should be involved in the costs. Next book committee meeting to be held January 12th. They will discuss in depth more of what was mentioned at this meeting.

d. PMMP Storage Room Update – research on chairs, storage units, etc. --- Jason, Mark and Sterling went through our chair supply and removed chairs that were no longer functional. They had the city pick them up. Mark found new resin chairs on an internet site that cost \$19.75 each. \$2,298.29 for 100. If shipped, there would be no tax. Patty volunteered to check Amazon Prime to see if they have them and if it would be any cheaper. A metal storage unit had been put up in the shed at the end of 2016 and there is room for another. Jason, Mark and Sterling plan to purchase one ASAP.

e. Bisbee Trip Update --- Contact Vivia Strang

f. ASU and Boy Scout Projects/Tentative dates --- Dr. Stewart requested a longer time period for her classes to be at the cemeteries. She would like us to extend the hours until 4:30 p.m. for her 4 classes. There is another ASU professor that would like to bring her class (es) to the cemeteries in February. Sterling has met with one Eagle Scout who is looking to do a project in early February.

g. Masonic Temple Field Trip --- Cancelled

h. Cementerio Lindo Cenotaph Project --- A draft of info for plaque to place on a rock has been discussed. Donna suggested we should consider building a small wall to place individual plaques. The committee needs to meet ASAP.

5. NEW BUSINESS

a. Smurthwaite House Annual Inspection Proposal --- A committee needs to be formed to discuss with the PCA and the City of Phoenix as to the importance of such an inspection. Discussion will include who will pay for what. David Stanton put in an inspection proposal after doing a free assessment and gave us a partial list of needs.

b. Smurthwaite House kitchen floor replacement research --- Judy and Mark are looking for new flooring.

c. PCA Board Officers/Board of Directors/Transition/Boot Camp --- Dr. Bev Browning will be directing this seminar on Saturday, January 21st, 2017, from 9:30 a.m. - 2:30 p.m. It will focus on **SWOT – Strength, Weakness, Opportunity, and Threats**. Twelve members of the PCA Board of Directors will attend. Cost is \$1,200.00 Judy motioned and Debe seconded. It was passed unanimously.

d. PCA Car Show --- Saturday, March 25th, 2017 --- Val and Kathy Laurier have been looking into various car clubs participating. Tammy Parker has been assisting with information needed such as who to talk to re: parking, etc. Should it be a fundraiser, can we charge admission and should there be food trucks are just a few of the questions we have. Val will continue to check into all requirements.

e. Ideas for field trips/lectures --- None at this time.

6. MASTER CALENDAR

a. PCA Open House Dates --- Our first Open House of 2017 will be January 28th from 10:00 a.m. – 2:00 p.m. There will be a fundraiser held for Gravestone Preservation during the open house. It will be a make a Victorian Valentine(s) with Debe and Cindy supplying the materials. \$3 for one and \$5 for two. There will also be a scavenger hunt for those that would like to participate. Refreshments will be served.

b. PCA Board Of Directors' Dates --- Next board meeting February 2nd, 2017

c. PCA/City of Phoenix Monthly Maintenance Meeting dates --- February 9th, 2017

d. PCA 2017 Newsletter Deadline Dates --- February 17th for the March newsletter

e. Upcoming events --- Marshall Shore has a tour scheduled for Saturday, February 18th. It might be two tours - 1 p.m. and possibly 3 p.m. Cost is \$5 a person. He needs volunteers to open the gates and maps and other handouts the PCA would like to provide. Judy mentioned the Confederate Memorial Day is April 26th. The UDC holds a tea at PMMP. No date set yet.

Meeting adjourned at 11:20 a.m.

Respectfully submitted,

Denise Foster
Secretary