



CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING
Meeting Minutes of September 12, 2016 8:30 a.m.
Historical Resources & Cultural Arts Department
2327 Salzedo Street, 2nd Floor, Coral Gables, Florida 33134

*Historical Resources &
Cultural Arts*

MEMBERS		S	O	N	D	J	F	M	A	M	J	J	A	S	APPOINTED BY:
2327 SALZEDO STREET		15	15	15	15	16	16	16	16	16	16	16	16	16	
CORAL GABLES															
FLORIDA 33134															
	Amy Kutell+	P	E	-	-	P	P	-	P	P	-	-	-	+	Mayor Jim Cason
	Laura Yusko+	P	P	-	-	E	P	-	P	P	-	-	-	+	Vice-Mayor Frank Quesada
	Margaret Meeks^			-	-	P	P	-	P	P	-	-	-	P	Comm. Pat Keon
☎ 305.460.5093	Ana Lam	P	P	-	-	P	P	-	P	E	-	-	-	P	Comm. Vince Lago
✉ hist@coralgables.com	Barbara Reese	A	P	-	-	P	P	-	P	E	-	-	-	P	Comm. Jeannett Slesnick
	Susan Rodriguez	P	P	-	-	P	P	-	P	P	-	-	-	A	City Manager
	Joanne Meagher	P	P	-	-	E	A	-	P	E	-	-	-	P	Board-as-a Whole

STAFF IN ATTENDANCE:

Dona Spain, Historical Resources & Cultural Arts Director
 Kara Kautz, Assistant Historic Preservation Officer
 Miriam Ramos, Deputy City Attorney
 ElizaBeth Guin, Historic Preservationist
 Yesenia Diaz, Administrative Assistant

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

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

Deputy City Attorney Ramos stated before the meeting began that a temporary chair could be elected for purposes of the meeting. After lengthy discussion the board chose a Chair. Temporary Chair Meagher called the meeting to order at 8:50 a.m. and stated attendance for the record.

APPROVAL OF MINUTES OF MEETING HELD MAY 8, 2016:

A motion was made by Ms. Meeks and seconded by Ms. Reese to approve the minutes of May 8, 2016 as written. The motion was unanimously approved.

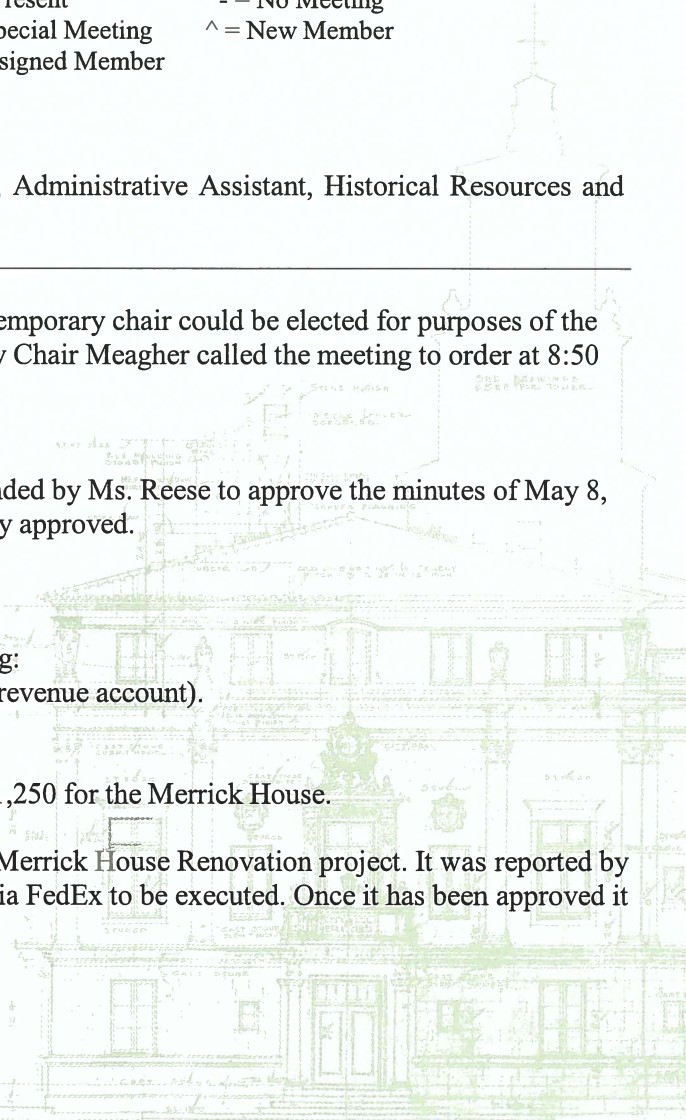
COMMITTEE REPORTS: None

HOUSE REPORT: September 2016: Ms. Kautz reported the following:

- Trust Fund Balance: \$21,601 (expenditure account); \$4,490 (revenue account).
- Roxy O’Neal Bolton Fund: \$4,939 (unchanged).

Ms. Kautz also reported that the Pop Up Dinner held in May raised \$1,250 for the Merrick House.

Merrick House Renovations: Ms. Spain asked about the status of the Merrick House Renovation project. It was reported by Ms. Kautz that the contract for the renovations was sent to the State via FedEx to be executed. Once it has been approved it will be executed by the City to start sometime in October.



Ms. Spain informed the board that Rosa Lowinger will be working on the project, a conversation expert, will be on site every day to supervise. Ms. Kautz added that while the exact time of the completion of the renovation was not known, she estimated that it will be about 12 months. The contractor on the project will be LEGO. The board was also informed that Jodi Rubin, a former Historic Preservation Officer, will also be involved in the restoration work on the windows.

OLD BUSINESS: None

NEW BUSINESS:

Board Absences: Ms. Spain introduced Deputy City Attorney Miriam Ramos, from the City Attorney's Office, to the board, stating that she had invited her to the meeting to discuss absences. Deputy City Attorney Ramos stated if the board wanted to reference the City of Coral Gables Municipal Code in relation to absences it could be found in Section 2-61. Deputy City Attorney Ramos stated that she understood that the board was meeting more quarterly than monthly due to the House closure for the renovations.

Ms. Spain explained that the board meets monthly but it may be switched so the board would meet less often. Deputy City Attorney Ramos explained the difference between a board that met monthly and a board that met less than monthly. A board that met monthly, a member could only have 3 unexcused and an unlimited amount of excused absences. With a board that met less than monthly the limit was no more than 3 excused and unexcused both together. She explained that if the board met monthly than those not attending should have the board vote to excuse their absence.

Ms. Lam expressed concern about her unexcused absence from the last board meeting as there was confusion as to whether a quorum was going to be met at the time. She explained that she could not attend due to having to travel to see an ill relative. Deputy City Attorney Ramos explained in situations like those when the next meeting takes place to bring the topic up and ask the board to be excused.

A motion was made by Ms. Meeks and seconded by Ms. Reese to excuse the absence of Ana Lam from the Merrick House Board meeting of May 8th, 2016. The motion was unanimously approved.

Deputy City Attorney Ramos asked the board if they had any questions and thanked the board for their service.

Ms. Spain stated that instead of e-mailing and reminding the board of their meeting and asking if they would be attending, the reminder would still go out without the ask. If any board members were not planning to attend, she urged them to let Staff know ahead of time if possible.

DISCUSSION ITEMS:

Board Vacancies: Ms. Spain notified the board that Vice Mayor Quesada was notified of the vacancy. He has to select someone to fill the vacancy, due to the resignation of Laura Yusko. She also informed the board that Amy Kutell resigned.

Board Discussion: Chair Meagher suggested having an October event at the House. Both Ms. Spain and Ms. Kautz explained that it was not going to be a possibility due to the renovations starting in October. Ms. Reese suggested meeting in six months to discuss ideas for the grand opening of the House. Ms. Lam suggested having the board receive updates about the status of the house through e-mails. Chair Meagher suggested bringing the date of the next board meeting to a vote.

A motion was made by Ms. Meeks and seconded by Ms. Reese that the next Merrick House Board meeting be held on Monday, March 20th. The motion was unanimously approved.

Mary Adams Gold Project: Ms. Kautz presented Mary Adam's project to the board. She stated that the laminated cards were also available in Spanish and French.

Possible Future Projects: Ms. Spain suggested that in the future perhaps QR codes could be used in the House to inform visitors. The board was informed that a video would also have to be done in the future to be in compliance with ADA and give the user the experience of being upstairs, since it was not possible to make the second floor garage ADA accessible. Ms. Meeks suggested having background music play in the House while the tours took place. The board discussed the possibility of having piano music recorded from the House piano and having it played throughout the house. After a lengthy discussion the board decided to bring it to a vote.

A motion was made by Ms. Meeks and seconded by Ms. Lam to incorporate music from the era relevant to the Merrick House using the Wi-Fi once the House is re-opened for tours. The motion was unanimously approved.

CITY PROJECT UPDATES: Ms. Meeks asked for an update on the Streetscape Project. Ms. Spain informed the board that when the project had initially started there had been a glitch with the project manager resigning. A new project manager was hired immediately but she did not know of a timeline for the project.

BOARD ITEMS: None

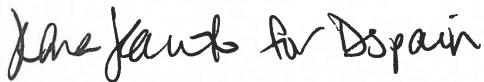
ITEMS FROM THE SECRETARY: None

A motion was made by Ms. Meagher and seconded by Ms. Reese to adjourn the meeting. The motion was unanimously approved.

NEXT MEETING: Monday, March 20, 2017, 8:30 a.m.; Historical Resources and Cultural Arts Department Conference Room.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:26 a.m.

Respectfully submitted,



Dona M. Spain
Historical Resources and Cultural Arts Director