

CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING
Meeting Minutes of September 14, 2015 8:30 a.m.
Coral Gables Merrick House
907 Coral Way, Coral Gables, Florida 33134

*Historical Resources &
 Cultural Arts*

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MEMBERS	S	O	N	D	J	F	M	A	M	J	J	A	S	APPOINTED BY:
	14	14	14	14	15	15	15	15	15	15	15	15	15	
Amy Kutell^	P	E	E	P	P	P	P	P	P	P	-	-	P	Mayor Jim Cason
Barbara Reese ^													- A	Commissioner Jeannett Slesnick
Daisy Baez	E	P	P	P	P	E	P	P	P	P	-	-	P	Commissioner Pat Keon
Ana Lam	P	P	P	P	P	P	P	P	P	P	-	-	P	Commissioner Vince Lago
Laura Yusko	P	P	E	P	P	E	E	E	P	E	-	-	P	Vice-Mayor Frank C. Quesada
Joanne Meagher	P	P	P	P	P	P	P	P	P	E	-	-	P	Board Appointee
Susan Rodriguez	P	P	P	P	P	P	P	E	P	P	-	-	P	City Manager

STAFF IN ATTENDANCE:

Kara Kautz, Assistant Historic Preservation Officer
 Yesenia Diaz, Administrative Assistant

A = Absent E = Excused
 P = Present *=Special Meeting
 - = No Meeting ^ = New Member
 + = Resigned Member

MEETING RECORD / MINUTES PREPARATION: Yesenia Diaz, Administrative Assistant, Historical Resources and Cultural Arts Department

Chair Yusko called the meeting to order at 8:42 a.m. and stated attendance for the record.

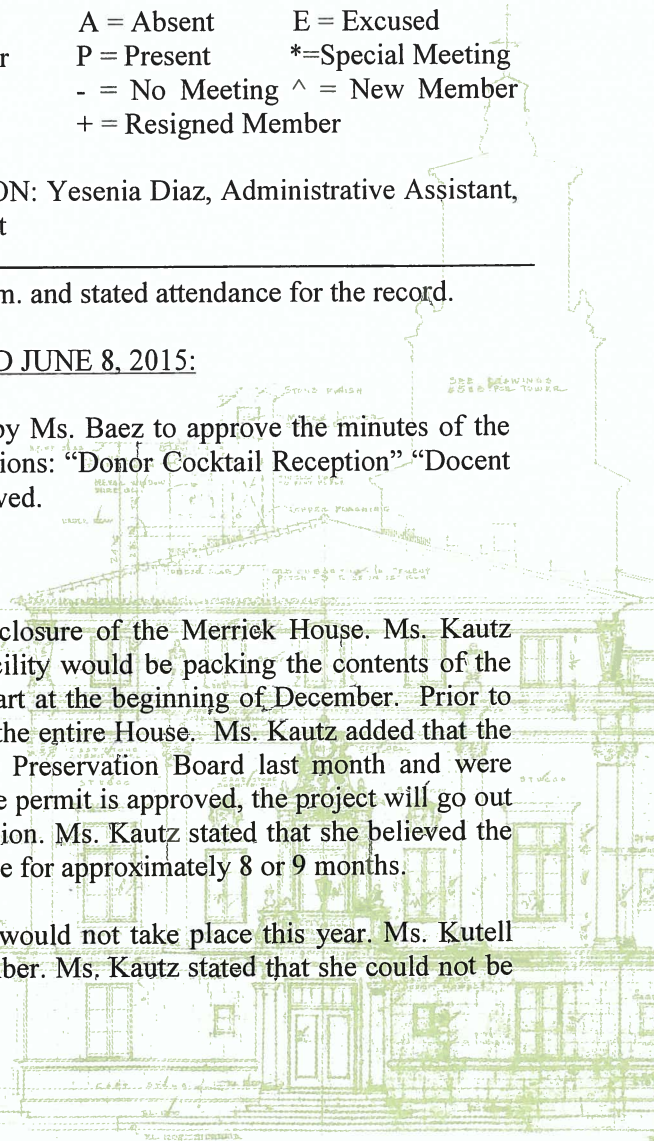
APPROVAL OF MINUTES OF MEETING HELD JUNE 8, 2015:

A motion was made by Ms. Lam and seconded by Ms. Baez to approve the minutes of the June 11, 2015 with the following spelling corrections: “Donor Cocktail Reception” “Docent Recognition” The motion was unanimously approved.

COMMITTEE REPORTS: None.

House Discussion: Ms. Yusko asked about the closure of the Merrick House. Ms. Kautz informed that a specialty moving and storage facility would be packing the contents of the house and moving them into storage. It would start at the beginning of December. Prior to that date an inventory would have to be taken of the entire House. Ms. Kautz added that the restoration plans were presented to the Historic Preservation Board last month and were approved and are currently in permitting. Once the permit is approved, the project will go out to bid and then be awarded by the City Commission. Ms. Kautz stated that she believed the work was going to start on January 1st and continue for approximately 8 or 9 months.

Ms. Yusko stated that the Holiday Open House would not take place this year. Ms. Kutell suggested having it during the late part of November. Ms. Kautz stated that she could not be sure the state of the House during that month.



Ms. Kautz informed that the Garden Club will not be providing holiday decorations this year as the house will not be open for tours. Ms. Meagher asked if the Board could provide any assistance with the move. Ms. Kautz responded that if the Board wanted to help they would be more than welcome to do so. She continued explaining how accession cards were used when the House was first acquired that provided details about each item in the house. The plan is to digitize those cards and create a catalogue of everything that is in the House so items could be tracked once they were moved and then brought back. Ms. Kautz suggested that instead of having a meeting, Board members could meet to help catalogue items.

Ms. Rodriguez asked for a status update on the Girls Scout project. Ms. Kautz informed that she had spoken with Ms. Spain but were not aware of any further progress. Ms. Kautz explained that the project involved having laminated cards in each room giving a description of objects of interest contained within. Ms. Kautz will follow up with the Girl Scout.

Ms. Yusko inquired in regards to the State of Florida matching funds for renovations to the House. Ms. Kautz informed that the funds were received but was unsure of the exact total since the grant was written by Emily Ahouse, but would provide that information at the next meeting.

Ms. Kautz informed the Board that the Historic Preservationist position was filled and the new hire, ElizaBeth Guin, would start in one week.

Ms. Rodriguez asked if during the process of moving the objects, if plaques could be looked into stating the artist for the various paintings in the House. Ms. Kautz responded that if the Board wanted to discuss it and determine how to proceed they could use the docent handbook as a guide.

The Gala: Ms. Baez distributed a draft for a proposed Gala to benefit the Merrick House. Ms. Baez discussed that the Board would have to put together a sponsorship package. She explained that the goal of the Gala would promote the grand re-opening of the Merrick House but would also be a fundraiser for the House. The fundraiser portion could fund the restoration of the artwork at the House or could be used for other House needs. Ms. Rodriguez suggested using the funds to possibly restore the perimeter stone wall.

Ms. Yusko stated that the projected date would be May 2017 and would be a great idea for the Gala to take place once the House reopens. Ms. Kautz suggested that it might be possible to do it earlier than that, Christmas 2016 but she would not be certain until the construction started. The Board continued to discuss possible dates and focused on February 2017. Ms. Rodriguez suggested having the Gala at the House. Ms. Baez stated that she would revise the budget and plan draft to reflect hosting it at the House with tent cost and other expenses for the next meeting. Ms. Yusko thanked Ms. Baez for all her hard work.

Ms. Baez requested that Ms. Kautz provide a list of possible vendors. Ms. Kautz will inquire and added that she could also provide mailing lists from the previous galas and other events. Ms. Baez asked if the Board could assist with providing ideas as to what would be given to the sponsors for their sponsorship. Ms. Yusko suggested referencing the previous program booklet from the last gala. Ms. Kautz stated that she would bring the entire file, including the program, to the next meeting.

HOUSE REPORT: August 2015: Ms. Kautz reported the following:

- Total visitors: None, the House was closed for August and September as usual.
- Trust Fund Balance: \$20,255.00 (expenditure account); \$73.00 (revenue account).
- Rental Requests: None new.
- Roxy O'Neal Bolton Fund: \$4,939 (unchanged).

Painting Restoration Update: Ms. Kautz reported that the 2 paintings (“Portrait of a Child” and “Glades, Trees, Birds” by Denman Fink were ready to be picked up at ArtCare and would be returned to the Merrick House later in the week. Ms. Rodriguez suggested placing one of the paintings over the fireplace upon their return.

OLD BUSINESS:

Dress Form: Ms. Meagher presented the dress form to the Board and explained that Lisa Chaffin from the D.A.R. had asked at one of their meetings and received the dress form. The Board discussed coordinating a thank you letter. Ms. Kautz stated that she would e-mail Ms. Chaffin to find out who donated the dress form to acknowledge them in a letter. Ms. Yusko thanked Ms. Meagher for bringing the dress form.

Free Standing Porch Stand: Ms. Kautz presented the Board with various free standing porch options researched by Ms. Spain. The Board discussed having the porch stand after the construction and the various finishes on each one. After lengthy discussion the Board agreed to purchase the free standing porch stand now and store it for a year.

A motion was made by Ms. Kutell to purchase the free standing poster now in order to display literature. The motion was seconded by Ms. Rodriguez and unanimously approved.

Ms. Yusko asked Ms. Kautz to thank Ms. Spain for the research.

NEW BUSINESS:

Review of Rental Agreement: Ms. Rodriguez suggested that that the Board could review the rental agreement. Ms. Kautz agreed that the entire rental agreement be revised to be consistent with the Venetian Pool. She informed that theirs was a lengthy document requiring insurance and other related items. She brought up her concerns when City liability during rentals. Ms. Kautz explained that she would work with the City’s Risk Manager, David Ruiz on the agreement documents.

Roxcy Bolton Donations: Ms. Kautz stated that Roxcy Bolton had an interest in donating two items to the Merrick House. The first was an ottoman that had belonged to her grandmother. Ms. Kautz distributed photos of the ottoman and explained that Ms. Bolton had indicated that it dated back to 1905. Ms. Yusko pointed out that the ottoman appeared to be East Lake Victorian and would have to be reupholstered. Ms. Kautz added that accepting the donation would necessitate recognition of Ms. Bolton for the donation. Ms. Rodriguez suggested recognizing her at the Gala when the House reopens. Ms. Baez suggested that Ms. Spain propose the idea to Ms. Bolton.

A motion was made by Ms. Baez to accept the donation of the ottoman from Roxcy Bolton if the following conditions can be met: that the ottoman can be reupholstered and that the recognition for Roxcy Bolton can be part of the House reopening Gala. Ms. Lam seconded the motion. It was unanimously approved.

The second item Ms. Bolton wished to donate was a key to the City given to her by Mayor Jim Cason. After discussion the Board concluded that the key was not historically appropriate to the House.

A motion was made by Ms. Lam to not accept the donation of the Key to the City from Roxcy Bolton. Ms. Kutell seconded the motion. It was unanimously approved.

DISCUSSION ITEMS: None

CITY COMMISSION UPDATE: None

CITY PROJECTS UPDATE: None

ITEMS FROM THE SECRETARY: None

After discussion the Board agreed to reschedule the next meeting to October 19th, 2015 to avoid conflict with Columbus Day. Ms. Yusko thanked the Board for all their hard work.

NEXT SCHEDULED MEETING: Monday, October 19, 2015, 8:30 a.m., Merrick House.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:28 a.m.

Respectfully submitted,



Dona M. Spain
Historical Resources and Cultural Arts Director