

## **CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING**

**Regular Meeting Minutes of April 27, 2009**

**Coral Gables Merrick House**

**907 Coral Way, Coral Gables, Florida 33134**

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

### **STAFF IN ATTENDANCE:**

Simone Chin, Historical Resources Department

**A = Absent**

**E = Excused**

**P = Present**

**\* = Special Meeting**

**- = No Meeting**

**^ = New Member**

**+ = Resigned**

**RECORDING SECRETARY:** Nancy C. Morgan, Coral Gables Services, Inc.

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Chair Yusko called the meeting to order at 9:00 a.m.

### **Meeting Attendance:**

**Ms. Baquero-Lima made a motion to excuse the meeting absence of Sondra Space. The motion was approved.**

### **Minutes of March 23, 2009 Board Meeting:**

**Ms. Vacca made a motion to approve the March 23, 2009 Board meeting minutes as written. The motion passed.**

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**Committee Reports:**

None.

**House Report:**

Ms. Chin reported the following:

- March visitors: 24 adults, 15 senior citizens, 2 students, 4 youths
- Trust Fund balance as of April 24, 2009: \$45,506.73
- DAR rental: proceeding normally and well
- Harriett Liles remains ill and is still unable to meet with the Board.
- Second story floor renovation: two companies will review the floor project this week in advance of providing estimates for renovation. (The Board urged staff to move forward with this project.)
- Michelle Reeves will receive the deposit this week to begin the Solomon Merrick framing project.
- Business Interiors/Lucille McKey proposal: A procurement issue regarding the proposal will be resolved after Ms. Kautz meets with, and provides relevant information to, the City Attorney.
- Tully Dunlap, donor in support of the Solomon Merrick painting refurbishment, passed away last week. Ms. Yusko will send a letter on behalf of the Board to Mr. Dunlap's family representative.

**Old Business:**

**Donation Policy:**

Ms. Chin reported that the Board's revisions were being incorporated into the document. A draft policy is anticipated to be ready for review by the next meeting.

**House Brochure:**

Ms. Yusko reported no progress on the brochure, and will follow up with Goosepen Press.

**Signage:**

Ms. Chin reported that the signage project is still in process.

**Refrigerator:**

It was reported that the freezer is no longer working and the refrigerator works marginally. Ms. Yusko will provide information on replacement possibilities for the next meeting to facilitate a decision.

During discussion, Ms. Chin agreed to research the status of the \$15,000 set aside by the City for kitchen renovation. Ms. Vacca encouraged a definitive decision regarding future use of the kitchen, which would affect the type of refrigerator purchased. For comparison, estimates will be secured for a vintage/period refrigerator and a modern one, with consensus reached for the Board to conduct the research and make the purchase themselves, after all appropriate approvals are obtained. Ms. Kautz will let Board members know if Procurement needs to be involved with the refrigerator purchase.

There followed a discussion on installing a lock on the refrigerator to avoid loss of snacks furnished for docents, and their cost.

**Ms. Vacca made a motion to fund purchase of docent snacks from the Trust Fund. The motion was seconded and unanimously approved.**

**New Business:**

**Arbor Day 2010:**

Ms. Chin reported that Ms. Kautz discussed the concept of an Arbor Day 2010 event to be held at the House with Dan Keys, Public Service Director. Fruit trees will be planted as part of the event.

**House Note Cards:**

After discussion, Board consensus was reached to print note cards in a 3" X 5" format and also in the size of the Tom Spain note cards. Ms. Chin will prepare a print-quality CD with images and size specifications for printing estimates, and also request paper samples for Board review.

**Major Priorities:**

To ensure that all projects are completed prior to the 2010 Gala, the Board will focus efforts on major priorities, including refrigerator replacement and second story floor renovation.

**Ms. Steele made a motion to create a project priority list, and to take immediate action regarding the refrigerator and floor renovation. The motion was seconded and unanimously approved.**

Discussion was held regarding the level of Commission support in place to forward these projects. Board members will discuss the issues with their appointing officials. Regarding contractor suggestions for floor renovation, Board members will provide vendor recommendations to staff.

**Summer Meeting Schedule/Board Changes:**

Unless necessary, the Board will not meet in June and July. After the May 18 meeting, Board members will again convene Monday, August 17 at 8:45 a.m.

Ms. Vacca's and Ms. Baquero-Lima's terms of Board service will conclude in May, and Ms. Marchena is moving to Paris. Staff will clarify Board terms and notify members.

**Retirement of Cathy Swanson-Rivenbark:**

On behalf of the Board, Ms. Yusko will send a letter of appreciation to Ms. Rivenbark for invaluable assistance with several Board projects over the years.

**Next Meeting: Monday, May 18, 2009, 8:45 a.m., Merrick House.**

There being no further business, the meeting adjourned at 10:00 a.m.

Respectfully submitted,

Kara N. Kautz  
Historic Preservation Officer