

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

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, December 20, 2015, at 11:02 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.: B. Allen West
R.: W.: John W. Westerman, III
R.: W.: R. James Rocha

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 11:02 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; 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.: Charles R. Jordan and seconded by R.: W.: John W. Westerman, III, that the minutes of the November 15, 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 93 residents in the Home. During the month of November we had no admissions, no losses, and no discharges bringing the total to 93.

With no admissions, no losses, and no discharges the month of November ended with 47 Assisted Living Residents and 46 Nursing Center for a total of 93 residents. Of those, 34 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:

All of our resident Veterans were recognized at the “Toast to our Veterans” program. They were treated to guitar music with Rick Elkins, and an non-alcoholic wine toast to all the branches. Also during the month, resident Elaine Rexford gave a keyboard concert and the Songbirds had a sing-a-long the week of Thanksgiving. And, of course, the Fishing Trip was a huge success – they actually caught some fish!!

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. Latite Roofing remedial work is completed and final inspection of the project has been approved by the Building Department. The project has retained an amount of \$14,917.88 (less legal fees) to be paid to Latite Roofing upon delivery of the properly dated GAF Material Warranty, the Contractor’s Warranty, and the Contractor’s Final Affidavit.
2. The Long Range Planning Committee is submitting the estimated \$60,000 cost for re-roofing the chiller deck in the 2016-2017 Proposed Budget.
3. The contract for pest control services has been terminated with Hughes Pest Control as of November 30, 2015. The Board of Trustees has reviewed the proposals received. Four bids were considered and, assisted with advice from our Senior Grand Warden, R.: W.: Rick Hoover, the LRP Committee recommends that an annual contract be executed with Bingham Pest Control at a cost of \$1,100 per month.
4. The A/C Chilled Water Tower is in need of major repair. The LRP Committee is reviewing the costs for replacing the fill media and cleaning the Chiller Tower structure which is constructed with stainless steel as opposed to purchasing a complete Chilled Water Tower. It is the LRP Committee’s recommendation that redundancy/backup be considered in the budgeting for the purchase of a new Chiller Tower. A cost report and recommendation will be submitted at the January 2016 Board of Trustees Meeting.
5. The Guest House revised permit plans documents have been submitted to the Building Department for final review. The Building Department has issued a short list of clarification for 8 issues and our responses should result in the issuance of the project’s Building Permit in a short time.
6. The 2016-17 LRP Committee Budget has been reviewed, adjusted, and delivered to the Budget Committee for final review with the Board of Trustees Budget.
7. The First Lady’s Project has been approved by the Board of Trustees for the aesthetic upgrades to the Masonic Home Beauty Shop and the demolition is scheduled to begin on January 16, 2016. We will need labor assistance in this project so please volunteer your time to help our First Lady realize her dream project.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced worn out drum switch on pot sink disposal in main kitchen.
2. Replaced leaking water reservoir on Scotsman ice maker in main kitchen. Ice machine will be removed and taken to Guy’s Ice Machine Repair for further repair to the evaporator seal and bearing.
3. The deep well pump motor at north stairwell location was replaced after internal winding short.
4. Replaced hot side synchro motor on fan coil unit in room 322 R/C 3.
5. Replaced 3 feet of 8” pipe that was leaking on main water supply line to fire pump.

DIETARY DEPARTMENT REPORT:

The total number of resident meals served for the month of November was 8,370 with 1,683 other meals, which included employees, visitors, and special events, for a total of 10,053 meals served. The Masonic Home collected \$671.00 towards meal cost. The raw food cost per meal was \$1.90.

SECURITY DEPARTMENT REPORT:

There were no reportable incidents for the month of November. Two (2) employee ID badges were issued 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 gallons of Bio-Power detergent at \$22.63 each; 15 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 13 gallons of Flo-Prime Alkali Builder at \$19.80 each; and 15 gallons of sour softener at \$16.14 each; for a total of \$859.04 in chemical costs for the month of November. The average count is 50,740 pounds for the month.

GUEST HOUSE REPORT:

The Guest House was occupied for 45 nights during the month of November. Visits were from the Board of Trustees and resident families. The Masonic Home collected \$700.00 in donations from Guest House occupants.

A motion was made by R.:W.: B. Allen West and seconded by R.:W.: Michael S. Binder 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 NOVEMBER 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
11/03/15	A. Sigmund Weil – Trust	\$ 1,780.00
11/12/15	Arnold Johnson – Estate	140.83
11/19/15	Mary Self – Estate	453.54
11/24/15	Aleen Greer Ebbrecht – Estate	66.60
11/24/15	Peter J. Fuhrmann – Estate	81.38
	Total Received for MHEF, Inc.	<u>\$ 2,522.35</u>
	TOTAL RECEIVED YEAR TO DATE – MHEF, INC.	<u>\$146,506.66</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 November 30, 2015:

Administration	65.08%
Maintenance	31.38%
Dietary	61.03%
Nursing	59.41%
Recreation	64.86%
Social Services	62.66%
TOTAL	53.93%

We are 14.29% (\$1,189,099.16) under budget for the fiscal year after amortizing for the insurance premium already paid.

A motion was made by R.:W.: R. James Rocha and seconded by R.:W.: Charles R. Jordan that the Budget Report be accepted. Motion carried.

ADMISSIONS COMMITTEE REPORT:

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

Charles Taylor, sponsored by Floral City Lodge No. 133

The committee approved one (1) application for Non-Resident Relief to continue for 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. Lucid Logo Website update – R.:W.: Joe Gonzalez presented the latest changes/improvements to our website. Some of these include:
 - a. Welcome page now lists mission, vision and values statements;
 - b. History page – has a timeline with pictures; R.:W.: Gonzalez is looking for more pictures;
 - c. Testimonials – two (2) YouTube videos are now on this page; we still need brief (2-3 sentences) written testimonials from current residents. Mrs. Tsotsos will make this happen;
 - d. Volunteer page – now includes info on Corky’s Cupboard including a wish list.
 - e. Gifts page – still need descriptions of the Tree of Life, bricks, etc., and how these programs work; Mrs. Tsotsos will provide this info early next week.

The launch target for the new website is 1/1/16. The Committee members were asked to review the website by Tuesday and forward any/all suggestions to R.:W.: Gonzalez.

2. Pinstripe Marketing update – things continue to move slowly with our marketing company. Mrs. Tsotsos will meet with Ginger Reichl this week to establish a timeline for completion of these projects.
3. Knymble update – W.: Charles Calabritto presented a progress report on our technology update. The servers are completed (100%) and the installation of work stations is continuing. The target completion date is 1/31/16. The contract for internet service provider was also discussed. W.: Calabritto will provide recommendations at the 1/2016 meeting.
4. The marketing budget was briefly discussed. R.:W.: Jim Rocha will be discussing the budget and budget process at the Board workshop today.
5. The Development Director job description was discussed. The Committee will continue to work on this project.

A motion was made to accept the Operations Committee report by R.:W.: J. Steven Teal and seconded by W.: Ira S. Alderman. 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 January 24, 2016.

R.:R.: Brian Poole gave the Benediction and the meeting was adjourned at 12:32 p.m.

Respectfully submitted,

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

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