



**CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING**  
**Meeting Minutes of October 19, 2015 8:30 a.m.**  
**Coral Gables Merrick House**  
**907 Coral Way, Coral Gables, Florida 33134**

*Historical Resources &  
 Cultural Arts*

2327 SALZEDO STREET  
 CORAL GABLES  
 FLORIDA 33134

☎ 305.460.5093  
 ✉ hist@coralgables.com

MEMBERS	O	N	D	J	F	M	A	M	J	J	A	S	O	APPOINTED BY:
	14	14	14	15	15	15	15	15	15	15	15	15	15	
Amy Kutell^	E	E	P	P	P	P	P	P	P	-	-	P	E	Mayor Jim Cason
Barbara Reese ^												-	A	Commissioner Jeannet Slesnick
Daisy Baez	P	P	P	P	E	P	P	P	P	-	-	P	P	Commissioner Pat Keon
Ana Lam	P	P	P	P	P	P	P	P	P	-	-	P	P	Commissioner Vince Lago
Laura Yusko	P	E	P	P	E	E	E	P	E	-	-	P	P	Vice-Mayor Frank C. Quesada
Joanne Meagher	P	P	P	P	P	P	P	P	E	-	-	P	P	Board Appointee
Susan Rodriguez	P	P	P	P	P	P	E	P	P	-	-	P	P	City Manager

**STAFF IN ATTENDANCE:**

Kara Kautz, Assistant Historic Preservation Officer  
 Yesenia Diaz, Administrative Assistant  
 ElizaBeth Guin, Historic Preservationist

A = Absent      E = Excused  
 P = Present      \* = Special Meeting  
 - = No Meeting    ^ = New Member  
 + = Resigned Member

**MEETING RECORD / MINUTES PREPARATION:** Yesenia Diaz, Administrative Assistant, Historical Resources and Cultural Arts Department

Chair Yusko called the meeting to order at 8:39 a.m. and stated attendance for the record.

**MEETING ATTENDANCE:**

A motion was made by Ms. Rodriguez to excuse the meeting absence of Ms. Kutell. The motion was seconded by Ms. Meagher and was unanimously approved.

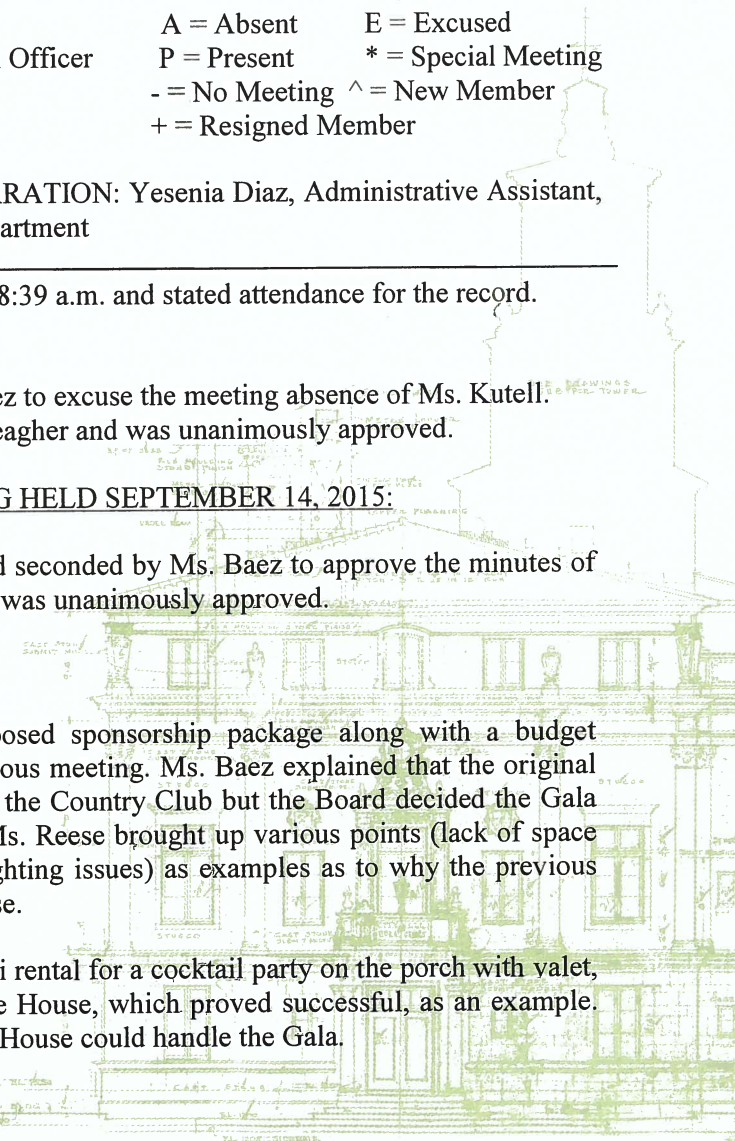
**APPROVAL OF MINUTES OF MEETING HELD SEPTEMBER 14, 2015:**

A motion was made by Ms. Lam and seconded by Ms. Baez to approve the minutes of the September 14, 2015. The motion was unanimously approved.

**COMMITTEE REPORTS:**

The Gala: Ms. Baez presented the proposed sponsorship package along with a budget containing revisions requested at the previous meeting. Ms. Baez explained that the original proposal was for the Gala to take place at the Country Club but the Board decided the Gala should take place at the Merrick House. Ms. Reese brought up various points (lack of space for a dance floor, parking, electric and lighting issues) as examples as to why the previous Gala could not be held at the Merrick House.

Ms. Kautz described a University of Miami rental for a cocktail party on the porch with valet, catering, LED lights, and guests inside the House, which proved successful, as an example. Ms. Reese stated that she did not think the House could handle the Gala.



Ms. Rodriguez suggested adding valet cost to the proposed budget. Ms. Baez suggested that the Gala could be more casual giving people a chance to network. Ms. Rodriguez suggested having high tables and couches. Ms. Meagher suggested using wicker furniture.

Ms. Reese suggested having a 1920s theme. Ms. Rodriguez was concerned whether \$10,000 was enough for platinum sponsorship. Ms. Baez explained that the House was the “crown jewel” of the City and many companies do business with the City that could be solicited. Permission would be required from the City Manager before soliciting businesses. Ms. Lam volunteered to call people. Ms. Kautz will speak to Ms. Spain about contacting the City Manager.

Ms. Lam inquired if the kitchen was included in the upcoming House restoration. Ms. Kautz explained that the kitchen cabinets were not included and described the scope of work. Ms. Baez stated that the kitchen could be used as a staging area for the Gala. Ms. Kautz stated that she would look into the possibility of replacing the cabinets during the restoration.

Discussion continued among the Board members in reference to what to do with proceeds obtained from the Gala. Suggestions included the restoration of the kitchen and restoring artwork in the House.

Ms. Rodriguez inquired about using the money in the trust fund as seed money for the Gala. Ms. Kautz explained that the City Manager has to approve the method of fundraising and approve the use of the trust fund money as seed money. Ms. Kautz added that once approved any money taken from the fund as seed money must be replaced.

Ms. Reese explained the Coral Gables Community Foundation’s involvement for the previous Gala. Ms. Rodriguez suggested getting an honoree chair to donate \$10,000. Ms. Reese stated that she would try to get a list of big potential donors from the previous Gala. Ms. Kautz pointed out that the reason the previous gala was so successful it had an event chair and recommended the same for this Gala.

After lengthy discussion, the Board agreed that the next step would be taking it to the City Manager for approval.

HOUSE REPORT: October 2015: Ms. Kautz reported the following:

- Total visitors: None, the House was closed for August and September.
- Trust Fund Balance: \$20,187.00 (expenditure account); \$0.00 (revenue account).
- Rental Requests: None new.
- Roxy O’Neal Bolton Fund: \$4,939 (unchanged).

Artwork Projects: Ms. Rodriguez suggested using money in the trust fund to restore artwork in the House. Ms. Yusko inquired about the next piece of artwork needing restoration. Ms. Kautz reported that she has condition reports from Rustin. Ms. Yusko mentioned an Althea Merrick painting similar to the Denman Fink in the hallway. Ms. Kautz stated that she would bring the reports to the next meeting.

OLD BUSINESS:

Inventory Assistance: Ms. Yusko suggested that the Board help out with the inventory in lieu of the next two meetings. Ms. Kautz reported that the inventory began last week and explained the process.

Girl Scout Project: Ms. Kautz reported that Mary was at the House last week working on the project which consists of creating laminated cards for each room that can be picked up by visitors or placed in a binder that the visitors can take with them while on a self-guided tour. Ms. Rodriguez suggested including text with a brief history of the House similar to that found in the Docent manual.

Arva Moore Parks: Ms. Kautz reported that Arva Moore Parks' new book, a biography of George Merrick, was released. Ms. Reese suggested asking Arva to serve as an honorary chair for the Gala or a table sponsor.

NEW BUSINESS:

Wicker chair donation: Ms. Yusko informed the Board that she had brought two dark brown wicker chairs from the 1920s that she wanted to donate to the house.

A motion was made by Ms. Lam to accept the donation of the 2 dark brown wicker chairs by Laura Yusko. The motion was seconded by Ms. Reese. The motion was unanimously approved.

D.A.R LETTER: Ms. Meagher asked if the thank you letter was written for the donation of the dress form. Ms. Kautz informed that a letter was written.

Ms. Lam left the meeting at 9:36 a.m.

BOARD RESIGNATION: Ms. Baez informed the board that she was resigning to run again for State Representative. She informed the board that she would continue to help when she could. Ms. Yusko thanked Ms. Baez for all her hard work and dedication to the board.

Ms. Reese left the meeting at 9:38 a.m.

DISCUSSION ITEMS: None

CITY COMISSION UPDATE: None

CITY PROJECTS UPDATE: None

ITEMS FROM THE SECRETARY: None

NEXT SCHEDULED MEETING: Monday, November 9, 2015, 8:30 a.m., Merrick House.

ADJOURMENT: There being no further business, the meeting adjourned at 9:41 a.m.

Respectfully submitted,



Dona M. Spain  
Historical Resources and Cultural Arts Director