

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
JUNE 21, 2015**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, June 21, 2015, at 11:00 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
W.: Ira S. Alderman.
R.: W.: Charles R. Jordan
R.: W.: Ronald E. Peebles
W.: Joseph Smedley
R.: W.: B. Allen West
R.: W.: John W. Westerman, III

ABSENT:

R.: W.: Michael S. Binder (Excused)
W.: Robert R. Holland, Jr. (Excused)

ALSO PRESENT: M.:W.: Steven P. Boring, Grand Master; R.:W.: Stanley L. Hudson, Deputy Grand Master; R.:W.: Richard G. Hoover, Senior Grand Warden; R.:W.: John E. Karroum, Junior Grand Warden; M.:W.: Elmer C. Coffman P.G.M., Grand Treasurer; and M.:W.: James W. Ford, P.G.M.

CALL TO ORDER: R.: W.: J. Steven Teal called the Meeting to order at 11:04 a.m. The Chairman welcomed all assembled and asked them to join in reciting the Pledge of Allegiance to the Flag of the United States of America. The Invocation was given by R.:R.: Brian Poole.

INTRODUCTION OF BOARD OF TRUSTEES: R.:W.: J. Steven Teal, Chairman; W.: Ira S. Alderman; R.:W.: Charles R. Jordan; R.:W.: Ronald E. Peebles; W.: Joseph Smedley; R.:W.: B. Allen West; and R.:W.: John W. Westerman, III.

A motion was made by R.:W.: Charles R. Jordan and seconded by W.: Ira S. Alderman that the Minutes of the May 24, 2015, and the Organizational Minutes of May 27, 2015, Board of Trustees Meetings be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD:

The following actions were taken at the Pre Board Meeting on June 20, 2015:

- Ginger Reichl from Pinstripe Marketing gave a presentation on the Marketing System and Plan for the Masonic Home. The report was received.
- R.: W.: Ron Peebles made a motion that the Board spend no more than \$11,555 for the FEMA certification for the entire Masonic Home complex. W.: Ira Alderman seconded the motion which carried.
- R.: W.: Allen West made a motion that the conceptual design of the First Ladies Project be approved. Second was made by R.: W.: Ron Peebles. Motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 96 residents in the Home. During the month of May we had 1 admission, 1 loss, and 1 discharge bringing the total to 95.

ADMITTED:

William Fowler, membership at Tacony Lodge No. 600, Pennsylvania
(Private Pay)

ADMIT DATE:

May 5, 2015

DECEASED:

Dorothy Link, husband's membership at Fellowship Lodge No. 265
Admitted: September 30, 2010 (Private Pay)

DECEASED DATE:

May 5, 2015

DISCHARGED:

Shirley Page, husband's membership at J. Dewey Hawkins Lodge No. 331
Admitted: January 15, 2015 (Private Pay)

DISCHARGE DATE:

May 4, 2015

With 1 admission, 1 loss, and 1 discharge the month of May ended with 55 Assisted Living Residents, and 40 Nursing Center for a total of 95 residents. Of those, 35 are men and 60 are women, with 1 of the women sponsored by the Order of the Eastern Star.

Resident Council Officers were introduced: President, Guy Wilson; and Vice President, Bob Elston.

A motion was made by R.:W.: Charles R. Jordan and seconded by W.: Ira S. Alderman that the Administrator's Report be accepted as read. Motion carried.

ACTIVITIES DEPARTMENT REPORT: May 2015

In the month of May, the residents enjoyed a trip to Fort DeSoto State Park for some fishing, a picnic, and enjoying the wildlife and the beach. Just about everyone caught a fish. Other mentionables were the Manicures for Moms, miniature helicopter races, and the Marion High School Jazz Band sponsored by Marston Lodge No. 49.

A motion was made by W.: Joseph Smedley and seconded by R.: W.: John W. Westerman, III, that the Activities Report be accepted as printed and distributed. Motion carried.

LONG RANGE PLANNING COMMITTEE REPORT: May 2015

1. St. Petersburg Utilities is scheduled to replace the main water meters for the facility on July 1, 2015. This event will require a complete loss of water service to the facility for a two to three hour period. Our Maintenance Director, Bob Robertson, is arranging for temporary water supply to maintain the air conditioner water chillers for cooling the buildings. This is a required maintenance upgrade with the cost of repairs born by the City. The City is also installing a secondary by-pass, at no cost, which will accommodate future repairs without loss of water.
2. The roof beneath the air conditioner chillers is failing and will require repair or replacement. We are assessing the condition and receiving bids for this problem. It is the Committee's opinion that it will be better, if possible, to do a complete roof replacement at the time of replacement of the aging air conditioner chillers.
3. The contract for the termite monitoring system is not going to be renewed. The Board has determined that this type of system is not warranted for this facility.
4. The City of St. Petersburg EMS Office has requested that the Emergency Management Plan for the Masonic Home be revised and simplified for submission and approval. Bob Robertson, Director of Maintenance, is overseeing this effort.
5. The Board approved the FEMA Application Proposal for the LOMA and Flood Elevation Certification for the Guest House, provide by George F. Young, Inc., at a cost of \$2,350. It was determined that this certification may result in a substantial savings on our Flood Protection Insurance premiums.
6. In conjunction with Item 5, the Board has also approved a separate proposal by George F. Young, Inc., at a "not to exceed" cost of \$11,555 for LOMA and Flood Elevation Certifications for the other Masonic Home Buildings that are deemed eligible.
7. Committee Member, R.: W.: Ron Peebles, will undertake the review of the several Building and Flood Insurance issues which will be reported for Board review and action when completed.

The Report of the Maintenance Director is submitted as part of this report.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT: May 2015

1. Removed fire pump Kunkle valve and sent it out for rebuilding at the factory. The seal has eroded and is leaking water excessively.
2. Replaced south kitchen faucet R/C 2 with lifetime warranty Plumb Master Faucet.

DIETARY DEPARTMENT REPORT: May 2015

The total number of resident meals served for the month of May was 8,850 with 1,659 other meals, which included employees, visitors, and special events, for a total of 10,509 meals served. The Masonic Home collected \$429.50 towards meal cost. The raw food cost per meal was \$2.22.

SECURITY DEPARTMENT REPORT: May 2015

There were 2 reportable incidents for the month of May. One (1) employee badge and two (2) resident ID badges were issued.

HOUSEKEEPING/LAUNDRY DEPARTMENT REPORT: May 2015

The Housekeeping Department standards are at a good level to maintain the facility standards. The laundry used 11 - five gallon pails of liquid detergent at \$41.31 each; 96 gallons of liquid bleach at \$1.98 each; one 11 lb. box of OxiClean color safe bleach at \$26.63; 2 boxes of Shout color catchers at \$4.39 each; and 2 boxes of softener sheets at \$3.99 each totaling \$687.88 in chemical costs for the month of May. The average count is between 33,000 and 36,000 pounds per month.

GUEST HOUSE REPORT: May 2015

The Guest House was occupied for 23 nights during the month of May. Visits were from the Board of Trustees and resident families. The Masonic Home collected \$850.00 in donations from Guest House occupants.

A motion was made by R.: W.: B. Allen West and seconded by R.: W.: Ronald E. Peebles that the Long Range Planning and Facilities Committee Report be accepted as printed and distributed. Motion carried.

LEGAL ADVISOR’S REPORT:

ESTATES AND WILLS

FUNDS RECEIVED THROUGH MAY 2015

Funds received and deposited in the Masonic Home Endowment Fund, Inc., a 501 (c)(3) Corporation.

| DATE DEPOSITED | ESTATES AND WILLS RECEIVED FOR MASONIC HOME ENDOWMENT FUND, INC. | AMOUNT RECEIVED |
|----------------|--|-------------------|
| 05/05/15 | A. Sigmund Weil – Trust | \$2,200.00 |
| | Total Received for MHEF, Inc. | <u>\$2,200.00</u> |
| | TOTAL RECEIVED YEAR TO DATE – MHEF, INC. | <u>\$3,756.21</u> |

As of this date, there have been no funds received from Estates and Wills and deposited into an account other than the Masonic Home Endowment Fund, Inc.

A motion was made by R.: W.: Charles R. Jordan and seconded by W.: Ira S. Alderman that the Legal Advisor’s Report be accepted. Motion carried.

BUDGET REPORT:

The following report reflects expenditures through May 31, 2015:

| | |
|----------------|--------|
| Administration | 31.85% |
| Maintenance | 5.82% |
| Dietary | 13.48% |
| Nursing | 14.17% |

| | |
|-----------------|---------------|
| Housekeeping | 14.27% |
| Recreation | 14.81% |
| Social Services | 14.81% |
| TOTAL | 15.40% |

After two (2) months, we are 1.26% under budget for the fiscal year 2015-2016. Administration budget reflects the insurance premium paid for the year.

ADMISSIONS COMMITTEE REPORT:

During the month of June the following applications were approved by the Board:

Robert Steele, sponsored by Beach Lodge No. 354, pending receipt of tax returns
 Vestal Tatum, sponsored by A.W. Windhorst Lodge No. 185, pending financial review

The Committee denied one (1) application for admission to the Masonic Home.

The Committee approved (2) applications for Non-Resident Relief to continue for one (1) month.

A motion was made to accept the Admissions Committee Report by W.: Ira S. Alderman and seconded by R.: W.: John W. Westerman, III. Motion carried.

OPERATIONS COMMITTEE REPORT: May 2015

1. The Committee received a Power Point Proposal from Pinstripe Marketing regarding a comprehensive marketing plan. The proposed plan includes three levels of activity and the costs associated with each component. A written proposal will be forwarded to the Committee for review and discussion at the July Board of Trustees Meeting.
2. The Committee has begun formulating a job description for a Masonic Home Full Time Development Officer. The request for the creation of such a position has been forwarded to the Corporate Board for their review and approval.
3. The technology review at the home is continuing. One bid on this project has been received and two other vendors are scheduled to interview at the home and submit bids.
4. Work on the re-launch of the Masonic Home Website continues. A completion date has not been determined at this time.

A motion was made to accept the Operations Committee report by R.: W.: John W. Westerman, III, and seconded by R.: W.: Charles R. Jordan. Motion carried.

The Grand Master then introduced the Grand Lodge Officers, Past Grand Masters, District Deputy Grand Masters, District Instructors, Committeemen, and others that were present at the meeting.

ANNOUNCEMENTS: The next regular Board Meeting will be held at 11:00 a.m. at the Masonic Home of Florida in St. Petersburg, Florida, on July 19, 2015.

R.:R.: Brian Poole gave the Benediction and the meeting was adjourned at 12:02 pm.

Respectfully submitted,

R.: W.: J. Steven Teal, Chairman

R.: W.: Charles R. Jordan
 Secretary to the Board of Trustees