



The City of Coral Gables

Historical Resources Department

PINEWOOD CEMETERY ADVISORY BOARD MEETING
Minutes of November 14, 2011, 4:00 p.m.
Historical Resources Department
2327 Salzedo Street, Second Floor, Coral Gables, Florida 33134

Table with columns for MEMBERS, months (D, J, F, M, A, M, J, J, A, S, O, N), and COMMISSIONERS. Rows list members like Patricia 'Pat' Clarke, Tim Crowther, etc., and their attendance for each month.

A = Absent
P = Present
E = Excused
+ = No Meeting
\* = New Appointment
- = Resigned Member

STAFF IN ATTENDANCE:
Dona Spain, Historic Preservation Officer
Kara N. Kautz, Assistant Historic Preservation Officer

RECORDING SECRETARY/PREPARATION OF MINUTES: Nancy C. Morgan, Coral Gables Services, Inc.

CALL TO ORDER: Vice Chair Clarke called the meeting to order at 4:05 p.m. and welcomed new Board member, Al Smith, appointed by Commissioner Quesada.

- I. MEETING ATTENDANCE: A motion was made and unanimously passed to excuse the meeting absence of Ms. Zagarino.
II. MINUTES OF THE SEPTEMBER 12, 2011 MEETING: A motion was made and unanimously passed to approve the minutes of the September 12, 2011 Board meeting as presented.
III. OLD BUSINESS: Tree Markers: During discussion about appropriate markers for trees in the cemetery, Ms. Spain advised that three vendor quotes were required for the selection and purchase of markers.

research options, and will also contact Fairchild Tropical Botanic Garden for additional ideas. Staff will conduct a (sample) sign installation test in the cemetery, and will also seek a third vendor quote. The cemetery tree inventory will be sent to Board members for study.

**Bench in Memory of Sarah Anderson:** A bench was installed in the cemetery in memory of former Historic Preservation Board member and historic preservationist Sarah Anderson.

**IV. NEW BUSINESS:**

**Pioneer Day 2012:** Ms. Spain reported that the April 21, 2012 Pioneer Day is included in the 2012 Dade Heritage Trust calendar. Speaker possibilities were discussed, although Harriet Liles and Larry Wiggins (Ms. Liles' recommendation) were not viable options. Consensus was reached to conduct a progressive cemetery tour, with various Board members each telling stories about some of the people buried at the cemetery. Ms. Zagarino will be asked to welcome visitors and relay the history of the cemetery at the beginning of the program. Mr. Crowther will contact the Boy Scouts for the Color Guard, Father Sean O'Sullivan will be invited to give the invocation, and Mayor Cason will be asked to speak. It was agreed that Ms. Liles will be honored in a way to be determined at the January meeting. Event publicity will include *The Herald Neighbors*, City E-news and Gables Homepage, among others. Ms. Kautz reviewed the invitation mailing list, which Board members will receive for review, changes for which will be sent directly to staff.

**A motion was made and unanimously approved to conduct, in lieu of a featured speaker, a progressive tour of the cemetery during the April 21, 2012 Pioneer Day, with individual Board members and volunteers assigned to various cemetery stations to relay historic stories to guests.**

**MEETING LOCATION CHANGE FOR NEXT MEETING:** The next meeting will be held Monday, January 9, 2012, 4:00 p.m. at PINEWOOD CEMETERY.

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

Respectfully submitted,



Dona M. Spain  
Historic Preservation Officer and Secretary to the Board