

City of Coral Gables

*405 Biltmore Way
Coral Gables, FL 33134
www.coralgables.com*



Meeting Minutes

Monday, August 4, 2025

3:30 PM

Sister Cities Conference Room - Coral Gables Museum

Pinewood Cemetery Advisory Board

The Pinewood Cemetery Advisory Board will be holding its Regular Meeting on Monday, August 4, 2025, at 3:30 am EST.

Members of the public may join the meeting via Zoom at <https://us06web.zoom.us/j/84407410572>.

In addition, a dedicated phone line will be available so that any individual who does not wish (or is unable) to use Zoom may listen to and participate in the meeting.

Meeting ID: 844 0741 0572

One tap mobile

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Find your local number: <https://us06web.zoom.us/u/koHpBvqy7>

305-461-6769 (Coral Gables local number)

To speak to the Pinewood Cemetery Advisory Board on an Agenda Item, please "Raise your Hand" or send a message to one of the meeting hosts using the Zoom Platform.

If you joined the meeting via telephone, you can "Raise your hand" by pressing *9.

The public may also comment on an item on the agenda using the City's already-established e-comment function which may be found on the City's website at: (www.coralgables.com/commissionmeetings) once the meeting's agenda is published or by sending an email to cityclerk@coralgables.com prior to the start of the meeting.

I. CALL TO ORDER

This meeting was Called To Order at 3:33 PM.

II. ROLL CALL

Board members attending:

John Swain
Lorrie Martin
Roberta Neway
Jorge Arguelles

III. APPROVAL OF THE MINUTES

1. [25-9485](#) Pinewood Cemetery Meeting Minutes for April 7, 2025
This Agenda Item was Deferred

IV. NEW BUSINESS

1. Board member Swain discussed creating a committee to restore the cemetery.
Staff will inquire with the City Attorney on how legally this committee can exist.
2. Board members discussed needing direction relating to what gets done in the restoration of the cemetery. Who makes the decisions.
3. Board members discussed the invasive clean-ups are invaluable. Board member Swain has been able to find additional graves due to the clean-ups.
4. Board member Swain discussed that decisions need to be made for after the Australian Pines come out. Will it have a path, grave markers, etc. He also shared a sample of a timeline spreadsheet for restoration of the cemetery through 2027.

Board member Martin would like to create an "Action Log" in order to keep track of decision made by this board.

5. Invasive Clean Up - The next clean up day is scheduled for Thursday, October 2nd. This day is a teacher planning day for Miami-Dade schools. The board would like to have Deena at this event.
6. FIU Presentations - Staff will forward the presentation received from FIU to all board members.

7. Board member Martin mentions that someone from the Genealogical Society will be scanning Larkin genealogical information that may include information on the origins of the cemetery. Ms. Martin is currently waiting for this information.
8. Pioneer Day - To be discussed at the October meeting.

V. OLD BUSINESS

VI. CITY COMMISSION ITEMS

VII. DISCUSSION ITEMS

Important Dates:

Budget Meeting -	September 12, 2025 and September 25, 2025
Invasive Clean-up -	October 2, 2025
Pinewood Board Meeting -	October 6, 2025

VIII. ITEMS FROM THE SECRETARY

A motion was made by Board member Arguelles, seconded by Board member Neway, to nominate Board member Swain as Acting Chairperson for the August 4, 2025, Pinewood Cemetery Advisory Board meeting. This motion passed unanimously.

A motion was made by Board member Arguelles, seconded by Board member Neway, to nominate Board member Martin as Acting Vice Chairperson for the August 4, 2025, Pinewood Cemetery Advisory Board meeting. The motion passed unanimously.

A motion was made by Board member Martin, seconded by Board member Arguelles, to reappoint Board member Bourgoignie as the Board-As-A-Whole appointment for the Pinewood Cemetery Advisory Board. This motion passed unanimously.

IX. ADJOURNMENT

NOTE