



CORAL GABLES MERRICK HOUSE GOVERNING BOARD MEETING

Meeting Minutes of November 5, 2018 8:30 a.m.

Historical Resources & Cultural Arts Department

2327 Salzedo Street, 2nd Floor, Coral Gables, Florida 33134

MEMBERS N D J F M A M M J J A S O N APPOINTED BY:
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Historical Resources & Cultural Arts	Ada "Adi" Busot	P	-	P	P	P	-	P	P	-	-	-	P	P	P	Mayor Raul Valdés-Fauli
	Joanne Meagher	P	-	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	E	P	Comm. Vince Lago
2327 SALZEDO STREET	Barbara Reese	P	-	#	P	P	-	P	P	-	-	-	P	P	P	Comm. Michael Mena
CORAL GABLES	Susan Rodriguez	A	-	P	E	P	-	P	P	-	-	-	P	A	E	City Manager
FLORIDA 33134	Nina Jarp*													P	P	Board-as-a Whole

☎ 305.460.5093

✉ hist@coralgables.com

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

STAFF:

Kara Kautz, Assistant Historic Preservation Officer

ElizaBeth Guin, Historic Preservation Coordinator

Yesenia Diaz, Administrative Assistant

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

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 OCTOBER 8, 2018:

A motion was made by Ms. Reese and seconded by Ms. Meeks to approve the minutes of October 8, 2018 with corrections as follows: "Their" changed to "There" on page 3. The motion was unanimously approved.

Chair Meagher suggested that going forward minutes and agendas be emailed and only two copies be printed to be more environmentally friendly. The Board agreed.

HOUSE REPORT: Ms. Kautz reported that the tours have started on Saturdays and Sundays with 4 docents conducting the tours. She also informed the Board that there were 3 potential docents that would be joining in the future. Ms. Kautz stated that Ms. Yusko would be in attendance in the next meeting to give a full report. Chair Meagher stated that she anticipated that more people would be visiting the House after the opening on December 9th. Ms. Yusko's efforts were praised by the Board for having organized the House and the Docent Program.

Ms. Busot inquired if there were Merrick House brochures to display at the House with the stand. Ms. Kautz informed that it was not up yet as the brochures were in the process of being reedited, but would be ready after the Dec 9th opening. Ms. Reese suggested about getting the brochures distributed to the double decker bus tour companies. Ms. Kautz stated that Staff would look into it.

OLD BUSINESS: Chair Meagher inquired about the piano tuning and what time Santa Claus would be appearing at the House for the Holiday Opening. Ms. Kautz relayed that in past years Santa would arrive at 2:15 p.m. The Board started to discuss the logistics of the event with including the Carolers. The Board agreed to move the Carolers to 1:30 p.m. for the event. The topic went back to the piano tuning and finding a piano player for the event with other options given in lieu of having a piano player. After a lengthy discussion it was agreed that the music for the event would be provided by a CD

with appropriate music. Ms. Kautz informed the Board that while a Santa had yet to be located, she would reach out to other departments to locate a backup in case any of her other inquiries fell through.

Ms. Lam presented Santa Hats to the Board to sell at the Holiday Opening House at a cost of \$5.00 per hat with \$2.00 of the proceeds going to the House. Ms. Jarp suggested using a Square Reader to process credit card transactions on a mobile device at the event. After some discussion, the Board agreed that it was needed. Ms. Kautz stated that Staff would investigate.

The Board agreed that the following merchandise would be sold at the event: stationery, Christmas ornaments, notecards, and the Villager's book.

HOLIDAY PARTY DETAILS: Santa Claus will be dropped off at the Merrick House by fire truck. A welcome script would be worked on by Chair Meagher and Ms. Yusko. The 20 Working Girls were confirmed by Chair Meagher. They will be carrying out the role of assisting during the event with the children's activities. Staff will provide Board name tags and an agenda of the day's events. Ms. Kautz suggested having the ribbon cutting first and then the Carolers.

The invitation for the holiday party was presented to the Board by Chair Meagher and Ms. Meeks was praised for her artistic efforts. Ms. Kautz asked the Board for any additional names and addresses to mail out invitations. Ms. Jarp volunteered to hand out flyers to the school at St. Theresa. Ms. Kautz also informed the Board that Coral Gables Television would be on hand at the event taking photos. It was also decided that cookies would be provided at the event by the Board.

CORAL ROCK WALL: Ms. Kautz stated that there were no further new updates and is waiting on updates from Public Works.

FUTURE MEETINGS: The Board discussed notifying the docents of their future meeting should they wish to attend. Ms. Kautz stated that it would be relayed through Laura Yusko to inform the docents.

NEW BUSINESS: Ms. Kautz informed the Board that the revised House rental application is 90% completed. She presented to the Board sample applications that were used by other Departments. It was stated that once the application has gone through the final approval process, previous applicants would have to revise their submitted application. The Board discussed revisiting rental fees moving forward.

The possibility of having a rental fee plus additional fees for cleaning was discussed by the Board. Ms. Kautz stated that she would revisit it and try to gather more information on cleaning fees along with a security deposit at a later time.

HOUSE RENTAL REQUESTS: Ms. Kautz advised that HistoryMiami requested a House rental for a private event with Arva Moore Parks on Friday, March 1 at 7 p.m. with an estimated attendance of 50 people.

Ms. Reese made a motion to approve the rental request from HistoryMiami. The motion was seconded by Ms. Lam and unanimously approved.

Ms. Kautz informed the Board of an additional rental request by the Coral Gables Community Foundation for the annual Tour of Kitchens. The group was requesting use of the Merrick House grounds for a BBQ and tours. The event would be taking place on Saturday, February 9th at 10 a.m. The Board discussed the item at length with Ms. Kautz providing further information.

Ms. Reese made a motion to approve the rental request from the Coral Gables Community Foundation. The motion was seconded by Ms. Jarp and unanimously approved.

Ms. Reese left at 10:11 a.m.

NEXT MEETING: Monday, January 7, 2019 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 10:15 a.m.

Respectfully submitted,



Dona M. Spain
Historical Resources and Cultural Arts Director

