

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
May 29, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, May 29, 2016, at 1:00 p.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
R.: W.: Michael S. Binder
R.: W.: Ronald E. Peebles
W.: Joseph Smedley
R.: W.: B. Allen West
R.: W.: R. James Rocha

ABSENT:

W.: Ira S. Alderman (Excused)
W.: Robert R. Holland, Jr. (Excused)
R.: W.: Charles R. Jordan (Excused)
R.: W.: John W. Westerman, III (Excused)

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 C. Fowler, P.G.M.; M.:W.: James A. Durham, Jr., P.G.M.; M.:W.: James W. Ford, P.G.M.; R.:W.: Wallace T. Fine, P.D.D.G.M.; and R.:W.: D. Mark Small, P.D.D.G.M.

CALL TO ORDER: R.:W.: J. Steven Teal called the Meeting to order at 1:00 p.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.: Ronald E. Peebles; W.: Joseph Smedley; R.:W.: B. Allen West; and R.:W.: R. James Rocha.

A motion was made by R.:W.: J. Steven Teal and seconded by W.: Ronald E. Peebles that the minutes of the April 17, 2016, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting, we had 99 residents in the Home. During the month of April we had 3 admissions and 1 loss bringing the total to 101.

ADMITTED:

Roy Grimes, membership at Nitram Lodge No. 188 (Private Pay)
James Cantrell, membership at Temple Terrace Lodge No. 330
Roberta Cantrell, husband's membership at Temple Terrace Lodge No. 330

ADMIT DATE:

April 7, 2016
April 13, 2016
April 13, 2016

DECEASED:

Mary Haynes, husband's membership at Elmer O. Smith Lodge No. 307
Admitted: July 9, 2014

DECEASED DATE

April 28, 2016

With 3 admissions, and 1 loss the month of April ended with 58 assisted living Residents, and 43 Nursing Center for a total of 101 residents. Of those, 38 are men and 63 are women, with 1 of the women sponsored by the Order of the Eastern Star.

A motion was made by R.:W.: Ronald E. Peebles and seconded by R.:W.: R. James Rocha that the Administrator's Report be accepted as read. Motion carried.

ACTIVITIES DEPARTMENT REPORT: In the month of April, the Annual Volunteer Reception was a huge success with members of the Community, the Service Guild, and resident volunteers in attendance, all enjoying the gourmet spread provided by the Dietary Department and entertainment by guitarist Dean Miller. Also, the Marian High School Jazz Band came to perform for their 9th year. Their bus transportation is sponsored by Marston Lodge No. 49 in Fort McCoy.

A motion was made by W.: J. Steven Teal and seconded by R.:W.: Michael S. Binder that the Activities Report be accepted as printed and distributed. Motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The construction contract for the Guest House Project has been approved by the Corporate Board. The Maintenance Director has started to remove all of the contents from the Guest House for immediate startup of the project upon receipt of the final permit from the Building Department.
2. The LRP Committee recommends that the Corporate Board appoint M.:W.: Richard E. Lynn and R.:W.: Ronald E. Peebles to serve as the two Owners Representatives as stated in the contract with B.A. West Corporation for the Guest House Project.
3. The LRP Committee recommends that the Board of Trustees and the Corporate Board accept and execute the amended contract from Northstar Realty for management and marketing of the Guest House Apartments.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Reprogrammed and replaced parts in nurse call system in N/C 2.
2. Replaced worn out contactor on Southbend oven in main kitchen.
3. Replaced aged and intermittently working motor for fan coil unit in room 313S R/C 3.
4. Replaced high and low fuel warning sensors in Convault Diesel fuel tank. Interstitial space sensor is on order to be replaced as soon as possible.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of April was 9,090 with 1,889 other meals, which included employees, visitors, and special events, for a total of 10,979 meals served. The Masonic Home collected \$823.50 towards meal cost. The raw food cost per meal was \$1.96.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of February. 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 13 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 \$860.71 in chemical costs for the month of April. The average count was between 42,000 and 45,000 pounds for the month.

GUEST HOUSE REPORT: The Guest House was occupied for 9 nights during the month of April. Visits were from the Board of Trustees.

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 during the month of March for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills is \$5,861.89 bringing the year to date total to \$5,861.89.

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.: R. James Rocha and seconded by R.:W.: Ronald E. Peebles that the Legal Advisor's Report be accepted. Motion carried.

BUDGET REPORT: No Budget Report was submitted for the month of April

A motion was made by R.:W.: R. James Rocha and seconded by W.: Joseph Smedley to accept the absence of the Budget Report for April 2016. Motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of May the following Masonic Home Applications were approved by the Board:

Larry Hartman, sponsored by Hurricane Lodge No. 401

John Phillips, sponsored by A.W. Windhorst Lodge No. 185

Joe and Christina Ellswick, sponsored by Daytona Beach Lodge No. 270; the Admissions Committee recommends that the 2010 Dodge be sold to the Ellewick's daughter for \$2,200.

One (1) Application for admission to the Masonic Home was not approved and the Committee approved one (1) application for Non-Resident Relief to continue.

A motion was made to accept the Admissions Committee Report by R.:W.: Ronald E. Peebles and seconded by R.:W.: R. James Rocha. Motion carried.

OPERATIONS COMMITTEE REPORT:

- 1) Information Technology Upgrade – Phone System Bids – W.: Charles Calabritto recommended using 8X8 for our phone system. The budget will cover this expense. W.: Calabritto will get a final quote and forward it to R.:W.: J. Steven Teal to poll the Board for final approval. W.: Calabritto also stated that the cable upgrade is complete. We are still waiting for the internet upgrade.
- 2) Signage – Mrs. Lisa Tsotsos reported that we are awaiting a permit from the City of St. Petersburg to move forward with the new sign. We are also waiting for an electrical quote for the work needed for the new sign.
- 3) Lodge Incentive Program – We are still awaiting approval by the Grand Master.
- 4) Pinstripe Marketing – Mrs. Lisa Tsotsos
 - (a) The new marketing brochure is complete. It incorporates our new logo, colors, etc. and looks very professional.
 - (b) Drip Marketing Mailers – Mailer #1 is complete. The Home will work with Grand Lodge to mail these to all Lodge and to Masons over the age of 75 in Districts 19, 20, 21, 22, 23, 24, 25, & 27. Mailer #2 is in the works and will focus on activities at the Home.
 - (c) Tracking Inquiries - R.:W.: Joseph Gonzalez will investigate software to track inquiries. M.:W.: Martinez recommended routine email messages after an inquiry about the Home.
 - (d) Mrs. Tsotsos reported that we have a new banner for the Home to be used in the booth at Grand Lodge and for future marketing events. We also have arm banks that will be distributed at Grand Lodge – these state “I support our Masonic Home of Florida.”

A motion was made to accept the Operations Committee Report by R.:W.: J. Steven Teal and seconded by R.:W.: R. James Rocha. Motion carried.

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 June 19, 2016.

R.:R.: Brian Poole gave the Benediction and the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

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

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