

CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING
Meeting Minutes of October 16, 2017 8:30 a.m.
Historical Resources & Cultural Arts Department
2327 Salzedo Street, 2nd Floor, Coral Gables, Florida 33134

*Historical Resources &
Cultural Arts*

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MEMBERS	O	N	D	J	F	M	A	M	J	J	A	S	O	APPOINTED BY:
	16	16	16	17	17	17	17	17	17	17	17	17	17	
Ada "Adi" Busot*													P	Mayor Raúl Valdés-Fauli
Margaret Meeks	-	-	-	-	-	P	-	-	-	-	-	-	P	Vice-Mayor Pat Keon
Ana Lam	-	-	-	-	-	P	-	-	-	-	-	-	P	Comm. Vince Lago
Barbara Reese	-	-	-	-	-	P	-	-	-	-	-	-	P	Comm. Michael Mena
Joanne Meagher	-	-	-	-	-	P	-	-	-	-	-	-	A	Comm. Frank Quesada
Susan Rodriguez	-	-	-	-	-	P	-	-	-	-	-	-	P	City Manager
														Board-as-a Whole

LEGEND: A = Absent; P = Present; E = Excused; * = New Member; ^ = Resigned Member;
 - = No Meeting; # = Late meeting arrival;

STAFF:

Dona M. Spain, Historical Resources & Cultural Arts Director
 Kara N. Kautz, Assistant Historic Preservation Officer
 ElizaBeth Guin, Historic Preservation Coordinator
 Laura Yusko, Part-Time Docent Coordinator
 Yesenia Diaz, Administrative Assistant

RECORDING SECRETARY/PREPARATION OF MINUTES: Yesenia Diaz, Administrative Assistant, Historical Resources & Cultural Arts Department

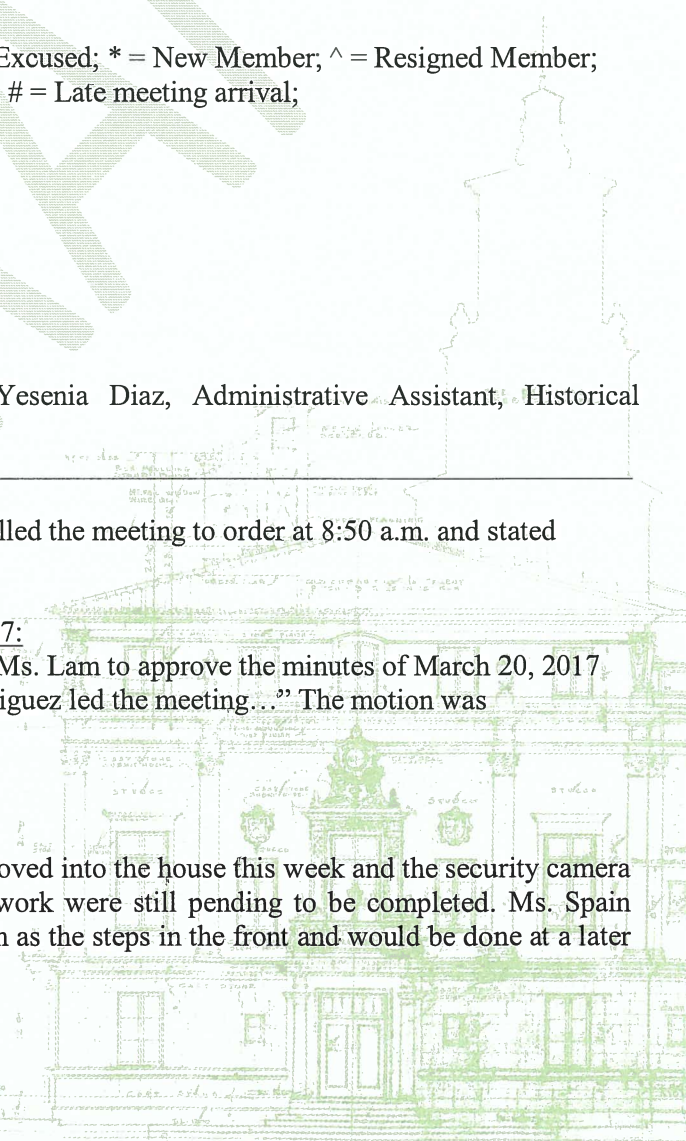
Board member Susan Rodriguez agreed to act as Temporary Chair called the meeting to order at 8:50 a.m. and stated attendance for the record.

APPROVAL OF MINUTES OF MEETING HELD MARCH 20, 2017:

A motion was made by Ms. Meeks and seconded by Ms. Lam to approve the minutes of March 20, 2017 with the following revision: "Temporary Chair Rodriguez led the meeting..." The motion was unanimously approved.

COMMITTEE REPORTS: None

HOUSE REPORT: Ms. Kautz reported that the furniture would be moved into the house this week and the security camera work was still pending. Other work such as the railings and roof work were still pending to be completed. Ms. Spain explained some work had to be removed from the scope of work such as the steps in the front and would be done at a later



date. She also explained that some of the paint was removed from the woodwork because it contained lead. Since the woodwork was lacquered originally, it was not re-painted and will be restored at a later date. Ms. Kautz informed that the City was looking into hiring Conversation Solutions for the restoration and conservation work of the columns.

Ms. Spain informed the Board that she would have to leave momentarily for another meeting and apologized.

Ms. Rodriguez asked when the House would be open for tours. Ms. Spain explained that she believed that the House would not be opened for the Holidays due to ongoing construction.

Ms. Reese arrived at 9:10 a.m.

Ms. Rodriguez asked about the landscaping. Ms. Spain informed that Deena Bell was recently hired by the City as the Landscape Project Coordinator and will research retuning the landscape back to its original configuration.

OLD BUSINESS: None.

NEW BUSINESS: Garden Club Tea Event: Ms. Rodriguez asked on behalf of the Coral Gables Garden Club is if it was possible to host their event on December 4th on the grounds of the house. Ms. Spain informed her that she already spoken with the Garden Club to inform them that hosting their event at the House wasn't feasible due to site conditions.

The Edible Community Garden Project: Ms. Rodriguez informed that the Garden Club would continue to fund the project of maintaining a small garden and asked when would be an appropriate time to garden at the House. Ms. Spain stated that it would not be possible to have a group at the House while it is a construction site. They will have to wait until the House is open again.

BOARD-AS-A-WHOLE APPOINTMENT: Ms. Spain informed the Board that the City Manager's office requested for the Board to give consideration to Kris Matteson Charlton for their Board-As-A-Whole appointment which was currently vacant. Ms. Reese agreed that Ms. Charlton would make a great addition to the Board. Ms. Rodriguez also voiced her agreement with the choice.

Ms. Reese made a motion to appoint Kris Matteson Charlton as their Board-As-A-Whole Appointment for the Board. Ms. Lam seconded the motion, which was unanimously approved by voice vote.

DISCUSSION ITEMS:

Future Docents: Ms. Rodriguez informed the board that was contacted by Lyla Rojas informing her that was in the process of becoming a docent for the Merrick House. Laura Yusko, the Merrick House Docent Coordinator, informed the Board that Ms. Rojas was presently in the background check process and that once it moved forward and the House opened early next year that she would be given a Docent Manual and training along with the other docents once selected. Ms. Yusko reported that there will be five docents. Ms. Reese asked about changing the operating hours. Ms. Yusko noted that the hours of operation will not be changed but the House could be open more days with the intent of attracting small groups such as school field trips.

Ms. Spain apologized for having to leave the meeting.

Board Chair for Event: Ms. Rodriguez suggested that Ms. Reese should be the chair for the opening of the Merrick House event. Ms. Reese agreed to accept the nomination and the Board unanimously approved.

Merrick House Opening Event: The Board discussed various options for the event including a Gala with a reception and the guests being taken to another location via the trolley. Ms. Rodriguez brought up the fact that the House now has upgrades and suggested that perhaps it could all be done at the House. The Board discussed the possibility of having a

cocktail party to raise funds for the restoration of the wall and the kitchen. Ms. Busot asked if there was a specific caterer list. Ms. Kautz informed that there was no list.

The Board continued to discuss the possibility of having an opening in April. Ms. Kautz informed them that the date was too far away and advised that the City was anxious to get the House opened as soon as possible. Ms. Reese asked for clarification if the House Opening was separate from the Gala or if it was intended to be the same event. The discussion continued among members of the Board as to when to hold the next meeting to further plan the event. The possibility of November was discussed with the opening event taking place in January. Ms. Rodriguez suggested planning a simple event for January and a more elaborate event for a later date.

The discussion continued as to the scope of the event. Ms. Yusko suggested perhaps having a family-oriented activity. The option of having it on a Saturday or Sunday towards the end of January was discussed. Ms. Reese stated that there shouldn't be too many activities for children. Ms. Rodriguez asked if the Commissioners wanted a ribbon cutting. Ms. Kautz suggested the possibility of having an Ice Cream Social. Ms. Meeks stated that an Ice Cream Social would be a wonderful idea with a vendor being brought in to provide their services.

After lengthy discussion the date settled for the social would be Saturday, January 28th taking place from 2 p.m.-4 p.m. Ms. Kautz stated that she would check with the Manager's Office and the City Commissioner's and Mayor's Office for their availability. The option of having music at the event was discussed. Ms. Rodriguez suggested possibly having students from the University of Miami performing in period appropriate clothing.

Various vendors were discussed with Ms. Rodriguez suggesting Azucar as a vendor. Ms. Kautz suggested reaching out to a local vendor such as Vixi Gelateria on Miracle Mile. Ms. Reese suggested reaching out to Small Tea for tea.

CITY PROEJCTS: Ms. Rodriguez praised the City's efforts on the Plaza and Entrances restoration. Ms. Kautz expressed her thanks.

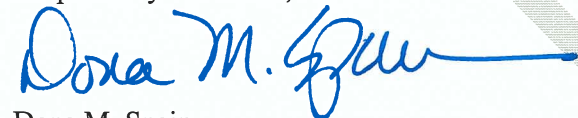
BOARD ITEMS: None

ITEMS FROM THE SECRETARY: None

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

ADJOURNMENT: There being no further business, the meeting adjourned at 9:48 a.m.

Respectfully submitted,



Dona M. Spain
Historical Resources and Cultural Arts Director