

**Pioneers' Cemetery Association**  
**Board of Directors' Meeting Minutes, March 2, 2017 FINAL**

**PCA Board Members Present:**

Vivia Strang, President	Debe Branning	Judy Smith
Mark Lamm, V.P.	Donna Carr	Cindy Lee, Advisory Board
Sterling Foster, V.P.	Jason O'Neil	Diane Sumrall, Advisory Board
Denise Foster, Secretary	Marshall Shore	

**PCA Board Members Absent:**

Val Wilson, Treasurer	Kim Kasper, Historian
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**PCA Members Present:**

Lezlee Alexander    Andrea Binder    Dava Eastwood    Patty Gault

**Discussion/Action:**

1. **Call to Order.** Vivia Strang called the meeting to order at 9:34 a.m.
2. **Approval of Minutes.** Minutes of the February 2nd, 2017 Board of Directors' meeting were approved (as presented). Debe Branning motioned and Sterling Foster seconded. Motion approved unanimously.
3. **Treasurer's Report.** Copies of report available to read. There had been confusion about the previous dollar amount approved by the Board over the \$10,500. The motion for \$3,000 was not clear and concise due to how motion was presented. The Board was not clear that some of that money was coming out of the general fund. We had \$10,800 left in the preservation fund. \$10,500 was for Joe Ferrannini. We knew there would be an overage needed so we made a motion in January 2017 for \$3,000, just for that. Excess would go to extra expenses.

In February, came back to the Board, who did not necessarily understand that the money was to come out of the general fund. At that time, the board presented a \$2,000 motion. We have two motions, one for the \$3,000 and another for the \$2,000. It is now apparent the overage will be closer to the \$3,000. The February minutes reflected that the motion to pay Joe Ferrannini \$10,500 was never made or approved. Val says we are \$78 over the approved \$2,000, not counting receipts still out. Cindy presented 2 receipts; \$173.57 and \$299.64, totaling \$473.21. The \$3,000 was never cancelled but the amount was changed. The whole misunderstanding stemmed from the breakdown of how Joe was being paid \$10,500. He chose to take \$6,500 for himself and donated \$4,000 for materials, tools, etc. back to PCA. The \$2,000 was to go towards food and water. Once the preservation fund was depleted and anything up to \$2,000, which we went over by \$78 plus Cindy's receipt of \$473.21, would come out of the general fund.

Two motions needed: **First motion.** Patty motioned to pay Joe \$10,500, which was previously approved, out of the preservation fund. Debe Branning moved to approve we pay Joe out of the preservation fund. Diane seconded. Motion unanimously approved.

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**Second motion.** Patty motioned that the additional funds needed to pay off the overage, up to \$552, be paid out of the general fund. Sterling Foster moved to approve the money be paid out of the general fund. Diane Sumrall seconded. Motion unanimously approved.

Total of \$13,051.

Checking account balance is \$29,998.56 YTD February 2017

#### **4. NEW BUSINESS**

**a. Non Profit Boot Camp Goals.** Vivia Strang revised the Mission Statement with input from February's meeting. This is an umbrella statement. At Boot Camp, it was suggested the Smurthwaite House was referenced in our mission statement. The Smurthwaite House is listed as a building on the National Register. The mission value definitions are straight out of Webster's Dictionary. It was decided to add the word "**Arizona**" before historic cemeteries in the body of the statement. Sterling moved to approve the new edited mission statement. Marshall seconded. Motion unanimously approved.

The city is coming down hard on other non-profits. We need to have an educated understanding of what the city may or may not do. We should read the operating agreement before deciding to put PCA money into the Smurthwaite House in structural issues, such as windows. The city might make us start paying for things that we don't. We need to look into reporting on our 501/c3 status with the state.

**Goal two** - Organizational Structure to come in April.

**b. Memorial Day Committee Update.** Meeting held on February 23<sup>rd</sup>. Last year we had a \$500 budget. Proposed \$500 be allocated for Memorial Day. Sterling moved up to \$500 be used from the general fund. Any monies not spent will go back into the fund. Debe seconded. Motion unanimously approved.

**c. Grave marker Phase II & III.** Update on work in Phase II. We had 27 volunteers and repaired 42 stones. Diane recorded all techniques for reference on future repairs. Sterling was asked to write a safety manual. Must finish some markers we already worked on. Porter Cemetery has 23 stones needing attention. Marshall Shore moved the board be aware of the intention to work on those 23 stones with no time frame. Debe seconded. Motion unanimously approved.

Dream Budget -- Must inventory the tools we have before purchasing more. Chisels, hammers, drills & bits are a must. No one purchases anything for reimbursement. It must go through the committee. Marshall moved up to \$2,000 be approved for tools and supplies needed for preservation. Diane seconded. Motion unanimously approved.

#### **5. OLD BUSINESS**

**a. PCA Open House.** February 25<sup>th</sup>. "Blarney Stones" theme. An Irish wake was set up in the living room of the Smurthwaite House. Irish soda bread was served as refreshments. Khaos Funeral Cars displayed 4 hearses on the Avenue of Flags.

**b. Storage Room Update** – Rearranged to make more room. Plan to label where everything goes.

**c. ASU** – Dr. Stewart's classes will be here March 16<sup>th</sup> from 10 a.m. to 4:15 p.m.

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**d. ADOT** – We are expecting a group of 33 people from ADOT for a tour of the Smurthwaite House and cemeteries on March 16th. Possibly might be eating lunch on the grounds.

**e. Boy Scout Projects.** Rock to arrive today, March 2<sup>nd</sup>, for project in Mason Cemetery. Another project scheduled on March 11<sup>th</sup> and one on April 8<sup>th</sup>.

**f. Cementerio Lindo.** The area where the memorial garden will be has been identified with a rock. The plaque for the rock is being made. Next step is to decide paver size and plaque for names to be on.

**g. Smurthwaite House Annual Inspection** –Committee has a list of all the repairs needed. They will meet with the city to discuss issues and funding.

**h. PCA Book Committee.** Meet twice a month. All the pioneers are identified. Contracts have been signed. Looking at photographs to include in book.

## **6. MASTER CALENDAR**

**a. Upcoming Events.** March 16<sup>th</sup>, ASU students here all day and a tour for ADOT for 33 people  
Open House, March 25<sup>th</sup>. “Wild, Wild West” theme.

March 30<sup>th</sup>, Budget/Financial and Event Training, everyone welcome

April 1<sup>st</sup>, PCA was invited to tour the Confederate Library in Florence plus a tour of the Adamsville Cemetery. Lunch at Mt. Anthos and a tour of Florence.

**b. Other.** 7 PCA T-shirts are left from our order from last year. We purchased 50 shirts from Screamin' Screen Print for \$476.76. Our price was about \$9.60 each. No set up fee since we are in system. Will add Phoenix, AZ to the logo. To add the city there might be a small fee. Approximately \$500 for reorder. We should reorder now to have in time for Memorial Day sales. Small - XL sold for \$15 and \$18 for XXL. Denise moved to reorder the shirts in the same style but with Phoenix AZ added and Marshall seconded. Motion unanimously approved.

**c. PCA Board of Directors' Date.** Next board meeting April 6th, 2017

**d. PCA/City of Phoenix Monthly Maintenance Meeting Date.** March 9th, 2017

2 DAR groups to meet with the city at this meeting re: a proposal on a beautification project they are interested in doing. The groups are working on getting everything needed donated so there would be no cost to the PCA or the city.

**Meeting adjourned at 11:18 a.m.**

Respectfully submitted,

Denise Foster, Secretary