

**CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING**  
**Regular Meeting Minutes of February 4, 2008**  
**Coral Gables Merrick House**  
**907 Coral Way, Coral Gables, Florida 33134**

<b>MEMBERS</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>F</b>	<b>COMMISSIONERS</b>
Barbara Reese	P	P	P	P	P	P	P	P	A	P	P	A	Mayor Donald D. Slesnick, II
Margaret Steele	P	P	P	E	P	P	P	P	P	P	P	P	Vice-Mayor William H. Kerdyk, Jr.
Jany Marchena				^	P	P	P	P	P	P	P	P	Comm. Maria Anderson
Olga Baquero-Lima	P	P	P	P	E	E	P	P	P	P	P	P	Comm. Rafael "Ralph" Cabrera, Jr.
Laura Yusko	P	P	E	P	P	P	P	P	P	P	E	P	Comm. Wayne "Chip" Withers
Marie Vacca	P	P	P	P	P	P	P	P	P	E	P	P	Board Appointee
Sondra Space				^	P	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**

**GUEST:** Christine Rupp, Administrative Coordinator, Coral Gables Museum

**RECORDING SECRETARY:** Wanda Clark/Nancy Morgan, Coral Gables Services, Inc.

Chair Laura Yusko called the meeting to order at 8:45 a.m.

**Minutes of the Board Meeting of January 7, 2008:**

**Ms. Space made a motion to approve the January 7, 2008 meeting minutes with changes to reflect the insertion of "Merrick House Governing Board" before the announcement of meetings for 2008 at the top of page 3, with the attachment of Ms. Baquero-Lima's sheet of Holiday event discussion items. The motion passed by unanimous voice vote.**

**Personal Appearance:**

Ms. Rupp, Administrative Coordinator of Coral Gables Museum, provided an overview of the Museum project, which is a public/private partnership between the City of Coral Gables and the

Coral Gables Museum Corporation, a nonprofit organization. She suggested that Merrick House event information be provided for the Dade Heritage Trust brochure distribution. Ms. Rupp highlighted potential opportunities for cross-marketing and co-event planning between the Museum and Merrick House.

**Committee Reports:**

**Merrick Day at the Coral Gables Farmer's Market:**

Ms. Space reviewed progress on plans for the Board's involvement during the Farmer's Market on March 8th as ideas and suggestions were discussed. She will create a list of needs to distribute to Board members for further input and support.

**Curator Report:**

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

- Attendance since last meeting: 75.
- Trust Fund balance: \$48,565.78.
- House rental: DAR monthly meeting.
- Time and efforts usually dedicated to second floor restoration went this month into the grant from the National Trust.
- Other information:
  - The garage organization and cleaning has slightly progressed.
  - It has been helpful to have office hours at Merrick House to facilitate House management, making staff more aware of ongoing issues with regard to running the house, including care and research of collections.
  - A \$3,000 grant application was made to the National Trust for Historic Preservation for the development of a textile plan for the Merrick House by a textile historian. The amount requested requires a matching grant, which staff anticipates coming from the Merrick House Board. Board members received a copy of the grant application.
  - A set of stanchions with the desired cord color was received from Lawrence Metal Products. An adapter needs to be ordered to attach the brochure dispenser to the stanchions.
  - Docent recruitment efforts have been expanded with one updated and one new volunteer registry where docent positions are now listed.

**Old Business:**

At the Board's request, Ms. Beach distributed a November 6, 2007 memorandum regarding Collections Work and an Overview of Museum Division Collections prepared for the Coral Gables Museum Board. Board member review was requested to assist in the preparation of a Collections Management Policy.

Ms. Yusko reported that three Merrick House brochures (house, garden and interior collection detail) are in preparation, with efforts to create a uniform text and photo presentation. Board members will be presented with the draft for input.

**New Business:**

Ms. Beach reported no house use applications.

**Discussion Items:**

Due to time constraints, the email received from Marie Vacca regarding use of the Merrick House Trust Fund will be tabled until next meeting to allow for consideration and prioritization. Other agenda items for next month include: consideration of stanchions, decisions regarding the kitchen and a discussion regarding textiles and colors to be used in the House. Cooperative efforts with the Coral Gables Museum were discussed.

**Ms. Marchena made a motion to send a box of George Merrick poetry books for the Museum to sell. This was approved unanimously.**

**Items from the Secretary:**

Ms. Kautz distributed parking stickers to Board members. Ms. Kautz stated that she initiated a walk-through inspection with the Fire Department who found no areas of concern. She also reported that current watering regulations and restrictions were being maintained.

**Next Meeting: Monday, March 3, 2008, 8:45 a.m., at Merrick House.**

The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Kara N. Kautz  
Historic Preservation Officer