

## PINEWOOD CEMETERY ADVISORY SPECIAL BOARD MEETING

Minutes of March 1, 2010, 4:00 p.m.

405 Biltmore Way, Conference Room  
Coral Gables, Florida

MEMBERS	A 09	M 09	J 09	J 09	A 09	S 09	O 09	N 09	D 09	J 10	F 10	M 09	COMMISSIONERS
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Patricia "Pat" Clarke	P	+	+	+	P	+	P	+	P	P	P	P	Mayor Donald D. Slesnick, II
Tim Crowther	E	+	+	+	P	+	P	+	P	P	P	P	Vice-Mayor William H. Kerdyk, Jr.
Sandra Cummings	P	+	+	+	P	+	P	+	P	P	E	E	Commissioner Maria Anderson
Joyce Thompson*	-	+	+	+	-	+	P	+	P	P	E	E	Comm. Rafael "Ralph" Cabrera, Jr.
Father Sean O'Sullivan	P	+	+	+	P	+	P	+	E	A	P	P	Comm. Wayne "Chip" Withers
Kemal Rajib	P	+	+	+	P	+	P	+	E	P	P	P	City Manager
Louan Zagarino	P	+	+	+	P	+	P	+	P	P	P	P	City Commission

**A = Absent**

**P = Present**

**E = Excused**

**+= No Meeting**

**\* = New Appointment**

**- = Resigned Member**

### STAFF IN ATTENDANCE:

Kara Kautz, Historic Preservation Officer

**RECORDING SECRETARY/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. MEETING ATTENDANCE:**

A motion was made and unanimously passed to excuse the absence of Ms. Thompson and Ms. Cummings.

**II. CORAL GABLES COMMUNITY FOUNDATION (CGCF):**

The purpose of this Special Meeting was to report the results of the public meeting held on February 25, 2010 between Pinewood Board members Patricia Clarke and Tim Crowther as well as CGCF Executive Director Andria Hanley and President Jerry Santiero. The purpose of the February 25<sup>th</sup> meeting was to discuss possible arrangements for CGCF's, a 501 (c) (3), to accept tax-deductible donations, payable to CGCF, on behalf of the Pinewood Cemetery Advisory Board, to publish the arrangement in a City-produced Pinewood Cemetery brochure, and to announce the arrangement on the March 20, 2010 Pioneer Day, providing this arrangement would have City approval.

Minutes of the February 20, 2010 meeting were prepared by Ms. Clarke and distributed to Pinewood Board members, detailing arrangements as follows:

- Tax-deductible contributions of any amount for Pinewood Cemetery could be made payable to the CGCF, identified for Pinewood Cemetery, and would be placed in the Parkership fund;

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- The fund would not be considered a Donor Advised Fund if it totals \$10,000 or more;
- Funds donated to Pinewood Cemetery through CGCF would earn interest via an investment plan and decisions of the CGCF board of directors;
- The Pinewood Cemetery fund would be assessed an annual management fee of 2% by CGCF.

The proposal was presented to the Board for discussion and decision. Ms. Zagarino disputed placing the Cemetery's trust fund in CGCF. She recommended placing donations of \$5,000 or more in the CGCF fund.

Ms. Kautz advised that the City Attorney and Assistant City Manager advised that it was unlikely the City would create a separate not-for-profit entity to provide the Board with a mechanism for tax deductions, and indicated that using a facility like CGCF was acceptable for this purpose. A discussion was held about how funds in CGCF would be released and how provisions of the City's procurement code would be followed. Ms. Kautz is researching these issues, and also whether or not the arrangement would need to be approved by the City Commission.

Mr. Crowther reported that his research showed that it wasn't worthwhile placing donations less than \$10,000 in the CGCF Partnership fund. Ms. Kautz advised that Board action was not necessary at this time. If a donor wishes to contribute \$10,000 or more, those funds may be placed in CGCF's Partnership fund.

Ms. Zagarino reported that Harriet Liles suggested that Pinewood Cemetery be designated as an official park. Ms. Clarke and Mr. Crowther were thanked for their efforts and research.

**OLD BUSINESS:**

**Pioneer Day – Final Details:**

- The South Miami and Coral Gables garden clubs as well as the Villagers will be acknowledged in the Pioneer Day brochure.
- The text of the 2010 Pioneer Day brochure was reviewed.
- The Boy Scouts will present the Colors in the beginning of the program.
- Children of the American Revolution (C.A.R.) representatives will attend in costume.
- Invitations to Pioneer Day will be mailed and e-mailed.
- The Villagers bench is progressing.
- A framed certificate for Ms. Liles is progressing.
- Former Mayor Dorothy Thomson will invite the daughter of Mary Collins (the award namesake to be presented to Ms. Liles) to attend on Pioneer Day.

**The next meeting will be held Monday, May 10, 2010 at 4:00 p.m., City Hall Conference Room.**

There being no further business to come before the Board, the meeting adjourned at 4:35 p.m.

Respectfully submitted,

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