

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
AUGUST 16, 2015**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, August 16, 2015, at 11:01 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.: B. Allen West  
R.: W.: John W. Westerman, III  
R.: W.: R. James Rocha

**ABSENT:**

W.: Joseph Smedley, (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; M.:W.: Richard E. Lynn, P.G.M., Grand Secretary; M.:W.: Joseph Shurette, P.G.M.; and M.:W.: James W. Ford, P.G.M.

**CALL TO ORDER:** R.:W.: J. Steven Teal called the Meeting to order at 11:01 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; R.:W.: Robert R. Holland, Jr.; R.:W.: Charles R. Jordan; R.:W.: Ronald E. Peebles; R.:W.: B. Allen West; 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 July 19, 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 August 17, 2015:

1. A motion was made by R.:W.: B. Allen West and seconded by W.: Robert R. Holland, Jr., to approve the computer proposal from Knymble, LLC. Motion carried unanimously.
2. A motion was made by R.:W.: John W. Westerman, III, and seconded by R.:W.: Charles R. Jordan to approve the Pinstripe Marketing proposal for use of \$55,000 budgeted funds for Marketing Purposes. 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.

R.:W.: Charles R. Jordan made a motion to approve the incentive program to encourage Lodges to assist their members to apply for admission to the Masonic Home. This program was developed last year by R.:W.: John E. Karroum for the Lodges to receive an incentive of \$500 upon admission of one of their

members into the Home under the Life Care Program and to receive 10% of the resident fees for the first year under the Private Pay Program. Second was made by W.: Ira S. Alderman and the 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 July we had 0 admissions and 3 losses bringing the total to 92.

**ADMITTED:**

None

**ADMIT DATE:**

**DECEASED:**

Clarice Terepka, son’s membership at Star Lodge No. 78

Admitted: June 8, 2015 (Private Pay)

Mary Elliott, husband’s membership at Orange Blossom Lodge No. 80

Admitted: February 27, 2012 (Private Pay)

Patricia Walls, husband’s membership at Palmetto Lodge No. 110

Admitted: March 17, 2011

**DECEASED DATE:**

July 4, 2015

July 8, 2015

July 9, 2015

With 0 admissions and 3 losses the month of July ended with 54 Assisted Living Residents, and 38 Nursing Center for a total of 92 residents. Of those, 36 are men and 56 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:**

In the month of July events included the Service Guild’s Annual “Christmas in July” Party with gifts and cookies for all the residents. The residents enjoyed a visit from the Grand Master, M.: W.: Steven Boring and First Lady, Mary Jane, who met at Administrator Lisa Tsotsos’ monthly group, “What’s On Your Mind?” The residents also had fun at the Blue Moon Party with blue ice cream, blueberry muffins, blue corn chips, and blues music!

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

**LONG RANGE PLANNING COMMITTEE REPORT:**

1. Due to time constraints and inclement weather, the Long Range Planning and Facilities Committee has rescheduled the annual exterior and grounds inspection of the facility to take place at the September Board Weekend.
2. The FEMA application for LOMA elevation review has been submitted and the surveyor indicated that it should be completed before the next Board of Trustees Meeting.
3. Latite Roofing Representative Scott Thompson has contacted our Maintenance Director to schedule a meeting at the Masonic Home to evaluate the corrective remediation for the outstanding deficiencies remaining on the project.
4. The Tampa Bay Trane Maintenance Agreement as approved and signed for a 12 month extension.
5. The Long Range Planning Committee and the Masonic Home Staff met with First Lady Mary Jane Boring and Sandy Turlington to review and discuss the conceptual plans and details of the First Lady’s Project to esthetically enhance the beauty parlor.

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

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. Replaced broken selector switch, solenoid coil, and steam valve on upper steam unit on Cleveland steamer.
2. Replaced worn out burner tubes and ignition module on 170# Huebsch dryer in main laundry.

**DIETARY DEPARTMENT REPORT:**

The total number of resident meals served for the month of July was 8,667 with 1,674 other meals, which included employees, visitors, and special events, for a total of 10,341 meals served. The Masonic Home collected \$278.50 towards meal cost. The raw food cost per meal was \$2.01.

**SECURITY DEPARTMENT REPORT:**

There was one reportable incident for the month of July. 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; 76 gallons of liquid bleach at \$1.98 each; one 11 lb. box of Oxi-Clean color safe bleach at \$26.63 each; totaling \$590.21 in chemical costs for the month of July. The average count is between 33,000 and 36,000 pounds per month.

**GUEST HOUSE REPORT:**

The Guest House was occupied for 38 nights during the month of July. Visits were from the Board of Trustees and resident families. The Masonic Home collected \$300.00 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 JULY 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
07/01/15	Adelbert Tenney – Trust	\$ 3,985.00
07/07/15	Bernice Baker – Estate	1,313.82
07/07/15	A. Sigmund Weil – Trust	1,780.00
07/07/15	Frederick McNeil – Estate	500.00
07/09/15	Ernest Fort – Estate	61.55
07/22/15	John E. Daggett – Estate	5,000.00
	Total Received for MHEF, Inc.	<u>\$12,640.37</u>
	TOTAL RECEIVED YEAR TO DATE – MHEF, INC.	<u>\$18,554.10</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 July 31, 2015

Administration 43.70%

Maintenance	14.77%
Dietary	31.47%
Nursing	32.65%
Housekeeping	31.07%
Recreation	34.69%
Social Services	33.21%
<b>TOTAL</b>	<b>29.69%</b>

We are 6.785% or \$561,686.88 under budget for the year after amortizing for the insurance premium 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 August the following applications were approved by the Board:

Madelin Y. Webster, sponsored by Haines City Lodge No. 219

The Committee denied one (1) application; approved one (1) application for Non-Resident Relief to continue for one (1) month; and determined that one (1) applicant was no longer eligible to receive Non-Resident Relief at this time.

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

**OPERATIONS COMMITTEE REPORT:**

1. The Operations Committee, after considerable review, recommends to the Board of Trustees that Pinstripe Marketing be engaged to immediately begin implementing Tier 1 of the proposed marketing plan and requests that this recommendation be forwarded to the Corporate Board for review and approval.
2. The Operations Committee having completed its review of the information technology at the Masonic Home finds that the average age of said equipment has exceeded its useful life and recommends to the Board of Trustees that an upgrade be made. After seeking the appropriate amount of bids, the Operation Committee recommends to the Board of Trustees that Knymble, LLC, be engaged to immediately begin implementation of the proposed upgrade pending a contractual review by the Corporate Board’s Legal Counsel and Corporate Board approval.
3. The Operations Committee is continuing work on creating an appropriate job description for a full-time Masonic Home Operations Development Officer.

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 September 20, 2015.

R.:R.: Brian Poole gave the Benediction and the meeting was adjourned at 11:59 a.m.

Respectfully submitted,

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

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