

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
FEBRUARY 14, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, February 14, 2016, 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.: 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.: John E. Karroum, Junior Grand Warden; 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 11:00 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; 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 January 24, 2016, 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 February 13, 2016:

A motion was made by R.: W.: B. Allen West to approve a bid from Aqua Air to repair the cooling tower for \$32,000. Second was made by R.: W.: Ronald E. Peebles. Motion carried unanimously.

A motion was made by R.: W.: Ronald E. Peebles to approve the proposed storehouse lease with the Order of the Eastern Star with the addition of a provision on termination with 90 days' notice. Second was made by W.: Joseph Smedley. Motion carried unanimously.

The following actions were taken at the Board Workshop on February 13, 2016:

A motion was made by R.: W.: Ronald E. Peebles to proceed with B.A. West Corporation to present price and contract at the March meeting based upon competitive analysis for final approval of the Guest House project. Second was made by W.: Ira S. Alderman. Motion carried unanimously.

A motion was made by R.: W.: Charles R. Jordan and seconded by R.: W.: John W. Westerman, III, 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 92 residents in the Home. During the month of January we had 2 admissions, and 2 losses bringing the total to 92.

ADMITTED:

Charles Taylor, membership at Floral City Lodge No. 133
James Hartley, membership Northside Lodge No. 283 (Private Pay)

ADMIT DATE:

January 12, 2016
January 20, 2016

DECEASED:

Ibrahim Marquez, membership at Jose Marti Perez Lodge No. 371
Admitted: July 20, 2006
Helen (Peggy) Major, husband's membership at Tampa Lodge No. 240
Admitted: January 17, 2013

January 23, 2016

January 24, 2016

With 2 admissions and 2 losses the month of January ended with 49 Assisted Living Residents and 43 Nursing Center for a total of 92 residents. Of those, 31 are men and 61 are women, with 1 of the women sponsored by the Order of the Eastern Star.

Resident Council Officers were introduced: President Bob Elston; Vice President Nancy Delacruz; and Secretary Jerry Lance.

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 January, the residents enjoyed a Fish Fry sponsored by J.F. Swartzel Lodge No. 251. Residents were also treated to the monthly Masonic Band Concert and a New Year's Day special dinner and Big Bingo.

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 has provided most of the warranties we have requested. The manufacturer, GAF, did not agree to re-date their product warranty from 2013 to 2015 as we demanded to reflect the actual final inspection/completion date. We have recommended that the \$14,917.88 retainage be withheld until our Legal Counselor can resolve the issue with Latite Roofing.
2. The Long Range Planning Committee has received several estimates for the cleaning and replacement of the fill media and the vibration isolation dampers in the existing cooling tower. These estimates range from \$32,000 to \$49,000 and after careful review the Long Range Planning Committee recommends that Aqua Air be retained at \$32,000 to complete the maintenance.
3. The Guest House Project permit is ready for pick up at the St. Petersburg Building Department and the final fee for issuance is \$10, 217.
4. The First Lady's Project enhancing the Beauty Parlor is well underway with the framing, drywall, and plumbing sub-contractors all proceeding as planned. We appreciate our Administrator, Lisa Tsotsos, Bob Robertson, and the Masonic Home Staff for their assistance in this important effort. The ribbon cutting is scheduled for Pilgrimage Day weekend. We still need manpower help and could use any and all assistance from any who can volunteer.
5. The Agreement with the Order of the Eastern Star regarding the OES Storehouse has been reviewed by our Legal Counsel. The Board of Trustees has accepted this document for presentation with the addition of an exit clause for both parties.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced domestic recirculating pump motor # 11 after power surge damaged windings.

2. Replaced (3) exhaust fan belts in fans on RC/ 3.
3. Replaced defective thermostat in library.
4. Rebuilt thermostat in RC/3 hallway.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of January was 8,604 with 1,764 other meals, which included employees, visitors, and special events, for a total of 10,368 meals served. The Masonic Home collected \$744.50 towards meal cost. The raw food cost per meal was \$2.52.

SECURITY DEPARTMENT REPORT: There was one (1) reportable incident for the month of January. Two (2) employee ID badges 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 14 gallons of Bio Power detergent at \$ 22.63 each; 13 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 14 gallons of Flo-Prime Alkali Builder at \$19.80 each; and 11 gallons of sour softener at \$16.14 each; for a total of \$ 887.00 in chemical costs for the month of January. The average count is 33,235 pounds for the month.

GUEST HOUSE REPORT: The Guest House was occupied for 51 nights during the month of January. Visits were from the Board of Trustees and resident families. The Masonic Home collected \$350.00 in donations from Guest House occupants.

A motion was made by R.: W.: B. Allen West, 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: The total funds received through the month of January for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills is \$201,803.34.

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 January 31, 2016:

Administration	76.71%
Maintenance	40.34%
Dietary	78.16%
Nursing	80.65%
Housekeeping	75.01%
Recreation	84.30%
Social Services	81.34%
TOTAL	67.89%

After ten (10) months, we are 16.2% (\$1,346,094.34) under budget for the fiscal year after amortizing for the insurance premium already paid. Then after adjusting for the timing of the Guest House Project, we are currently 1.5% under budget (\$124,145.62) for the fiscal year.

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

ADMISSIONS COMMITTEE REPORT: During the month of February, the following applications were approved by the Board:

Michael and Mareda Zoumberos, sponsored by Fellowship Lodge No. 265

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

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. Information Technology Upgrade – All new work stations have been deployed. Initial staff training is scheduled for March 2nd and 3rd. The Technology Committee State Chairman is in the process of obtaining 3 bids for a new phone system for the committee’s review.
2. Website Upgrade – “Gifting” text has been received by Lucid Logo and will be included in the website before the March Board of Trustees Meeting.
3. Marketing Plan:
 - a. Signage – Potential sign designs have been forwarded to the architect as of 2/1/16 for his input so that a new sign will be well coordinated with the anticipated frontal façade renovations.
 - b. Drip Mailing Campaign – The committee is awaiting a response from Pinstripe Marketing regarding proposed 4 to 6 mailers targeting an age appropriate target market residing within the surrounding Masonic Districts.
 - c. Lodge Incentive Program – The revised proposed poster has been returned with the requested changes and is being reviewed.

A motion was made to accept the Operations Committee Report by R.: W.: John W. Westerman, III, 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 March 20, 2016.

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

Respectfully submitted,

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

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