

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
OCTOBER 18, 2015**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, October 18, 2015 at 11:00 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
R.: W.: Michael S. Binder
W.: Robert R. Holland, Jr.
R.: W.: Ronald E. Peebles
W.: Joseph Smedley
R.: W.: B. Allen West
R.: W.: John W. Westerman, III
R.: W.: R. James Rocha

ABSENT:

R.: W.: Charles R. Jordan (Excused)
W.: Ira S. Alderman (Excused)

ALSO PRESENT: 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.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Joseph Shurette; 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; R.: W.: Michael S. Binder; R.: W.: Robert R. Holland, Jr.; R.: W.: Ronald E. Peebles; W.: Joseph Smedley; R.: W.: B. Allen West; R.: W.: John W. Westerman, III; and R.: W.: R. James Rocha.

A motion was made by R.: W.: Ronald E. Peebles and seconded by R.: W.: John W. Westerman, III, that the minutes of the September 20, 2015, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD: None

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 92 residents in the Home. During the month of September we had 3 admissions, and 1 discharge bringing the total to 94.

ADMITTED:

John Philkill, membership Mercer Lodge No. 50 Trenton, New Jersey
(Private Pay)
Madeline Webster, husband's membership at Haines City Lodge No. 219
Ann Fleming, husband's membership at Tampa Bay Lodge No. 252
(Private Pay)

ADMIT DATE:

September 22, 2015
September 23, 2015
September 23, 2015

DISCHARGED:

Glenn Banks, membership Tampa Bay Lodge No. 252
Admitted: November 11, 2014 (Private Pay)

September 18, 2015

With 3 admissions, and 1 discharge the month of September ended with 52 Assisted living Residents, and

42 Nursing Center for a total of 94 residents. Of those, 36 are men and 58 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.: Ronald E. Peebles and seconded by R.:W.: John W. Westerman, III, that the Administrator's Report be accepted as read. Motion carried.

ACTIVITIES DEPARTMENT REPORT:

During September the residents enjoyed the annual visit from the 11th and 12th Masonic Districts for their Tropical Luau, especially the food, dancers, and the singers! Later in the month, the residents also enjoyed an Oktoberfest Day with German food and music. In addition, resident ladies loved the visit from Bonworth's clothing store who sold items right in the Recreation Room.

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

LONG RANGE PLANNING COMMITTEE REPORT:

1. The Annual AHCA Inspection was recently completed with all of the minor issues having been corrected, re-inspected, and approved.
2. Latite Roofing Representative Scott Thompson has had the roofing permit renewed as of September 21, 2015. He has assured the Maintenance Director that the corrective actions will be completed as soon as possible with weather permitting. In accepting the completion of the project, we are requiring that Latite Roofing complete the required repairs, pass the final inspections, and provide the product warranty dated as of the final inspection. The repairs will include adding a scupper on the vacant hallway roof to provide adequate drainage and reworking all areas notated as deficient by the Building Department.
3. The Maintenance Director is receiving estimates for re-roofing the Administration Building, the Chiller Deck, and the Activities Area. The leaks in these areas have been repaired, as approved previously.
4. The contract for pest control services has been presented for bids and the Maintenance Director will complete this process within the next month.
5. The Maintenance Department will be completing the required OSHA training for all of the maintenance personnel with specialty training to follow for the Specialty Work Scopes.
6. The LRP Committee has received the preliminary elevation work from our Surveyor, George Young, Inc., for FEMA LOMA Applications on the remaining buildings, which may result in some savings on our flood insurance premiums.
7. The Guest House Permit process is continuing with our Architect reviewing the Building Department's second review comments, who is currently preparing responses for final submission and approval. The LRP Committee will submit the response package to the Building Department as soon as possible.
8. The planning and budgeting process has commenced for the First Lady's Project, which is the aesthetic enhancement of the Beauty Parlor. The LRP Committee expects the actual work to commence in mid-December.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced several old sprinkler heads in the Nursing Center which had previously been overlooked by inspectors. New quick response heads were installed by WSC Inc.
2. Repaired main lobby elevator. Parts replaced by Suburban Elevator and it is now working good.

- Replaced both the photocell and wall pack light unit at the loading dock behind the kitchen. The UV light had deteriorated the lens and water was getting into the unit.

DIETARY DEPARTMENT REPORT:

The total number of resident meals served for the month of September was 8,316 with 1,665 other meals, which included employees, visitors, and special events, for a total of 9,981 meals served. The Masonic Home collected \$ 375.00 towards meal cost. The raw food cost per meal was \$2.11.

SECURITY DEPARTMENT REPORT:

There were no reportable incidents for the month of September. Three (3) resident ID badges and four (4) 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 at \$3.49 each; 10 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 15 gallons of Flo-Prime Alkali Builder at \$22.63 each; and 5 gallons of sour softener at \$16.14 each; for a total of \$561.30 in chemical costs for the month of September. The average count is 50,050 pounds for the month.

GUEST HOUSE REPORT:

The Guest House was occupied for 42 nights during the month of September. Visits were from the Board of Trustees 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.: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 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
09/01/15	A. Sigmund Weil – Trust	\$ 1,780.00
09/09/15	Alvin H. Lampp – Trust	37.05
09/09/15	Alvin H. Lampp – Trust	78.44
09/09/15	Alvin H. Lampp – Trust	26.51
09/09/15	Alvin H. Lampp – Trust	39.29
09/15/15	Gertrude I. Madill -- Estate	1,000.00
09/22/15	Mary Self – Estate	603.56
09/23/15	Peter J. Fuhrman – Estate	24.76
09/24/15	Robert & Geraldine Martine – Trust	2,500.00
09/29/15	Peter J. Fuhman – Estate	395.02
09/30/15	Chester Buck – Trust	4,078.43
09/30/15	Adelbert Tenney – Trust	3,985.00
09/30/15	Paul S. Weber – Estate	380.27
	Total Received for MHEF, Inc.	<u>\$ 14,928.33</u>
	TOTAL RECEIVED YEAR TO DATE – MHEF, INC.	<u>\$126,546.70</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.: John W. Westerman, III, and seconded by R.:W.: Ronald E. Peebles that the Legal Advisor's Report be accepted. Motion carried.

BUDGET REPORT:

The following report reflects expenditures through August 31, 2015

Administration	53.11%
Maintenance	23.48%
Dietary	46.91%
Nursing	47.52%
Housekeeping	46.28%
Recreation	48.68%
Social Services	48.02%
TOTAL	41.74%

After six (6) months, we are 10.59% under budget for the year after amortizing for the insurance already paid.

A motion was made by W.: Robert R. Holland, Jr., and seconded by R.:W.: Ronald E. Peebles that the Budget Report be accepted. Motion carried.

ADMISSIONS COMMITTEE REPORT:

During the month of October the following application was approved by the Board:

Martha Donaldson, sponsored by Pinellas Daylight Lodge No. 385; pending clarification of the mortgage on her condominium

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

A motion was made to accept the Admissions Committee Report by R.:W.: John W. Westerman, III, and seconded by R.:W.: Ronald E. Peebles. Motion carried.

OPERATIONS COMMITTEE REPORT:

1. Pinstripe Marketing Plan – Work is in progress regarding new brochures and their design, implementing on-hold messaging, new signage, development of a community benefit report, and lastly, the development of an effective means whereby the Lodges become familiar with the Lodge Incentive Reward for Lodges completing the process of bringing a new applicant into residency at the Masonic Home. Additionally, as two outside consultants have suggested substitution Fraternal Care for Life Care, the Operations Committee recommends implementing this change at the earliest opportunity.
2. Information Technology Upgrade – Knymble continues with the implementation of their proposal. Currently all new server hardware has been installed. Next week new work stations will be installed in the Business Office. A review of the current phone system that is fourteen years old is being conducted.
3. Development Director – Mrs. Tsotsos is requesting Development Director's job descriptions from other Masonic Homes. The committee has received a copy of a similar document used by the Shrine for the Children's Hospital in Tampa. The committee will review these materials in the future as it begins to design a detailed proposal for said position.
4. Website Re-Launch – The Committee in conjunction with the Board has reviewed the site with a focus on what needs to be done to complete this project.

A motion was made to accept the Operations Committee report by R.:W.: John W. Westerman, III, and seconded by R.:W.: Ronald E. Peebles. 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 November 15, 2015.

R.:R.: Brian Poole gave the Benediction and the meeting was adjourned at 11:58 a.m.

Respectfully submitted,

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

W.: Joseph Smedley
Acting Secretary to the Board of Trustees