

**PINEWOOD CEMETERY ADVISORY BOARD MEETING**

**Minutes of May 12, 2008**

**405 Biltmore Way, First Floor Conference Room**

**Coral Gables, Florida**

**MEMBERS**

**J A J S O N D J F M A M COMMISSIONERS**  
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Patricia "Pat" Clarke*	+	+	A	P	+	E	+	E	+	P	+	P	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	+	E	Commissioner Maria Anderson
Thomas E. Lodge*	+	+	P	P	+	P	+	P	+	P	+	E	Comm. Rafael "Ralph" Cabrera, Jr.
Father Sean O'Sullivan	+	+	E	P	+	A	+	P	+	P	+	E	Comm. Wayne "Chip" Withers
Kemal Rajib	+	+	P	P	+	P	+	P	+	P	+	P	City Manager David Brown
Louan Zagarino*	+	+	A	E	+	P	+	P	+	P	+	P	City Commission

**A = Absent**

**P = Present**

**E = Excused**

**+ = No Meeting**

**\* = New Appointment**

**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 4:04 p.m.

**I. APPROVAL OF MINUTES OF THE REGULAR MEETING OF MARCH 10, 2008:**

A motion was made to approve the minutes of the regular meeting of March 10, 2008. The motion was seconded and passed by voice vote.

**II. EXCUSED ABSENCES:**

A motion was made to excuse the absences of Sandra Cummings, Thomas Lodge and Father Sean O'Sullivan. The motion was seconded and passed by voice vote.

**III. NEW BUSINESS:**

- a. **Grant update.** Ms. Kautz reported that State Grant was not awarded; however, the City was commended on its letters of recommendation and on the City's past Grant administration. Ms. Kautz explained that, since the City funds were dedicated specifically for the survey and intended as matching funds to the Grant, it was necessary to utilize those funds as designated (for a survey) and to obtain a match in order to use the money.

As Board members discussed fund raising possibilities, questions were raised regarding permission for fund raising as outlined by the by-laws. The by-laws need to be researched to determine the appropriate procedures for accepting and/or raising funds.

Discussion continued about using information already gathered for the grant process to apply for County General Obligation Bond funds set aside for preservation projects. Ms. Kautz said the deadline had been extended until August but eligibility needed to be clarified regarding use of GOB funds for the cemetery survey.

Chair Crowther mentioned a machine to stamp metal tree markers used by Fairchild Tropical Botanic Garden. As it was unclear whether this was done on their premises or the service provided elsewhere, he said he would research it further. Discussion focused on materials for the approximately 60 tree markers, including bronze.

Ms. Kautz reported discovery of a box of Pinewood materials during her office relocation that included a small coral rock ledge with an engraved number appearing to be a marker sample. During discussion, it was suggested that local garden clubs become involved in the tree marker project since markers will identify the trees as well as the donors. Ms. Kautz will supply descriptive information of the tree marker project for the meetings of South Miami and Coral Gables Garden Clubs.

Options were discussed regarding estimates for monument stone restoration. Ms. Kautz informed that she will attend a cemetery workshop at the Florida Trust Conference, at which time she may be able to obtain more information and contacts.

- b. **Villagers' Letter.** Chair Crowther requested that staff respond to questions the Board was unable to address in the letter from the Villagers. Ms. Zagarino explained that a small group from the Villagers decided to create a preservation network, headed by Dolly MacIntyre, to become a core source for area preservation groups, which Ms. Zagarino said number over 100 in Miami-Dade County. Board members are invited to a luncheon hosted by the Villagers on May 29<sup>th</sup> at the Women's Club in Miami.
- c. **Harriet Liles.** Ms. Zagarino reported that Ms. Liles commented that she found a designation of the southern portion of Pinewood Cemetery as a park, opening the possibility of obtaining funds designated for parks.

#### **IV. OLD BUSINESS:**

- a. **Pioneer Day.** Instead of a separate event, Pioneer Day will be included as part of Dade Heritage Days in 2009, typically held in April and May. Ms. Clarke will contact Leslie Rivera of Dade Heritage Trust to obtain dates and report back to the Board.

#### **V. DISCUSSION ITEMS:**

- a. **Museum Curator Position.** Ms. Zagarino requested information about the Museum curator position. Ms. Kautz explained the division of funds and personnel for Coral Gables Museum as a separate entity partnering with the City of Coral Gables. City Archives will be provided for use by the Museum, with some overlap of content but separation in terms of operation.
- b. **Chair Position.** Chair Crowther stated his request to step down from chairing the Board, asking that this be considered at the next meeting.

**The next meeting will be held Monday, July 14, 2008, 4:00 p.m. City Hall Conference Room**

#### **ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 4:57 p.m.  
Respectfully submitted,

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