

CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING

Regular Meeting Minutes of June 7, 2010, 8:45 a.m.

Coral Gables Merrick House

907 Coral Way, Coral Gables, Florida 33134

MEMBERS	J*	A	S	S*	O	N	D*	J	F	M	A	M	J	COMMISSIONERS
	09	0	09	09	09	09	09	10	10	10	10	10	10	
Barbara Reese	P	-	P	E	P	P	P	P	P	P	P	P	P	Mayor Donald D. Slesnick, II
Margaret Steele	P	-	P	P	P	P	P	P	P	P	P	P	P	Vice-Mayor William H. Kerdyk, Jr.
Susan Stanton	E	-	P	E	P	P	E	E	E	E	P	P	P	Comm. Maria Anderson
Michelle Moskowitz	P	-	P	P	P	P	P	P	P	P	A	P	P	Comm. Rafael "Ralph" Cabrera, Jr.
Laura Yusko	P	-	P	P	P	E	P	P	P	P	P	P	E	Comm. Wayne "Chip" Withers
Joanne Meagher	^	-	P	P	P	P	E	P	P	A	P	P	P	Board Appointee
Sondra Space	P	-	P	E	P	P	P	P	P	E	P	P	P	City Manager

STAFF IN ATTENDANCE:

Kara N. Kautz, Historic Preservation Officer

A = Absent

E = Excused

P = Present

* = Special Meeting

- = No Meeting

^ = New Member

Vice Chair Space called the meeting to order at 8:50 a.m.

APPROVAL OF MINUTES OF REGULAR MEETING HELD MAY 10, 2010:

A motion was made and unanimously passed to approve the May 10, 2010 minutes as written.

MEETING ATTENDANCE:

A motion was made and unanimously passed to excuse the meeting absence of Ms. Yusko.

COMMITTEE REPORTS:

100th Anniversary Gala and Kick-off Party:

Ms. Reese distributed to each Board member a packet of materials that comprehensively and proactively addressed all details of the gala and kick-off party, including a committee assignments, a timeline and deadlines throughout the pre-kick-off party/gala time period.

Bacardi would donate the bar during the gala at the Colonnade, and champagne for the pre-gala reception at Merrick House. Esslinger Wooten Maxwell will underwrite costs of the invitations. Raffle item suggestions and ideas were discussed, during which time Ms. Meagher announced the donation of a 7-day European Celebrity cruise as a live auction raffle item.

Ms. Reese stressed the importance of observing the timeline and committee responsibilities. Ads need to be generated by all Board members, and can result in a self-paying program booklet. Business owners who advertise must provide camera-

Coral Gables Merrick House Governing Board Special Meeting Minutes

Monday, June 7, 2010

Continued

ready or digital files for black and white ads. To avoid duplication of effort, Board members will e-mail donated items and underwriting they secure.

Miscellaneous Issues: Board members will review the invitation list for updates and new submissions, and will e-mail all to Ms. Kautz for the master list. Printed Merrick House notecards will be event favors. The City trolley is available at a cost of \$150 to \$225, depending on use time. The Miami Herald Neighbors section will feature a story about the House anniversary at the end of October. A City proclamation of the anniversary will be presented at an October City Commission meeting. Donors and underwriters will be featured at the gala venues and in all printed materials. Printing bids should be approved by the City today. The completed House brochure will be given to all those solicited for donations and/or underwriting.

The kick-off party, to be held Thursday, June 10th at the home of Ms. Reese was reviewed and discussed.

As an expression of appreciation for Ms. Reese's outstanding planning, coordination and leadership of the anniversary event, Board members presented her with a gift.

HOUSE REPORT:

Ms. Kautz reported May 2010 House activity as follows:

- Total visitors: 24 adults, 11 seniors, 5 students, 1 youth, 1 child.
- Trust fund balance: \$9,636.49. Cost of gala printing items is pending.
- House Rental: Daughters of the American Revolution (DAR), who not reconvene again until Fall. The local chapter of the AIA requested use of the House from 5:30 to 8:00 p.m. on September 23rd for their annual election meeting.

A motion was made and unanimously passed to approve the AIA rental for September 23rd as requested.

OLD BUSINESS:

House Brochure: The final brochure draft, including all pre-edits, is ready to be printed.

Docents: Pam Admire was approved as a new docent, and Ms. Kautz reported receiving an additional docent application, currently undergoing the approval process.

Donation Policy: Catherine Cathers, the City's Arts and Culture Specialist, was unable to meet with the Board today to discuss the donation policy. Efforts to coordinate schedules will remain ongoing.

NEW BUSINESS:

Digital Records: All records for events, printed materials and informational documentation related to Board business should be digitally saved for future reference.

Board Budget: Ms. Kautz reported that next year's budget as it pertains to the Board has not yet been released.

Next Meeting: Monday, July 12, 2010, 8:45 a. m. NO MEETING IN AUGUST.

There being no further business, the meeting adjourned at 9:45 a.m.

Respectfully submitted,

Kara N. Kautz
Historic Preservation Officer