



# The City of Coral Gables

## Historical Resources Department

### CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING

Meeting Minutes of March 9, 2015, 2014, 8:00 a.m.

Coral Gables Merrick House

907 Coral Way, Coral Gables, Florida 33134

MEMBERS	M*	A	M	J	J	A	S	O	N	D	J	F	M	APPOINTED BY:
	14	14	14	14	14	14	14	14	14	14	15	15	15	
Amy Kutell^					-	P	P	E	E	P	P	P	P	Mayor Jim Cason
Daisy Baez	E	A	P	P	-	P	E	P	P	P	P	E	P	Vice-Mayor William H. Kerdyk, Jr.
Marlin Ebbert	P	E	P	E	-	E	P	P	P	P	P	P	P	Commissioner Pat Keon
Ana Lam	P	P	P	P	-	P	P	P	P	P	P	P	P	Commissioner Vince Lago
Laura Yusko	P	P	P	P	-	P	P	P	E	P	P	E	E	Commissioner Frank C. Quesada
Joanne Meagher	A	A	P	E	-	E	P	P	P	P	P	P	P	Board Appointee
Susan Rodriguez	P	P	P	P	-	P	P	P	P	P	P	P	P	City Manager

#### STAFF IN ATTENDANCE:

Dona M. Spain, Historic Preservation Officer  
Kara Kautz, Assistant Historic Preservation Officer  
Emily Ahouse, Historic Preservationist

A = Absent

P = Present

- = No Meeting

+ = Resigned Member

E = Excused

\* = Special Meeting

^ = New Member

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

Ms. Rodriguez called the meeting to order at 8:35 a.m. and stated attendance for the record. Ms. Meagher arrived at 8:45 a.m. and Ms. Lam arrived at 8:46 a.m.

#### APPROVAL OF MINUTES OF MEETING HELD FEBRUARY 13, 2015:

A motion was made by Ms. Ebbert and seconded by Ms. Baez to approve the minutes of February 13, 2015. The motion was unanimously passed.

#### COMMITTEE REPORTS:

##### February 15, 2015 Arts Festival:

Ms. Kutell gave an overall summary of the SOTPWG event, stating it was well attended and included a lot of families. Book sales were few, and there was no income from Books & Books because the City is not non-profit. There was discussion about selling used books or asking if Books & Books may be willing to donate gently-used books that could be sold to benefit the House. The student artwork was well received, should be continued and could be expanded to include more schools in the future if a similar event is planned. The music was pleasant, and the Italian consulate and wines were interesting additions to the mix.

##### April 12, 2015 Go-Green Gables Eco-Fair:

Ms. Ebbert reported that Juan Riera would be available for House tours. Boy Scouts will be on hand to help. Regarding recycling, she distributed a postcard announcement about a gallery event that featured a quilt made by Mrs. Munroe from hand-dyed scraps of old bedsheets. Mrs. Munroe's quilt will be displayed at the April 12<sup>th</sup> event.

Jessica Keller (City) indicated willingness to participate and will be asked to bring recycle bins for residents who need additional bins; vintage clothing will be displayed; and Ms. Rodriguez will craft a large Nike container for collection of tennis-type shoes for recycling.

Ms. Ebbert requested scheduling the next Board meeting for Monday, April 6<sup>th</sup> rather than the customary meeting day, which will fall the day after the April 12<sup>th</sup>

Ms. Lam made a motion, seconded by Ms. Baez, to change the date of the next Board meeting to Monday, April 6, 2015. The motion was unanimously approved.

Continuing the report, Ms. Ebbert advised that Ellen Book would give a presentation about composting. Ms. Lam will make a decorative container for donated eyeglasses; food trucks will be on hand; and Books & Books will be asked to provide gently-used children's books. Ms. Ebbert will contact the Miami-Dade County extension office to see if they will allow exchanges of incandescent lightbulbs for energy-saving compact fluorescent lightbulbs and water-wasting shower heads for water-efficient models. Additional ideas were explored about other items that could fit the event theme and be offered for sale to the public. The event will be published in the City's e-newsletter, and several of Ms. Kutell's friends will serve as volunteers again during the event.

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

- Total visitors in February: 11 Adults; 10 Seniors; 2 Students; 0 Youth; 1 Child + 52 guided tours during the February SOTPWG event. Ms. Kautz will prepare a form to enable Board members to record the numbers and categories (adults, seniors, students, etc.) of groups who tour the House during SOTPWG events.
- Trust Fund Balance: \$26,462.50 (expenditure account); \$2,377 (revenue account).
- Roxy O'Neal Bolton Fund: \$4,939 (unchanged).
- Rental Requests: None new.
- Dress donation: Approved by the Board in November.

OLD BUSINESS:

Porch Benches: Since porch benches will not be purchased or installed until the House renovation is complete and the composition of the Board may not be the same when the renovation project is finished, Ms. Rodriguez suggested beginning the process now with an equal donation of personal funds by each Board member to total the amount necessary to purchase one bench. It was agreed that the bench plaque will read: The 2014-2015 Merrick House Governing Board. If possible, the names of all Board members will be added.

Ms. Lam made a motion for the Board members to each donate an equal amount of personal funds to total the amount necessary to purchase one bench. Ms. Ebbert seconded the motion, which was unanimously approved.

Without Ms. Yusko's agreement as yet, each of the six remaining Board members will contribute \$72 via check payable to The City of Coral Gables with a memo line reading Merrick House Bench.

NEW BUSINESS:

SOTPWG Event Signage: Ms. Rodriguez observed that posting event notices on House windows was unattractive, and suggested purchasing a freestanding, multipurpose stand with a glass-covered bulletin board to display House brochures, event announcements and informational items on the porch. Ms. Spain agreed to research the purchase and secure estimates.

DISCUSSION ITEMS:

Merrick House Docent Coordinator Proposal:

Ms. Spain distributed a job description for a Merrick House Docent Coordinator, drafted by Ms. Ahouse. There followed an enthusiastic discussion about the benefits to House efforts of the position, which would be part-time (29 hours weekly).

Ms. Ebbert made a motion to accept the preliminary job description and request the addition of the part-time position of Merrick House Docent Coordinator for the 2015-2016 budget. Ms. Baez seconded the motion, which was unanimously approved.

House Renovation Update:

The selected demolition plan was submitted to staff for review, which is scheduled later today. The renovation is expected to consume most of a year, during which time the House will be closed and the Board will need to meet elsewhere.

Regarding an original Merrick House landscape plan, Ms. Kautz advised that staff has a narrative about the landscaping, but original landscaping plans are not available. She will send a copy of the narrative to Board members.

A discussion was held about events that could be held on House grounds during the renovation, such as a Sunday afternoon Arva Parks book signing after it is published as well as other small events that would expose the House to the public. Ms. Spain will discuss ideas with the Parks and Recreation Director.

NEXT SCHEDULED MEETING: Monday, April 6, 2015, 8:30 a.m., Merrick House.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:36 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Dona M. Spain".

Dona M. Spain  
Historic Preservation Officer