

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
MARCH 20, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, March 20, 2016, 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
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.: Joseph Shurette, P.G.M.; M.:W.: Dale I. Goehrig, P.G.M.; M.:W.: Danny R. Griffith, 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; 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 W.: Ira S. Alderman that the minutes of the February 14, 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 March 19, 2016:

A motion was made by R.:W.: Charles R. Jordan and seconded by W.: Ira S. Alderman to approve the sign concept and to proceed with construction of the new entry signs. Motion carried unanimously.

The following actions were taken at the Board Workshop on March 20, 2016:

The Board discussed the budgeting process at length and feels the 3% increases for staff is a priority and should be considered as such for the remainder of the proposed budget process.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting, we had 92 residents in the Home. During the month of February we had 4 admissions, and 1 loss bringing the total to 95.

ADMITTED:

Frances Polson, husband's membership Ferndale Lodge No. 506 (MI) (Private Pay)
 Kermit Huff, membership at Gateway Lodge No. 384
 Bernice Hartman, husband's membership at Nitram Lodge No. 188
 Manning Miller, membership at St. Petersburg Lodge No. 139 (Private Pay)

ADMIT DATE:

February 15, 2016
 February 17, 2016
 February 23, 2016
 February 24, 2016

DECEASED:

Norma Foster, husband's membership at Clearwater Lodge No. 127
 Admitted: August 8, 2008

DATE:

February 9, 2016

With 4 admissions, and 1 loss the month of February ended with 52 assisted living Residents, and 43 Nursing Center for a total of 95 residents. Of those, 33 are men and 62 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 February, the 36th District came for their Annual Valentine's Party! They brought individual gifts for each resident, and served cake. Also, singer, and fellow Mason, Matthew Ryder, performed an entire program singing all songs written by Masonic songwriters!

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 cleaning and replacement of the fill media and the vibration isolation dampers by Aqua Air, in the existing cooling tower, is awaiting the delivery of the fill media. The work will be scheduled as soon thereafter as possible on a cool day.
2. The Agreement with the Order of the Eastern Star regarding the OES Storehouse has been reviewed and revised by our Legal Counsel. The Board of Trustees has accepted this document for presentation with the addition of an exit clause for both parties.
3. The Construction Management Contract for the Guest House Project has been submitted for review and acceptance.
4. The First Lady's Project enhancing the Beauty Parlor is now completed. The project was presented in time for Pilgrimage Day and is within budget.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced defective module on Nortel Digital Phone System that controls all exterior and interior analog phones. (Replaced by Digi-tech).
2. Replaced 3 HP disposal in Dish room. Old disposal will be rebuilt and placed in storage for future use.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of February was 7,086 with 1,662 other meals, which included employees, visitors, and special events, for a total of 8,748 meals served. The Masonic Home collected \$701.50 towards meal cost. The raw food cost per meal was \$2.75.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of February. Three (3) employee ID badges and six (6) 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 February. The average count was between 36,000 and 40,000 pounds for the month.

GUEST HOUSE REPORT: The Guest House was occupied for 53 nights during the month of February. Visits were from the Board of Trustees and resident families. The Masonic Home collected \$900.00 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: The total funds received through the month of February for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills is \$204,740.14.

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 February 29, 2016:

Administration	80.59%
Maintenance	45.10%
Dietary	85.93%
Nursing	89.11%
Housekeeping	80.17%
Recreation	92.06%
Social Services	88.89%
TOTAL	74.07%

After eleven (11) months, we are 18% (\$1,496,387.79) 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 5% under budget (\$416,767.69) for the fiscal year.

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 March, the following applications were approved by the Board:

James and Roberta Cantrell, sponsored by Temple Terrace Lodge No. 330,
pending further financial review

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.: John W. Westerman, III. Motion carried.

OPERATIONS COMMITTEE REPORT:

1. Information Technology Upgrade – All new stations have been installed and two rounds of staff training have been completed. An additional session has been scheduled on March 24th for employees who were unable to attend either of the previous sessions. Work on a more dependable and faster Internet/Wi-Fi solution continues. Three bids have been received regarding a hosted phone system and the committee will begin its review at the next meeting of the Board of Trustees.
2. Marketing Plan:
 - a. Drip Mailing Campaign – The committee is in receipt of photographs and text from Pinstripe Marketing on the firm’s proposed first component of this campaign. After an initial review, the committee has several requests regarding additional photos and revisions to this piece.
 - b. Signage alternatives have been reviewed by the committee and a recommendation to acquire and install “Sign Concept 3” is recommended for adoption by the committee to the Board of Trustees.
 - c. The committee has begun reviewing the process by which new inquiries are received and processed. A template for tracking all inquiries is in the process of being developed.

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 April 17, 2016.

R.:R.: Brian Poole gave the Benediction and the meeting was adjourned at 12:25 p.m.

Respectfully submitted,

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

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