

**CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING**  
**Regular Meeting Minutes of January 26, 2009**  
**Coral Gables Merrick House**  
**907 Coral Way, Coral Gables, Florida 33134**

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

**STAFF IN ATTENDANCE:**

Kara Kautz, Historic Preservation Officer

**A = Absent**

**E = Excused**

**P = Present**

**\* = Special Meeting**

**- = No Meeting**

**^ = New Member**

**+ = Resigned**

**GUEST:** Lucille McKey, Business Interiors, Inc.

**RECORDING SECRETARY:** Nancy C. Morgan, Coral Gables Services, Inc.

Chair Yusko called the meeting to order at 8:48 a.m.

**Minutes of November 17, 2008 Board Meeting:**

One revision: Correct the spelling of Ms. Yusko's name in the reference to the refrigerator.

**Ms. Space made a motion to approve the November 17, 2008 minutes as revised. The motion passed.**

**Minutes of December 1, 2008 Board Meeting:**

It was noted that the date of the January meeting was changed to January 26, 2009 subsequent to the December Board meeting; thus, the date stated in the December meeting minutes was incorrect.

**Ms. Baquero-Lima made a motion to approve the minutes of the December 1, 2008 meeting with the date change noted. The motion passed.**

**Committee Reports:**

**Holiday Open House:**

It was unanimously agreed that the December 13, 2008 open house was a success. Attendance was excellent, traditional features were well received, and the addition of The Villagers and the food they provided was outstanding. Various suggestions about ways to further refine the event for next year were discussed. All items used for House decorating and the open house will be sorted, segregated and inventoried. Public Works will be asked to empty and clean the attic prior to the inventory project. Thank you notes will be sent to open house participants, including the Coral Gables Fire Department.

**Merrick Day at Farmers Market:**

March 7, 2009 is designated as Merrick Day at the Farmers Market. As event chair, Ms. Space discussed creative ideas to augment the effort, including a photographer, dressing for the 1920's period, selling postcards, and installing an old-fashioned appearing banner proclaiming Merrick Day at Farmers Market entrances. Board members will bring recipes to the next Board meeting that could have been similar to those used by Mrs. Merrick, which may be useful for the cooking demonstration. Ms. Kautz will coordinate ideas and placement with Ms. Rivenbark, and the Board will finalize arrangements at the next meeting.

**Personal Appearance:**

Ms. McKey was welcomed to provide her expertise regarding suggestions to create visual harmony throughout the House by selecting and coordinating materials appropriate for the period and for the individual rooms. Ms. McKey distributed and reviewed an outline of the scope of work for the House. After touring the House with Ms. Yusko, she developed a list of areas that needed improvement, discussed fabrics, draperies, upholstered furniture that needed reupholstering, and window treatments. She described how she would approach the project, research that would be necessary, contact with Arva Parks for photographs and development of a budget and project timeline. She agreed to work with Suzanne Worth as an excellent advisory on textiles for the era. At the conclusion of her presentation, Board members agreed to work with Ms. McKey and committed to beginning the process. Ms. McKey will forward a written agreement detailing the work and charges, with the final cost dependent on the costs of fabric selection, Ms. Worth's fees and other at-this-time unknowns.

**Ms. Space made a motion to approve hiring Ms. McKey as a consultant and to move forward with the downstairs interior design project, subject to approval of the contract proposal. The motion passed unanimously.**

Ms. McKey estimated 40 hours to complete the downstairs renovation project in a four to six week timeframe. She discussed coordination of removing and returning upholstered pieces, estimating a two-week gap between removal and return by the local upholsterers. Her proposal will be sent to Ms. Kautz.

Ms. Kautz reported that Harriet Liles was unable to attend today's meeting; however, Ms. Liles wishes to donate china to the House, and will come to a future meeting.

**House Report:**

Ms. Kautz reported the following:

- Visitors in November: 27, plus a special tour group for South Dade Garden Club of nine senior citizens.
- Visitors in December: 5, plus the Garden Club tour and Holiday Open House.
- Visitors to mid-January 2009: 15 visitors one Sunday.
- Trust Fund balance: \$44,306.73.
- D.A.R. House rentals have proceeded well. No other applications for House use.
- The Interim City Manager held a well-received department head meeting at the House on January 5, 2009.
- Regarding second story floor refinishing, estimates have not yet been received.

**Old Business:**

**Signage:** Ms. Kautz said she expected a second quote today for signage. Both will be e-mailed to Board members for their individual review prior to February discussion.

**Dragonfly Expedition Bus Tour Company:** Ms. Kautz reported that Dragonfly contacted staff and requested five dates in February and March to bring tourists to view the House.

**House Brochure:** Ms. Yusko reported that Goosepen Press began design work on the brochure and promised a draft prior to the February meeting. Discussion was held about paper, color/sepia, and a finished piece that reflects the period of the House. Ms. Yusko will obtain a sample of the proposed paper, and discuss Board suggestions.

**New Business:**

**Donation Policy:** Ms. Kautz raised the issue of the donation policy and the need for Board comments. This will be a March agenda item.

**February Meeting:** The regularly scheduled February meeting would fall on a national holiday. The February meeting will be held on February 23, 2009 at 8:45 a.m..

**Refrigerator:** Ms. Yusko will provide research information about the period refrigerator at the February meeting.

There being no further business, the meeting adjourned at 10:05 a.m.

**Next Meeting: Monday, February 23, 2009, 8:45 a.m., Merrick House**

Respectfully submitted,

Kara N. Kautz  
Historic Preservation Officer