



**CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING**  
**Meeting Minutes of May 14, 2018 8:30 a.m.**  
**Historical Resources & Cultural Arts Department**  
**2327 Salzedo Street, 2<sup>nd</sup> Floor, Coral Gables, Florida 33134**

*Historical Resources &  
Cultural Arts*

2327 SALZEDO STREET  
CORAL GABLES  
FLORIDA 33134

☎ 305.460.5093

✉ hist@coralgables.com

MEMBERS	M	J	J	A	S	O	N	D	J	F	M	A	M	APPOINTED BY:
	17	17	17	17	17	17	17	17	18	18	18	18	18	
Ada "Adi" Busot						P	P	-	P	P	P	-	P	Mayor Raul Valdés-Fauli
Joanne Meagher	-	-	-	-	-	A	P	-	P	P	P	-	P	Vice-Mayor Frank Quesada
Margaret Meeks	-	-	-	-	-	P	P	-	P	P	P	-	P	Comm. Pat Keon
Ana Lam	-	-	-	-	-	P	P	-	#	P	P	-	P	Comm. Vince Lago
Barbara Reese	-	-	-	-	-	P	P	-	#	P	P	-	P	Comm. Michael Mena
Susan Rodriguez	-	-	-	-	-	P	A	-	P	E	P	-	P	City Manager
Kris Matteson								P	-	P	A	E	-	^ Board-as-a Whole
Charlton*														

**LEGEND:** A = Absent; P = Present; E = Excused; \* = New Member; ^ = Resigned Member;  
 - = No Meeting; # = Late meeting arrival;

**STAFF:**

Dona Spain, Historical Resources and Cultural Arts Director  
 Kara N. Kautz, Assistant Historic Preservation Officer  
 ElizaBeth Guin, Historic Preservation Coordinator  
 Yesenia Diaz, Administrative Assistant

**RECORDING SECRETARY/PREPARATION OF MINUTES:** Yesenia Diaz, Administrative Assistant, Historical Resources & Cultural Arts Department

The meeting was called to order by Chair Meagher at 8:44 a.m. and attendance was stated for the record.

**APPROVAL OF MINUTES OF MEETING HELD MARCH 12, 2018:**

A motion was made by Ms. Rodriguez and seconded by Ms. Lam to approve the minutes of March 12, 2018 as written. The motion was unanimously approved.

**MEETING ATTENDANCE:**

A motion was made by Ms. Lam and seconded by Ms. Rodriguez to excuse the absence of Ms. Meeks. The motion was unanimously approved.

**BOARD MEMBER RESIGNATION:** Chair Meagher informed the Board that Ms. Charlton had reached out to her and informed her that she had to resign from the Board; an official notice would be given at a later date.

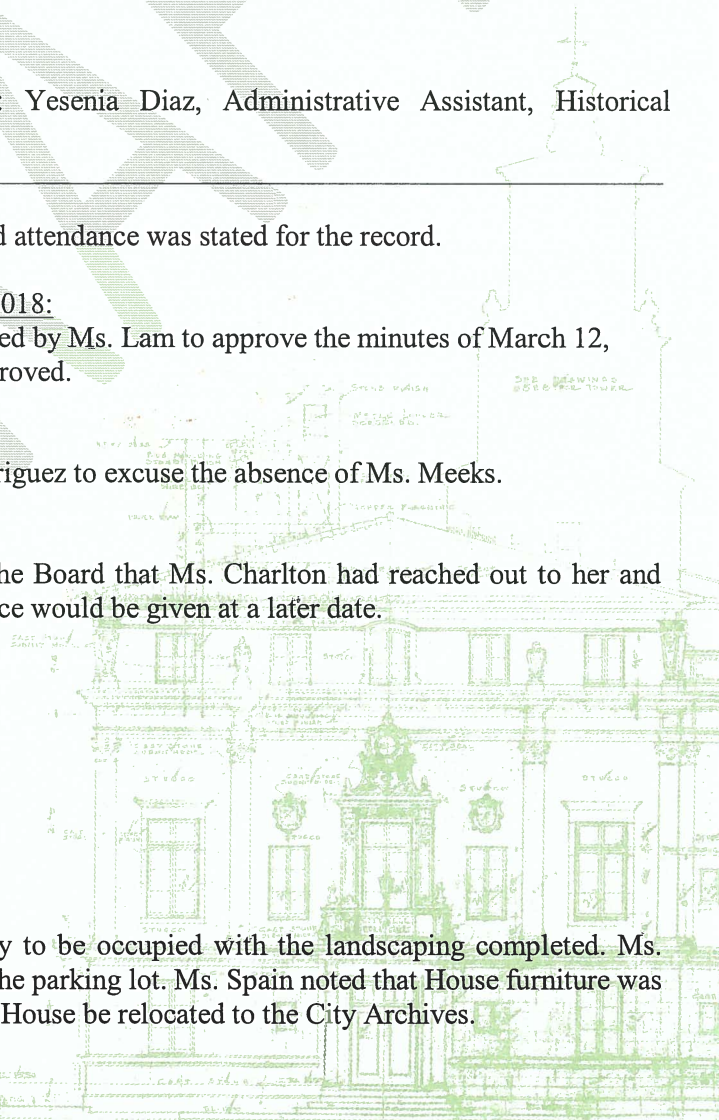
**COMMITTEE REPORTS:** None

**HOUSE REPORT:**

April 2018, Ms. Kautz reported the following:

- Total visitors: None, the House has not reopened.
- Trust Fund Balance: \$25,771.00.
- Roxy O'Neal Bolton Fund: \$4,939 (unchanged).

House Status: Ms. Spain reported that the House is almost ready to be occupied with the landscaping completed. Ms. Rodriguez praised the landscaping work as well as the lighting in the parking lot. Ms. Spain noted that House furniture was not arranged fully yet. She suggested that the original books in the House be relocated to the City Archives.



OLD BUSINESS:

Ice Cream Social: Chair Meagher asked if it would be possible to select a date. The board discussed the various dates in the season such as September or October to host the event. Ms. Kautz suggested having it later in the fall so that Ms. Yusko had enough time to have the docents prepared. Ms. Lam suggested October 14<sup>th</sup>, October 21<sup>st</sup>, and October 28<sup>th</sup>. Ms. Reese informed the Board of being unable to chair the event due to a family event but would be happy to offer her assistance.

Ms. Reese suggested that perhaps the opening should be in December with the Holiday Party. The Board continued to discuss potential dates for the event. Ms. Rodriguez suggested using food trucks such as a barbecue truck and an ice cream truck. It was also discussed by the Board the possibility of having tours during the opening event. Ms. Kautz suggested in lieu of the tours, a walkthrough would be better suited for the event. The Board continued to discuss the topic at length and came to the conclusion of holding the opening during the Holiday Party. Ms. Spain suggested having a soft opening in October. Chair Meagher inquired on the status of her docent application. Ms. Spain stated that she would investigate.

The Board continued to discuss the potential date for the House opening in December. Ms. Kautz noted that the Holiday Open House was normally held after the tree lighting to allow Public Works to assist. Ms. Rodriguez inquired as to the delivery of the Christmas tree. Ms. Spain informed her that the task was delivered by the Firefighters. The possibility of contacting the Garden Club ahead of time to decorate the tree was suggested by Ms. Spain.

The Board continued to discuss having the event on a Sunday vs. a Saturday. Chair Meagher asked the Board if they were in favor with holding the event on Sunday, December 9<sup>th</sup> or Saturday, December 8<sup>th</sup>. After lengthy discussion, the Board came to the consensus of holding the opening on Sunday, December 9<sup>th</sup> from 1 p.m.-4 p.m.

Ms. Lam left at 9:21 a.m.

Having entertainment at the event was discussed at length with Ms. Reese suggesting having carolers at the event. Ms. Rodriguez liked the possibility of also having holiday music playing. Ms. Reese stated that she would reach out the carolers. Cookies would be made by the Board and Ms. Yusko would be asked to provide the punch recipe. Chair Meagher suggested making a Christmas craft at the event in lieu of letters to Santa and offered to research an old-fashioned craft further.

NEW BUSINESS: None

CITY PROJCTS:

Entrances and Landscaping: Ms. Reese inquired about the status of the project. Ms. Spain stated that it was a Public Works projects and she did not have a date of completion.

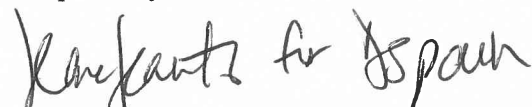
ITEMS FROM THE SECRETARY: None

NEXT MEETING: Tuesday, September 18, 2018 at 8:30 a.m.; Coral Gables Merrick House 907 Coral Way

ADJOURNMENT: There being no further business, the meeting adjourned at 9:40 a.m.

The meeting concluded at 9:40 a.m.

Respectfully submitted,



Dona M. Spain

Historical Resources and Cultural Arts Director