

**CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING**  
**Regular Meeting Minutes of January 7, 2008**  
**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	A	P	P	P	P	P	P	P	P	A	P	P	Mayor Donald D. Slesnick, II
Margaret Steele	P	P	P	P	E	P	P	P	P	P	P	P	Vice-Mayor William H. Kerdyk, Jr.
Jany Marchena					^	P	P	P	P	P	P	P	Comm. Maria Anderson
Olga Baquero-Lima	P	P	P	P	P	E	E	P	P	P	P	P	Comm. Rafael "Ralph" Cabrera, Jr.
Laura Yusko	P	P	P	E	P	P	P	P	P	P	P	E	Comm. Wayne "Chip" Withers
Marie Vacca	P	P	P	P	P	P	P	P	P	P	E	P	Board Appointee
Sondra Space					^	P	P	P	P	P	P	P	City Manager

**STAFF IN ATTENDANCE:**

Kara Kautz, Historic Preservation Officer  
Mary Agnes Beach, Museum Curator

**A = Absent**

**E = Excused**

**P = Present**

**\* = Special Meeting**

**- = No Quorum**

**^ = New Member**

**+ = Resigned**

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

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Vice Chair Marie Vacca called the meeting to order at 8:50 a.m.

**Minutes of the Board Meeting on December 3, 2007:**

**Ms. Space made a motion to approve the December 3, 2007 meeting minutes. The motion passed by unanimous voice vote.**

**Meeting Attendance:**

**Ms. Space made a motion to excuse meeting attendance of Laura Yusko. The motion passed by unanimous voice vote.**

**Committee Reports:**

**Holiday Event/December 8, 2007:**

Ms. Baquero-Lima constructively reviewed the event, offering helpful information to apply to future events. During discussion, Ms. Beach reported that docents objected to impediments to visitor traffic flow caused by gatherings at the piano. Ms. Marchena advised that visitors need to be reminded that the House is a museum, and suggested that appropriate signs be posted to specify the kitchen as a private/staff only area. Ms. Steele requested a report about laws pertaining to signage for exits and private areas.

**Ms. Steele made a motion to take action to ensure that all safety signage guidelines are followed at Merrick House, also indicating the privacy of the kitchen area. The motion was seconded and passed unanimously.**

Discussion about advisory signs that signify untouchable display items was held, one result of which was a decision to install a larger, more generic sign at the entrance of the House.

**Farmer's Market:**

Ms. Space will meet with Ms. Rivenbark this week and give a report next month.

**Website:**

Ms. Marchena will report next month.

**Curator Report:**

Ms. Beach distributed the January 2008 Curator Report and reviewed as follows:

- Attendance since last meeting: 262, including the DAR meeting and an estimated 200 Holiday Event attendees.
- Trust Fund balance: approximately \$47,486, including a \$5,000 donation for Merrick portrait restoration.
- House rental: DAR holiday party and meeting.
- Second floor restoration: complete; all collection items have been returned.
- Holiday decorations: removed January 4. Purchases for next year have been made.
- Garage organization and cleaning has progressed.
- In the future, staff will maintain regular hours at the House to facilitate House management and to continue archiving House collections.

The issue of the appropriateness of items donated for either the House or the Museum was discussed, after which Ms. Beach and Ms. Kautz spoke about the importance of establishing a collections management policy, including professional standards and collection criteria, for the Historical Resources Division with specific provisions for the House. To facilitate this initiative, Ms. Beach reported that she prepared and submitted a report with the recommendation to establish the policy to the Museum Board and the City Manager, and will provide a copy to Board members.

**Old Business:**

None.

**New Business:**

Ms. Kautz reported that the DAR applied to use the House for its January meeting.

Meetings for 2008 will remain on the first Monday of each month at 8:45 a.m.

**Discussion Items:**

**Spring Event:**

Ms. Reese reported that she would not chair a spring event as there is an insufficient amount of time to plan. There followed a discussion about Trust Fund monies, which led to a decision to devote the next meeting to determining priorities for use of funds.

**House Refrigerator Storage:**

Ms. Marchena requested that a lock be installed on one of the two refrigerators to protect items stored therein for use by docents.

**Ms. Reese made a motion to install a lock on one of the refrigerators to safeguard items stored by docents. The motion was seconded and unanimously passed.**

**City Commission Update:**

Ms. Kautz reported that the Art in Public Places Ordinance passed on second reading.

The DeSoto Fountain rededication ceremony will be held Tuesday, January 8 at 6 p.m.

**Items from the Secretary:**

The report to the City Commission regarding House rentals will be temporarily delayed until more groups are involved and more information is available.

A letter from former Mayor Dorothy Thomson was read by Ms. Kautz wherein she commended the Board and staff for the success of the Holiday Event.

Appreciation was expressed to the participating spouses of Board members for volunteering during the Holiday Event.

**The next meeting will be held Monday, February 4, 2008 at 8:45 a.m. at the Merrick House.**

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Kara N. Kautz  
Historic Preservation Officer