

**PINEWOOD CEMETERY ADVISORY BOARD MEETING**  
**Minutes of January 12, 2009**  
**405 Biltmore Way, First Floor Conference Room**  
**Coral Gables, Florida**

<b>MEMBERS</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>COMMISSIONERS</b>
	08	08	08	08	08	08	08	08	08	08	08	09	
Patricia "Pat" Clarke*	+	P	+	P	+	+	+	P	+	P	+	P	Mayor Donald D. Slesnick, II
Tim Crowther	+	P	+	P	+	+	+	P	+	P	+	P	Vice-Mayor William H. Kerdyk, Jr.
Sandra Cummings	+	P	+	E	+	+	+	P	+	P	+	P	Commissioner Maria Anderson
Thomas E. Lodge*	+	P	+	E	+	+	+	P	+	A	+	P	Comm. Rafael "Ralph" Cabrera, Jr.
Father Sean O'Sullivan	+	P	+	E	+	+	+	E	+	E	+	P	Comm. Wayne "Chip" Withers
Kemal Rajib	+	P	+	P	+	+	+	P	+	P	+	P	City Manager David Brown
Louan Zagarino*	+	P	+	P	+	+	+	P	+	P	+	P	City Commission

**A = Absent**

**P = Present**

**E = Excused**

**+= No Meeting**

**\* = New Appointment**

**STAFF IN ATTENDANCE:**

Kara Kautz, Historic Preservation Officer

**PREPARATION OF MINUTES:** Nancy C. Morgan, Coral Gables Services, Inc.

**CALL TO ORDER:** Ms. Zagarino called the meeting to order at 4:00 p.m.

**I. APPROVAL OF MINUTES OF THE REGULAR MEETING OF NOVEMBER 10, 2008:**

A motion was made to approve the minutes of the regular meeting of November 10, 2008 with a change: page 2, Discussion Items, a. Cemetery Appearance: Last sentence modified to read: Public Service Director Dan Keys removed some of the trees that were not acceptable, based on Mr. Lodge's markings. The motion was seconded and passed.

**II. NEW BUSINESS:**

- a. **Meeting Minutes:** Ms. Zagarino requested meeting minutes one week before the Board meeting.
- b. **Children of the American Revolution:** The Children of the American Revolution (C.A.R.) decorated the Cemetery for the holidays and documented it with photographs. Ms. Clarke will send a thank you note.
- c. **Benches:** Ms. Zagarino reported receiving two requests about installing benches in the Cemetery. The City works with a company that furnishes benches, and Ms. Kautz will contact them.

**III. OLD BUSINESS:**

- a. **Harriett Liles Book Signing Event:** Ms. Zagarino reported the event's great success.

- b. **Villagers Letter/Bench and Tombstones:** A letter was received a letter from the Villagers stating approval of a \$5,000 grant to repair Cemetery tombstones and add a bench. Various ways to credit the Villagers' gift were discussed. Ms. Zagarino will contact Dolly MacIntyre (Villagers) to discuss options for donor recognition. The project must be completed within two years to comply with grant requirements.
- c. **Grave Markers:** Gateway Monument estimated costs for six grave markers (\$1,921.00, including inscriptions and installations). Ms. Zagarino led discussion of specific markers, inscriptions, images and locations. Mr. Rajib requested information about how markers will be anchored. Regarding a boat image for one marker, Ms. Cummings will research 1904 boat designs to ensure the image is appropriate for the period. A 50% deposit will be sent to Gateway, Ms. Zagarino will find out how the markers will be anchored (to deter theft or vandalism) and whether the marker surface will be polished or chipped.  
**A motion was made to approve the Gateway Monument Company's proposal as presented.**  
**The motion was seconded and passed unanimously.**
- d. **Tree Markers:** Mr. Crowther reported that markers are not yet engraved.
- e. **Pioneer Day 2009** Pioneer Day will be held March 14, 2009, 10 a.m. to Noon. Board members will arrive at 9 a.m. to greet visitors. Harriett Liles will be asked to speak (and her books will be available for purchase), the Scouts will be notified, Ms. Kautz will reserve Mayor Slesnick for the event and send an announcement to other members of the Commission. Ms. Clarke will be responsible for flowers and decorations, and the City will provide refreshments. The event will be publicized in the City's e-newsletter, and Ms. Kautz will compile and provide the master list of past attendees and guests (for invitations), which will be reviewed by Board members at the next meeting. A guest book and donation box will be visible, Board members will wear name badges and Father Sean O'Sullivan will provide the invocation. Ms. Kautz will complete a Heritage Trust application to include the event in the 2009 Dade Heritage Days calendar. **[EDITOR'S NOTE: The date of Pioneer Day was changed after the meeting to March 21, 2009.]**

**V. DISCUSSION ITEMS:**

- a. **Wilson Larkins' Books:** Ms. Kautz reported receiving historical books of Wilson Larkins for scanning, and the research conducted about handling and scanning the books, which will be returned to Mr. Larkins with hope they will ultimately be donated to the City. Mr. Crowther and Ms. Clarke advised about archival services provided by the University of Miami.
- b. **Cemetery Brochures:** Board members will individually refurbish the brochure supply at the Cemetery as necessary.

**The next meeting will be held Monday, February 9, 2009 at 4:00 p.m. City Hall Conference Room**

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 5:20 pm.

Respectfully submitted,

Kara N. Kautz  
Historic Preservation Officer, and  
Secretary to the Board