

City of Coral Gables

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



Meeting Minutes

Tuesday, January 20, 2026

3:30 PM

Sister Cities Conference Room - Coral Gables Museum

Pinewood Cemetery Advisory Board

Chairperson John Swain
Vice Chairperson Lorrie Martin
Board Member James Berlin
Board Member P. Tristan Bourgoignie
Board Member Roberta Neway

The Pinewood Cemetery Advisory Board will be holding its Regular Meeting on Tuesday, January 20, 2026, 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

+17866351003,,84407410572# US (Miami)

+19292056099,,84407410572# US (New York)

Dial by your location

+1 786 635 1003 US (Miami)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 470 381 2552 US (Atlanta)

+1 646 518 9805 US (New York)

Find your local number: <https://us06web.zoom.us/j/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 3:30 PM.

II. ROLL CALL**Board Members in Attendance:**

John Swain

Lorrie Martin

Tristan Bourgoignie

Jorge Arguelles

Roberta Neway

Jim Berlin

III. APPROVAL OF THE MINUTES

[26-1049](#) Pinewood Cemetery Advisory Board Meeting Minutes for October 6, 2025

A motion was made by Board member Bourgoignie, seconded by Vice Chairperson Martin, to approve the minutes for the October 6, 2025, Pinewood Cemetery Board meeting as amended. This motion passed unanimously.

IV. NEW BUSINESS

1. Board members welcomed Mr. Jim Berlin as a new board member.
2. Board member Bourgoignie expressed concern over the strategy and movement of this board.
3. Meeting Schedules - The Board members discussed changing the start time of the meetings to 2:30pm going forward. They also confirmed that Tuesdays is acceptable for all members.
4. Special Meeting - Board members agreed to have a Special meeting to discuss Pioneer Day. This meeting is scheduled for 02/25/2026 at 2:30 PM.
5. Board members discussed visiting the cemetery and creating a priority list to discuss at the next regularly scheduled meeting occurring on April 21, 2026.

V. OLD BUSINESS

1. Pioneer Day - This event is scheduled for April 25, 2026, Saturday between 10am - Noon.

Ideas being considered:

1. Title of event: Before the First 100 Years
 2. Speakers - Board member Swain will ask Dorothy Thompson, Don Slesnick.
 3. Short board member tours of graves and their history.
 4. Select three main areas of interest
 5. Parking will be an issue
 6. Highlight the Larkin family living descendants
 7. Invite organizations, city commission, city staff
 8. Tables, light food and beverage, no tent, no chairs
 9. Will need a podium and microphone.
- Vice Chairperson Martin will contact DAR/SAR/CAR and the Genealogical Society of Miami.
 - Board member Neway will contact The Villagers and the Audubon Society.
 - Board member Berlin will contact Fairchild Tropical Gardens.
 - Staff will reach out to Keep Coral Gables Beautiful.

2. Annual Report - A copy of the annual report will be forwarded to all board members.

VI. CITY COMMISSION ITEMS

1. Presentation to City Commission - Board member Swain will forward to board members and staff when complete.

VII. DISCUSSION ITEMS

1. A discussion on the function of the Pinewood Cemetery Advisory Board

VIII. ITEMS FROM THE SECRETARY

For clarification, elections were held for the Chairperson and Vice Chairperson positions for the length of the term.

A motion was made by Board member Neway, seconded by Board member Arguelles, to elect Board member Swain as Chairperson and Board member Martin as Vice Chairperson of the Pinewood Advisory Board. This motion passed by the following vote:

Yays: Board member Berlin, Board member Neway, Board member Swain, Board member Martin

Nays: Board member Bourgoignie

IX. ADJOURNMENT

This event was adjourned at 5:05 PM.

NOTE