



CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING
Meeting Minutes of October 8, 2018 8:30 a.m.
Coral Gables Merrick House
907 Coral Way, Coral Gables, Florida 33134

*Historical Resources &
 Cultural Arts*

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MEMBERS	O	N	D	J	F	M	A	M	M	J	J	A	S	O	APPOINTED BY:
	17	17	17	18	18	18	18	18	18	18	18	18	18	18	
Ada "Adi" Busot	P	P	-	P	P	P	-	P	P	-	-	-	P	P	Mayor Raul Valdés-Fauli
Joanne Meagher	A	P	-	P	P	P	-	P	P	-	-	-	P	P	Vice-Mayor Frank Quesada
Margaret Meeks	P	P	-	P	P	P	-	P	P	-	-	-	P	P	Comm. Pat Keon
Ana Lam	P	P	-	#	P	P	-	P	P	-	-	-	P	E	Comm. Vince Lago
Barbara Reese	P	P	-	#	P	P	-	P	P	-	-	-	P	P	Comm. Michael Mena
Susan Rodriguez	P	A	-	P	E	P	-	P	P	-	-	-	P	A	City Manager
Nina Jarp*										-	-	-	-	P	Board-as-a Whole

LEGEND: A = Absent; P = Present; E = Excused; * = New Member; ^ = Resigned Member;
 - = No Meeting; # = Late meeting arrival

STAFF:

Dona M. Spain, Historical Resources & Cultural Arts Director
 Kara Kautz, Assistant Historic Preservation Officer
 Laura Yusko, Docent Coordinator
 Yesenia Diaz, Administrative Assistant

RECORDING SECRETARY/PREPARATION OF MINUTES: Yesenia Diaz, Administrative Assistant, Historical Resources & Cultural Arts Department

GUESTS: Colette Worm, Docent Volunteer

The meeting was called to order by Chair Meagher at 8:45 a.m. and attendance was stated for the record.

APPROVAL OF MINUTES OF MEETING HELD SEPTEMBER 18, 2018:

A motion was made by Ms. Reese and seconded by Ms. Meeks to approve the minutes of September 18, 2018 with corrections as follows: Colette Worm, Docent Volunteer. The motion was unanimously approved.

HOUSE REPORT: Ms. Kautz reported that the trust fund is unchanged and the House is slated to have a soft opening on October 6th and 7th.

OLD BUSINESS: Chair Meagher reminded that the piano needed to be tuned. Ms. Kautz stated that the piano will be tuned and a vendor contacted. Ms. Spain gave an update on the ADA video for the upstairs area and stated that she had reached out to the City Attorney's Office. The Board discussed the possibility of having a small laptop showing the video. Ms. Spain stated that she would discuss the video with the City's ADA Coordinator. Ms. Meeks complimented Ms. Kautz on her hard work with the House opening.

VILLAGERS GRANT PROPSALS: Ms. Kautz reported that two grant proposals were submitted and elaborated on them in detail. One was being spearheaded by Laura Yusko, Docent Coordinator, for the funding of the restoration of the Eunice Merrick portrait on paper. A suggestion was made to scan the paper portraits and place the originals in the archives. The asking cost for the grant was under \$5,000.

be needed for the event in order to coordinate with Public Works. It was decided as follows: 1 table for the punch, 1 for popcorn, 2 tables for the kids' crafts, 1 for water, 1 for the merchandise for a total of 6 tables.

The amount of chairs for the outside area was also discussed and it was decided that there would be 25 chairs for the event. Linens for the tables were also discussed with the idea of possibly using burlap. Ms. Yusko asked about linens for the tables. The Board continued to discuss some options with Ms. Spain stating that Staff could rent the table cloths as it would be a better option and the Board could bring the burlap to add on to it. The Board was in agreement with the suggestion.

The event will have a ribbon cutting ceremony and there would be name tags for the Board. Ms. Kautz would research the previous name tags. Chair Meagher volunteered to draft a script for the House opening on December 9th.

EVENT MUSIC: Carolers would provide the entertainment for the event and Ms. Reese informed the Board that she would follow up with the group. The suggestion was made about possibly using the piano and Ms. Busot stated that she would reach out to her piano teacher.

CHRISTMAS DECORATIONS: Ms. Busot inquired as to when the House would be decorated for Christmas. Ms. Kautz explained that in the past the Coral Gables Garden Club would bring fresh greenery and poinsettias and this year would be the same. The Club was expected to decorate on December 4th.

After lengthy discussion it was decided that the Board would decorate the Christmas tree on December 6th at 9 a.m.

MEETING LOCATION: The Board discussed the meeting location for the November. Ms. Kautz stated Staff has office hours of plan review at the same time as the Board's meeting and requested that the meetings be held at the Historical Resources and Cultural Arts Department. The Board was in agreement.

Ms. Reese left at 10:20 a.m.

NEXT MEETING: Monday, November 5, 2018 at 8:30 a.m.; Historical Resources & Cultural Arts Department, 2327 Salzedo Street, 2nd Floor

ADJOURNMENT: There being no further business, the meeting adjourned at 10:26 a.m.

Respectfully submitted,



Dona M. Spain
Historical Resources and Cultural Arts Director