

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
April 17, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, April 17, 2016, at 11:01 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
W.: Ira S. Alderman
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

ABSENT:

R.: W.: Michael S. Binder (Excused)
R.: W.: R. James Rocha (Excused)

ALSO PRESENT: R.: W.: Richard G. Hoover, Senior Grand Warden; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Joseph Shurette, 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; W.: Robert R. Holland, Jr.; R.: W.: Charles R. Jordan; R.: W.: Ronald E. Peebles; W.: Joseph Smedley; R.: W.: B. Allen West; and R.: W.: John W. Westerman, III.

A motion was made by R.: W.: Charles R. Jordan and seconded by W.: Ira S. Alderman that the minutes of the March 20, 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 April 17, 2016:

A motion was made by R.: W.: B. Allen West to proceed with negotiations with North Star Realty Group for submission of a contract to manage the lease out units in the new Guest House Apartment Building contingent upon approval of the construction contract with BA West Corporation. Second was made by W.: Ira S. Alderman. Motion carried unanimously.

A motion was made by R.: W.: Charles R. Jordan and seconded by W.: Ira S. Alderman that the Report of the Secretary of the Board be accepted. Motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting, we had 95 residents in the Home. During the month of March we had 4 admissions bringing the total to 99.

ADMITTED:

Alvin Carlin, membership at Orpheus Lodge No. 137 (NJ) (Private Pay)
Michael Zoumberos, membership at Fellowship Lodge No. 265
Marenda Zoumberos, husband's membership at Fellowship Lodge No. 265
Samuel Freeman, membership at J.F. Swartsel Lodge No. 251 (Private Pay)

ADMIT DATE:

March 3, 2016
March 3, 2016
March 3, 2016
March 8, 2016

With 4 admissions, and no losses the month of March ended with 56 assisted living Residents, and 43 Nursing Center for a total of 99 residents. Of those, 36 are men and 63 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 March both the 25th Masonic District and Lehigh Acres Lodge No. 344 came with Easter Baskets for the residents. The big event of the month was the Pilgrimage Day dedication of the First Lady's Project of the renovation of the Beauty Salon and Barber Shop. The residents would like to thank all those who donated to the project – they really love it all and appreciate all the improvements.

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 contract for the Guest House Project has been submitted to the Corporate Board for review and approval. When it is approved the project will commence after Notice to Proceed from the owner has been received by the contractor.
2. The Long Range Planning Committee has reached a verbal agreement with North Star Realty to manage and market the Guest House Apartments under the guidelines set by the Board of Trustees and the Corporate Board. When the project commences a formal contract will be presented for acceptance and action.
3. The First Lady's Project was completed on time and within budget.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced shorted fountain pump on front entrance fountain.
2. Replaced defective electric hot and cold water inlet valves on 55# Minor washing machine in laundry.
3. Replaced the bed control pendant in Room 135 NC 1.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of March was 9,159 with 1,787 other meals, which included employees, visitors, and special events, for a total of 10,946 meals served. The Masonic Home collected \$823.50 towards meal cost. The raw food cost per meal was \$1.68.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of February. Two (2) employee ID badges and five (5) 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; 13 gallons of Flo-Prime Alkali Builder at \$19.80 each; and 12 gallons of sour softener at \$16.14 each; for a total of \$883.34 in chemical costs for the month of March. The average count was between 42,000 and 45,000 pounds for the month.

GUEST HOUSE REPORT: The Guest House was occupied for 55 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.: 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 during the month of March for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills is \$6,282.90 bringing the year to date total to \$211,023.04.

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 March 31, 2016:

Administration	89.95%
Maintenance	49.26%
Dietary	97.74%
Nursing	99.71%
Housekeeping	88.11%
Recreation	102.69%
Social Services	95.05%
TOTAL	82.58%

After twelve (12) months, we are 17% (\$1,449,207.85) 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 4% under budget (\$369,587.75) for the fiscal year.

A motion was made by R.:W.: Charles R. Jordan and seconded by R.:W.: John W. Westerman, III, that the Budget Report be accepted. Motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of April there were no Masonic Home Applications submitted to the Board for Approval.

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 – Work continues regarding stronger and faster wireless internet connectivity throughout the facility. Privatel has agreed to a tentative target completion date of the end of May. Regarding our current phone system, three bids have been received by the committee and negotiations are being conducted in order to see if the Home can receive an even better offer from the recommended provider.
2. Signage – This project has been approved and the vendor has been notified. Work should begin soon.
3. Lodge Incentive Program – This offering is currently being reviewed by the Grand Master.
4. Pinstripe Marketing – Progress regarding the creation of a Media Kit and Drip Marketing Campaign has been delayed. Our Administrator will contact Pinstripe and express the committee’s strong desire for materials to be developed more quickly. A target date for receipt of design proposals has been established to be prior to the Annual Grand Communication.

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 1:00 p.m. at the Annual Grand Communication at the Hyatt Regency Riverfront Hotel in Jacksonville, Florida, on May 29, 2016.

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

Respectfully submitted,

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

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