

PINEWOOD CEMETERY ADVISORY BOARD MEETING
Minutes of January 14, 2008
405 Biltmore Way, First Floor Conference Room
Coral Gables, Florida

MEMBERS	F	M	A	M	J	J	A	S	O	N	D	J	COMMISSIONERS
	07	07	07	07	07	07	07	07	07	07	07	08	
Patricia "Pat" Clarke*	+	+	P	+	A	+	+	P	P	E	+	E	Mayor Donald D. Slesnick, II
Tim Crowther	+	+	P	+	P	+	+	P	P	P	+	P	Vice-Mayor William H. Kerdyk, Jr.
Sandra Cummings	+	+	P	+	P	+	+	P		P	+	P	Commissioner Maria Anderson
Thomas E. Lodge*	+	+	P	+	P	+	+	P	P	P	+	P	Comm. Rafael "Ralph" Cabrera, Jr.
Father Sean O'Sullivan	+	+	P	+	E	+	+	P		A	+	P	Comm. Wayne "Chip" Withers
Kemal Rajib	+	+	P	+	P	+	+	P	P	P	+	P	City Manager David Brown
Louan Zagarino*	+	+	P	+	A	+	+	E		P	+	P	City Commission

A = Absent

P = Present

E = Excused

+ = No Meeting

*** = New Appointment**

Note: October was a Special Meeting

STAFF IN ATTENDANCE:

Kara Kautz, Historic Preservation Officer

PREPARATION OF MINUTES: Wanda Clark/Nancy C. Morgan, Coral Gables Services, Inc.

CALL TO ORDER: Chair Crowther called the meeting to order at 3:55 p.m.

I. APPROVAL OF MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2007:

A motion was made to approve the minutes of the regular meeting of November 13, 2007. The motion was seconded and passed by voice vote.

II. MEETING ATTENDANCE:

A motion was made to excuse the absence of Patricia Clarke from today's meeting. The motion was seconded and passed by voice vote.

III. NEW BUSINESS:

- a. **Scout cleanup.** Ms. Zagarino presented a suggestion to involve the Scouts in a trash cleanup project. Flag placement and the removal of invasive oyster plants were also suggested as potential projects. Ms. Zagarino will follow through with the Scout troop to set a project date. Ms. Kautz will provide trash containers and Mr. Crowther offered to supervise the activity.

- b. **Personal appearance by Mrs. Harriet Liles.** Mrs. Liles presented and reviewed a cemetery map, and its creation, that contained partial lot identification by popup symbols. She described the writing and publishing process for her book, soon to be released, and shared cemetery-related historical anecdotes. Mrs. Liles suggested that Board members request more contributions. Ms. Cummings suggested placing a bookmark inside Mrs. Liles' book with information about Pinewood Cemetery and information about how to contribute to this historic site. Mrs. Liles and Board members discussed various ideas for gravestone markers and other Cemetery placements. Ms. Kautz suggested that the Board host a book event for Mrs. Liles, possibly at Merrick House.

IV. OLD BUSINESS:

- a. **Grant update.** Ms. Kautz reviewed a copy of the grant application packet sent to the State, thanking Ms. Zagarino. The presentation before the State panel will occur in March, with results anticipated in July. The grant requested is \$13,000, with the City providing a matching grant for the total of \$26,000.
- b. **Larkin Contact.** Ms. Zagarino will contact members of the Larkin family, who may have materials relevant to the Cemetery.
- c. **Tree removal.** Mr. Lodge will mark trees in need of removal, and requested notification about the removal date so he may be present when they are removed.

V. BOARD ITEMS/CITY COMMISSION UPDATE/CITY PROJECTS UPDATE:

Ms. Kautz reported that the Historic Preservation Board was in process of reviewing and designating several historic districts within the City. She also stated that new informational brochures would be forthcoming, at which time Mrs. Liles volunteered to act as a resource.

VI. DISCUSSION ITEMS:

Chair Crowther suggested that Board members diligently seek opportunities to rescue photos or items of historic significance. Mrs. Liles mentioned an existing fund for markers. Ms. Kautz will research and give trust fund accounting at the next meeting.

The next meeting will be held on March 10, 2008 at 4:00 p.m.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 5:39 p.m.

Respectfully submitted,

Kara N. Kautz
Historic Preservation Officer, and
Secretary to the Board