

**CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING**  
**Regular Meeting Minutes of June 2, 2008**  
**Coral Gables Merrick House**  
**907 Coral Way, Coral Gables, Florida 33134**

<b>MEMBERS</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>COMMISSIONERS</b>
Barbara Reese	P	P	P	P	A	P	P	E	P	P	E	P	Mayor Donald D. Slesnick, II
Margaret Steele	P	P	P	P	P	P	P	P	P	P	P	E	Vice-Mayor William H. Kerdyk, Jr.
Jany Marchena	P	P	P	P	P	P	P	P	E	P	P	P	Comm. Maria Anderson
Olga Baquero-Lima	E	E	P	P	P	P	P	P	P	P	P	P	Comm. Rafael "Ralph" Cabrera, Jr.
Laura Yusko	P	P	P	P	P	P	E	P	P	P	P	P	Comm. Wayne "Chip" Withers
Marie Vacca	P	P	P	P	P	E	P	P	P	P	P	P	Board Appointee
Sondra Space	P	P	P	P	P	P	P	P	P	P	E	P	City Manager

**STAFF IN ATTENDANCE:**

Kara Kautz, Historic Preservation Officer

**A = Absent**

**E = Excused**

**P = Present**

**\* = Special Meeting**

**- = No Quorum**

**^ = New Member**

**+ = Resigned**

**RECORDING SECRETARY:** Wanda Clark/Nancy Morgan, Coral Gables Services, Inc.

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Chair Yusko called the meeting to order at 8:50 a.m.

**Minutes of the Board Meeting of May 5, 2008:**

Ms. Vacca made a motion to approve the May 5, 2008 meeting minutes as presented.  
The motion was approved.

**Meeting Attendance:**

Ms. Space made a motion to excuse the absence of Margaret Steele. The motion was approved.

**Committee Reports:**

**Fundraiser Event:**

Board members discussed potential dates for the fundraiser event, agreeing to a tentative date of Saturday, February 7, 2009. After considering various themes, consensus was reached on a "Roaring Twenties" theme,

using Merrick House as the venue. Ms. Baquero-Lima and Ms. Vacca volunteered to serve on the fundraiser committee. Consideration was given to designating a textile restoration project in the interior of the House as the purpose of the fundraiser. The textile conservator will be invited to the September meeting to review needs and submit a quotation.

Regarding House improvements using previously-raised funds that might be accomplished prior to the February party, Ms. Kautz reported her meeting with the coral rock construction contractor to obtain an estimate to reconstruct the perimeter coral rock wall as it was originally designed. A site survey and measurements will need to be completed to obtain three construction quotes by August, after which proposals could be scheduled for review by the Historic Preservation Board and the Board of Architects.

**Ms. Space made a motion to designate Trust Fund money to reconstruct a perimeter coral rock wall to replicate the original coral rock wall at Merrick House. The motion was approved.**

**House Report:**

Ms. Kautz provided the following report:

- Total visitor attendance at Merrick House since the last board meeting: 21 people, plus 19 students from Ponce Middle School.
- Trust Fund balance: \$44, 225.73
- Tree lighting for 2008 is Friday, December 5. The Merrick House open house reception will be scheduled for another weekend.
- House rental: DAR monthly meeting (no incidents reported).
- An application for House use on September 18, 2008 was submitted by AIA Miami Chapter for their election meeting from 5:30 to 8:30 p.m., including approximately 30 people.
- The Coral Gables Garden Club is planning their house tour (Sunday, December 7<sup>th</sup> from 2 to 4 p.m.) and requested tour inclusion of Merrick House, with a commitment to return some of the funds to Merrick House. Refreshments would be served outside.

**Ms. Vacca made a motion to change the date of the Merrick Open House to December 13, 2008. The motion was approved.**

**Ms. Marchena made a motion to accept the Coral Gables Garden Club's request for use of the Merrick House on December 7, 2008 from 2 to 4 p.m. The motion was approved.**

Those who attend the Coral Gables Garden Club event will be invited to the Holiday Open House on December 13<sup>th</sup>.

**Ms. Reese made a motion to waive the application and fee requirements for the Coral Gables Garden Club for this event. The motion was approved.**

**Ms. Reese made a motion to approve the AIA Miami Chapter House Use application for September 18, 2008. The motion was approved.**

**Old Business:**

**Merrick House Brochures & Signage:**

Ms. Kautz reported the necessity of obtaining another quote for preparation of a brochure. Regarding the signage, Ms. Kautz has signed the requisition for new signage bids.

**Stanchions:**

Ms. Kautz reported that sample stanchions had been ordered. During the meeting, the sample stanchions were delivered and favorably viewed by Board members.

**Ms. Space made a motion to order eight sets of black, two-part stanchions and hooks.  
This motion passed.**

During discussion, Ms. Yusko expressed the Board's appreciation to Ms. Vacca and Ms. Baquero-Lima for the Spring floral decorations throughout the House.

**Discussion Items:**

**Collections Management Policy:**

Ms. Kautz distributed and discussed a collections management policy used and approved in the 1980s, recommending that Board members review the policy, determine their suggestions for updates and bring the suggestions to the next meeting.

**Upstairs Work Update:**

Ms. Kautz reported that the second story floors need to be completed before, as Ms. Vacca stated, the furniture can be re-placed where it belongs. Records of furniture placement are available. Ms. Vacca volunteered to research the records. It was agreed that the second story should be readied for visitors before the Holiday Open House.

**Docent Corps:**

Ms. Kautz reported the light summer docent service. At present, there are eight docents, but three are unavailable. She requested Board assistance in recruiting volunteers to serve as House docents, and indicated she would see if Chris Rupp had docent recommendations as a result of her affiliation with the Coral Gables Museum.

**Front Door Signage:**

Ms. Vacca requested replacement hours of operation signage for the front door of the House as the current signage is faded and the mission statement needs to be updated.

**Board Items/City Update:**

Ms. Kautz provided an update on the City's preliminary budget process.

Ms. Kautz reported that the Museum construction bids came in, and appeared to contain some cost savings.

**Next Meeting: Monday, August 4, 2008, 8:45 a.m.**

The meeting adjourned at 10:05 a.m.

Respectfully submitted,

Kara N. Kautz  
Historic Preservation Officer