



CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING
Meeting Minutes of February 8, 2016 8:30 a.m.
Coral Gables Merrick House
907 Coral Way, Coral Gables, Florida 33134

*Historical Resources &
 Cultural Arts*

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MEMBERS	M	A	M	J	J	A	S	O	N	D	J	F	APPOINTED BY:
	15	15	15	15	15	15	15	15	15	15	16	16	
Amy Kutell	P	P	P	P	-	-	P	E	-	-	P	P	Mayor Jim Cason
Laura Yusko	E	E	P	E	-	-	P	P	-	-	E	P	Vice-Mayor Frank Quesada
Margaret Meeks [^]											P	P	Comm. Pat Keon
Ana Lam	P	P	P	P	-	-	P	P	-	-	P	P	Comm. Vince Lago
Barbara Reese					-	-	A	P	-	-	P	P	Comm. Jeannett Slesnick
Susan Rodriguez	P	E	P	P	-	-	P	P	-	-	P	P	City Manager
Joanne Meagher	P	P	P	E	-	-	P	P	-	-	E	A	Board-as-a Whole

STAFF IN ATTENDANCE:

Kara Kautz, Assistant Historic Preservation Officer
 ElizaBeth Guin, Historic Preservationist
 Amanda Gonzalez Le Vasser, Archivist

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

MEETING RECORD / MINUTES PREPARATION: Nancy C. Morgan, Coral Gables Services, Inc.

Chair Yusko called the meeting to order at 8:37 a.m. and stated attendance for the record.

APPROVAL OF MINUTES OF MEETING HELD JANUARY 11, 2016:

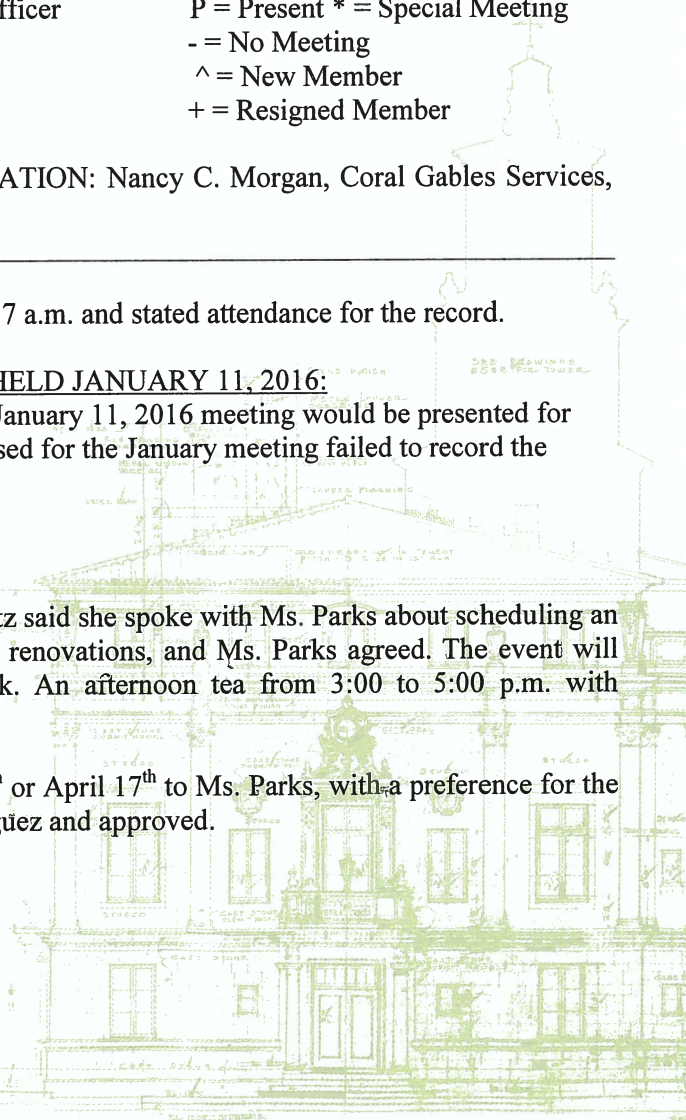
Ms. Kautz announced that the minutes of the January 11, 2016 meeting would be presented for approval at the next meeting as the recorder used for the January meeting failed to record the proceedings.

COMMITTEE REPORTS:

Arva Parks Event:

In the absence of committee reports, Ms. Kautz said she spoke with Ms. Parks about scheduling an April event at the House before it closes for renovations, and Ms. Parks agreed. The event will include a lecture based on her newest book. An afternoon tea from 3:00 to 5:00 p.m. with sandwiches and cookies was proposed.

Ms. Lam made a motion to propose April 10th or April 17th to Ms. Parks, with a preference for the 10th. The motion was seconded by Ms. Rodriguez and approved.



Event discussion items included: whether or not to charge a fee or request House donations; seating with 150 chairs available; refreshments a half hour before and after Ms. Parks' 3:30 half-hour presentation; tables for tea service and book signing; rental of tea cups and urns for hot and iced tea/sugars (Ms. Reese); postcard invitations to be mailed in March (Ms. Kautz will send artwork to Ms. Meeks and Ms. Meagher will prepare text); tea sandwiches, cookies and scones (Ms. Rodriguez will check with Gilberts on options and prices for 75 people); postcards to be mailed in March; centerpiece (Ms. Yusko will provide); paper goods (Ms. Reese); silver tea service as decoration; Ms. Kutell will greet visitors wearing a flapper dress and oversee the donation jar; CDs (Ms. Yusko) and CD player (Ms. Kautz); flower arrangement for mantle.

HOUSE REPORT: Ms. Kautz reported no changes from the previous month's report.

OLD BUSINESS:

Merrick House Renovation:

Ms. Kautz updated the status of the project: Public Works previously planned to begin work on the House in October 2016, and now anticipates beginning in April. As yet, a contractor has not been identified, but that process is underway. The City Manager wants the House emptied as soon as possible. Inventory processes are ongoing, so tours can't be conducted. Construction is anticipated to take nine months to a year to complete. In spring it may be possible to host some outdoor events, but conditions will need to be assessed at that time. The Arva Parks event can occur inside the House in the absence of its furnishings and contents.

Trust Fund Money:

Both Ms. Reese and Ms. Rodriguez reported being contacted by a Coral Gables Garden Club member, who inquired about funds raised by the gala and its intended uses. There followed a discussion about necessary House expenditures, during which time Ms. Kautz explained that funds were used to take care of House items that would otherwise be destroyed if not managed or repaired. The coral rock wall, specifically mentioned by the inquirer, is still on the House "to do" list, but is costly. Ms. Kautz said the trust fund currently contains a little over \$20,000.

NEW BUSINESS:

Merrick House Books:

Ms. Le Vasser, City Archivist, reported her meeting with a book conservator, who will HEPA vac, fumigate and stabilize the books. Ms. Kautz added that she and Ms. Le Vasser took books in the worst condition to the archives. A paper conservator reviewed the books and advised the process and cost to treat them. They will bring the conservator to the House to review the remainder of the paper goods and pastels and provide an estimate of costs to restore. Binding will be done by a book binder, but the books first have to have mold removed and be stabilized. The conservator, Melissa Boe, will give an estimate for all paper items in the House. Ms. Le Vasser said the cost for treating the initial 17 books is \$320. During discussion, it was decided that donations received at the Arva Parks event could be set aside for conserving the books. It was suggested that House bookmarks be given as a souvenir to guests who attend the April event.

Ms. Meeks made a motion, seconded by Ms. Lam, to approve the \$320 funding to treat the initial 17 books. The motion was unanimously approved.

NEXT MEETING: Monday, March 14, 2016, 8:30 a.m., Merrick House

ADJOURNMENT: There being no further business, the meeting adjourned at 9:30 a.m.

Respectfully submitted,



Dona M. Spain
Historical Resources and Cultural Arts Director