

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
JULY 19, 2015**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, July 19, 2015, at 11:00 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
W.: Ira S. Alderman
R.: W.: Michael S. Binder
W.: Robert R. Holland, Jr.
R.: W.: Charles R. Jordan
R.: W.: Ronald E. Peebles
R.: W.: John W. Westerman, III
R.: W.: R. James Rocha

ABSENT:

W.: Joseph Smedley (Excused)
R.: W.: B. Allen West (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 G. Coffman P.G.M., Grand Treasurer; and M.:W.: Joseph Shurette, P.G.M.

CALL TO ORDER: R.:W.: J. Steven Teal called the Meeting to order at 11:02 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.: Michael S. Binder; W.: Robert R. Holland, Jr.; R.:W.: Charles R. Jordan; R.:W.: Ronald E. Peebles; R.:W.: John W. Westerman, III; and R.:W.: R. James Rocha.

A motion was made by R.:W.: Charles R. Jordan and seconded by W.: Ira S. Alderman that the Minutes of the June 21, 2015, Board of Trustees Meeting 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 July 18, 2015:

- Motion was made to fix the 200 E350 Wheelchair Van's brakes and then put it up for sale through the Properties Committee by R.:W.: Michael S. Binder and seconded by R.:W.: Ronald E. Peebles. Motion carried.
- Motion was made by R.:W.: Ronald E. Peebles to draft a letter to the Order of the Eastern Star on the future of the warehouse. Second was made by R.:W.: Allen West. Motion carried.

The following actions were taken at the Board Workshop on July 18, 2015:

- The Board revisited the discussion of central purchasing and reviewed the information already with the Board and discussed again for potential developments. At this time the Board again decided no further action was necessary.
- A motion was made by R.:W.: John W. Westerman, III, to offer the Home to other Grand Jurisdictions for reunions and meetings of their Masonic Members for a modest fee, with the caveat that marketing for the Home to those attendees be permitted. The motion was seconded by R.:W.: Ronald E. Peebles. Motion carried.
- In October of 2014, R.:W.: John Karroum brought up providing an incentive back to the Lodge

of \$500 for each life care application they bring to the Home as well as to incentivize pay as you go when a Lodge brings a Brother into the Home. They would get 10% of the fee for the first year. A motion was made by R.:W.: John W. Westerman, III, and seconded by R.:W.: Ronald E. Peebles to establish the program. Motion carried unanimously.

A motion was made by R.:W.: Charles R. Jordan and seconded by W.: Ira S. Alderman to accept the Report of the Secretary of the Board. Motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 95 residents in the Home. During the month of June we had 3 admissions, 2 losses, and 1 discharge bringing the total to 95.

ADMITTED:

Clarice Terepka, son's membership at Star Lodge No. 78 (Private Pay)
Robert Steele, membership at Beach Lodge No. 354
Vestal Tatum, membership at A.W. Windhorst Lodge No. 185

ADMIT DATE:

June 8, 2015
June 18, 2015
June 25, 2015

DECEASED:

Rosalie Buzik, husband's membership at Cypress Lodge No. 295
Admitted: November 2, 2009
Audrey Stumpff, husband's membership at Northside Lodge No. 283
Admitted: August 1, 2014 (Private Pay)

DECEASED DATE:

June 17, 2015
June 20, 2015

DISCHARGED:

Bennie Rex Bennett, membership at Elmer O. Smith Lodge No. 307
Admitted: March 11, 2014

June 11, 2015

With 3 admissions, 2 losses, and 1 discharge the month of June ended with 54 Assisted Living Residents, and 41 Nursing Center for a total of 95 residents. Of those, 36 are men and 59 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 R.:W.: John W. Westerman, III, that the Administrator's Report be accepted as read. Motion carried.

ACTIVITIES DEPARTMENT REPORT:

In the month of June, the men were treated to a Dad's Bloopers & Beer Party. In honor of Flag Day, Speaker Marty Wingate gave a presentation on "Old Glory." On June 24th, 19 residents went on a trip to Tropicana Field to see the Rays play Toronto! They all received a baseball hat and had a great day!

A motion was made by W.: Robert R. Holland, Jr., and seconded by W.: Ira S. Alderman that the Activities Report be accepted as printed and distributed. Motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The new designated smoking area pavilion has been completed. Our Maintenance Director will institute a regular mosquito fumigation schedule around that area and install a fan/light combination for the comfort of the residents and staff.
2. The Long Range Planning and Facilities Committee will conduct an annual exterior and grounds inspection of the entire facility during the August Board of Trustees Weekend. R.:W.: Rick Hoover has provided a report with photographs of the current exterior pest control efforts. His recommendations for revisions to these systems will be reviewed for action during the annual inspection. A copy of the Report from All R's Pest Management is attached hereto and included as part of this report. (A copy of the Report may be obtained from the Grand Secretary's Office upon request.)

3. The City of St. Petersburg has completed the installation of two new water meters supplying the facility on July 1, 2015, with full loss of water during the replacement. This work also included two bypass valves so that water supply will not be interrupted during future repairs or replacements. All of this work was performed at no cost to the Masonic Home and was completed within the three hour allotted time without incidents.
4. Our Surveyor, George Young, has submitted the application for the FEMA LOMA for the Guest House Project last week. The proposals for the remaining building applications for FEMA LOMA were approved and executed, which total work will not exceed a cost of \$11,555.
5. The insurance research for the Guest House Project is being submitted for the insurance underwriters review by Committee Member R.:W.: Ron Peebles. All information in this regard, including plans and specifications, will be submitted through the Grand Secretary's Office for further action.
6. The Board of Trustees recommended that the Maintenance Director and Masonic Home Administrator review the Workers' Compensation ratings and classifications for proper coverage of the Masonic Home Staff. In addition, the Maintenance Director will identify a certified OSHA training company for minimum required training of the staff employees.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced defective timer in Southbend oven on bottom right stack ovens in main kitchen.
2. Replaced shorted evaporator fan motor on right side of Victory six door refrigerator in the main kitchen.
3. Replaced love-joy coupling on domestic recirculating pump in main mechanical room after it failed due to age.
4. Replaced shorted exhaust fan motor servicing kitchen restrooms.

DIETARY DEPARTMENT REPORT:

The total number of resident meals served for the month of June was 8,538 with 1,634 other meals, which included employees, visitors, and special events, for a total of 10,172 meals served. The Masonic Home collected \$576.50 towards meal cost. The raw food cost per meal was \$2.40.

SECURITY DEPARTMENT REPORT:

There were 3 reportable incidents for the month of June. One (1) employee badge and two (2) resident ID badges were issued.

HOUSEKEEPING/LAUNDRY DEPARTMENT REPORT:

The Housekeeping Department standards are at a good level to maintain the facility standards. The laundry used 10-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 \$646.57 in chemical costs for the month of June. The average count is between 33,000 and 36,000 pounds per month.

GUEST HOUSE REPORT:

The Guest House was occupied for 40 nights during the month of June. Visits were from the Board of Trustees Members and resident families. The Masonic Home collected \$800.00 in donations from Guest House occupants.

A motion was made by R.:W.: Ronald E. Peebles and seconded by R.:W.: Charles R. Jordan 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 JUNE 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
06/02/15	A. Sigmund Weil – Trust	\$1,780.00
06/05/15	E & Z Nonnast – Estate	\$189.57
06/16/15	Alvin H. Lampp – Trust	\$21.01
06/16/15	Alvin H. Lampp – Trust	\$29.88
06/16/15	Alvin H. Lampp – Trust	\$29.12
06/16/15	Alvin H. Lampp – Trust	\$57.03
06/23/15	Aleen Greer Ebbrecht – Estate	\$50.91
	Total Received for MHEF, Inc.	<u>\$2,157.32</u>
	TOTAL RECEIVED YEAR TO DATE – MHEF, INC.	<u>\$5,913.73</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 R.:W.: John W. Westerman, III, that the Legal Advisor's Report be accepted. Motion Carried.

BUDGET REPORT:

The following report reflects expenditures through June 30, 2015:

Administration	38.27%
Maintenance	10.80%
Dietary	21.77%
Nursing	22.66%
Housekeeping	21.29%
Recreation	24.31%
Social Services	22.19%
TOTAL	22.38%

After three (3) months, we are 6.11% or \$508,730.78 under budget after amortizing for the insurance already paid.

A motion was made by W.: Robert R. Holland, Jr., and seconded by W.: Ira S. Alderman that the Budget Report be accepted. Motion carried.

ADMISSIONS COMMITTEE REPORT:

During the month of July there were no applications presented and approved by the Board.

The Committee approved two (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 W.: Robert R. Holland, Jr. Motion carried.

OPERATIONS COMMITTEE REPORT:

1. (Technology Upgrade Project) The Committee has received two bids for this project and has been assured the third company will submit their bids prior to the August Board Meeting.
2. (Masonic Home Website Re-Launch Project) This project continues and Lucid Logo reports the

following items have been deployed or activated “Welcome Button,” “Popular in St. Pete,” “Events,” Webmaster,” “Contact,” and the “Facebook Icon.” The following items are expected to be deployed on July 19, 2015, and include: the “Fraternal Care Page,” the “Private Pay Page,” the “Dining Page,” the “Services Menu Page,” the “Living, Skilled, and Dietary Page,” and the “Volunteer Page.”

3. (Comprehensive Marketing Plan Project) The Committee reviewed and discussed the Pinstripe Marketing Proposal in detail and has requested a meeting with the President of Pinstripe Marketing. The purpose of said meeting will be for Board Members to pose pertinent qualifying questions regarding the proposal before making a recommendation regarding acceptance or refusal of said proposal.
4. (Development Officer Project) Recognizing the importance of increasing our Masonic Home Endowments through gifting the Board of Trustees has previously recommended the hiring of a Full-Time Development Officer. Budget constraints do not permit this at this time. The Committee has begun gathering data regarding common industry accepted job descriptions and compensation packages. Acquiring such information is intended to aid the Board in formulating a job description and compensation package for said position when budgeting permits.

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 12:10 p.m.

Respectfully submitted,

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

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