

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
SEPTEMBER 20, 2015**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, September 20, 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
W.: Joseph Smedley
R.: W.: John W. Westerman, III

ABSENT:

R.: W.: B. Allen West (Excused)
R.: W.: R. James Rocha (Excused)

ALSO PRESENT: M.: W.: Steven P. Boring, Grand Master; R.: W.: Stanley L. Hudson, Deputy Grand Master; 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.; M.: W.: Joseph C. Fowler, 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; W.: Joseph Smedley; and R.: W.: John W. Westerman, III.

A motion was made by R.: W.: Charles R. Jordan and seconded by R.: W.: John W. Westerman, III, that the Minutes of the August 16, 2015, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 92 residents in the Home. During the month of August we had 1 admission, and 1 loss bringing the total to 92.

ADMITTED:

Martha Donaldson, husband's membership at Pinellas Daylight Lodge No. 385
(Private Pay)

ADMIT DATE:

August 12, 2015

DECEASED:

Marilyn DeFrenn, husband's membership at Lehigh Acres Lodge No. 344
Admitted: June 27, 2011

DECEASED DATE:

August 25, 2015

With 1 admission, and 1 loss the month of August ended with 50 Assisted Living Residents, and 42 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 R.:W.: John W. Westerman, III, that the Administrator's Report be accepted as read. Motion carried.

ACTIVITIES DEPARTMENT REPORT:

In the month of August, the residents enjoyed the Annual 30th District BBQ, Effie Watson's 102nd Birthday Party, mud pies and tunes in the "What's the Scoop?" Ice Cream Parlor, and also a new Adult Coloring Class using colored markers and elaborate designs.

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. The annual exterior and grounds inspection was completed yesterday morning by our Maintenance Director and the LRP Members. We were accompanied by R.:W.: Rick Hoover, Senior Grand Warden, who added his expertise on the pest control issues. We found the exterior of the buildings to be in generally good condition, with most of the previous grounds and shrubbery problems having been corrected. A few minor maintenance problems were noted and scheduled for correction by our Maintenance Director. We inspected the multiple termite monitoring stations and rodent control poison bait stations. The \$2,800 per year contract for the termite control has been terminated and will be handled by our regular pest control contractor. The rodent control stations were found to be devoid of bait and unattended. Our Maintenance Director will be receiving a minimum of three estimates for a new total facility pest control contractor. All of the exterior brick/masonry walls need to be cleaned and re-sealed, which will be in our budget proposals for the next fiscal year.
2. The FEMA application for LOMA elevation review has been partially completed and the specific request regarding the Guest House has been approved. This approved LOMA will be submitted to the Building Department along with the other responses to their comments on our permit application. The LRP Chairman will be meeting with the Building Department within the next two weeks to continue the permitting process. Our Surveying Company, George F. Young, Inc., is evaluating the need for, expense for, and possible insurance savings for the remaining buildings which are being considered for FEMA LOMA applications.
3. Latite Roofing Company Representative Scott Thompson has met with our Maintenance Director at the Masonic Home to evaluate the corrective remediation for the outstanding deficiencies remaining on their project. He has agreed to complete all of the corrective procedures and get a Final Inspection from the Building Department along with the Product Warranty for the materials used. Recent weather problems have prevented the completion of that effort to this point.
4. The contract for grounds/landscape maintenance with Professional Grounds Management is up for renewal in October and the LRP Committee recommends extending their contract. The contract for fire alarm systems with Dart Electric Company is up for renewal and the LRP Committee recommends extending their contract. The previously mentioned pest control contract with Hughes Pest Control is up for renewal and the LRP Committee recommends not renewing their contract and offering this contract up for bids and proposals for review at the next Board of Trustees Meeting.
5. The Board of Trustees has sent a letter to the Worthy Grand Matron of the Order of the Eastern Star regarding the possibility of the Masonic Home taking over the OES Storehouse and providing the OES with adequate alternate storage space in the Masonic Home Warehouse. At this time we have not had a response to our letter of interest. We will be preparing a formal memorandum of understanding for approval at the next Board of Trustees Meeting.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced damaged, rusted, and bulging door frame in the chemical room of the main kitchen. Replaced by SM Door.
2. Replaced seals, bearings, and bracket housing assembly on domestic recirculating pump in N/C 1 Water Distribution Room.
3. Rebuilt 6 volt golf cart charger for Security cart after control board failure.
4. Replaced fan motor on Holman toaster in kitchen.

DIETARY DEPARTMENT REPORT:

The total number of resident meals served for the month of August was 8,598 with 1,704 other meals, which included employees, visitors, and special events, for a total of 10,302 meals served. The Masonic Home collected \$455.00 towards meal cost. The raw food cost per meal was \$2.31.

SECURITY DEPARTMENT REPORT:

There were no reportable incidents for the month of August. One (1) resident ID badge and three (3) employee 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 15 gallons of Bio-Power detergent; 15 gallons of Flo-Glo Chlorine Destainer; 9 gallons of Flo-Prime Alkali Builder; and 7.5 gallons of sour softener for a total of \$755.13 in chemical costs for the month of August. The average count is 35,080 pounds for the month.

GUEST HOUSE REPORT:

The Guest House was occupied for 57 nights during the month of August. Visits were from the Board of Trustees and resident families. The Masonic Home collected \$1,400.00 in donations from Guest House occupants.

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

LEGAL ADVISOR’S REPORT:

Estates and Wills
(New Year Begins April 1st)

FUNDS RECEIVED THROUGH AUGUST 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
08/04/15	A. Sigmund Weil – Trust	\$ 1,780.00
08/17/15	Arnold Johnson – Estate	118.28
08/18/15	Mary Self – Estate	91,113.32
08/25/15	Aleen Greer Ebbrecht – Estate	52.67
	Total Received for MHEF, Inc.	<u>\$ 93,064.27</u>
	TOTAL RECEIVED YEAR TO DATE – MHEF, INC.	<u>\$111,618.37</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 August 31, 2015

Administration	48.04%
Maintenance	18.51%
Dietary	38.51%
Nursing	39.67%
Housekeeping	36.71%
Recreation	41.81%
Social Services	40.32%
TOTAL	35.16%

After five (5) months, we are 9.22% under budget or \$767,087.20 for the year 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 September the following application for admission to the Home was approved by the Board:

Lena Johns, sponsored by Fort Pierce Lodge No. 87

The Committee approved (1) application 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.: Charles R. Jordan. Motion carried.

OPERATIONS COMMITTEE REPORT:

1. The technology upgrade equipment has been ordered. Some equipment has been received. Installation and implementation will begin next week. An estimated target for completion of all installations has been set to coincide with the November Board Meeting.
2. Lucid Logo’s work on the re-launch of the Masonic Home Website continues. A completion date on this project has yet to be determined.
3. Phase One of the Comprehensive Marketing Plan Execution – Work has begun on developing a “Drip Marketing Campaign” for the appropriate target group as well as development of wallet cards, revised brochures, “on hold messaging,” and a review of the Masonic Home Signage.
4. Development Director – Work continues on this project focusing on an appropriate job description and appropriate means by which to identify superior candidates.

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 Marshal 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 October 18, 2015.

R.:R.: Brian Poole gave the Benediction and the meeting was adjourned at 11:56 a.m.

Respectfully submitted,

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

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