

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
June 19, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, June 19, 2016, at 11:00 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
R.: W.: Ronald E. Peebles, Vice Chairman
W.: Ira S. Alderman
R.: W.: Michael S. Binder
R.: H.: Michael L. Elliott
Bro. Jay B. Kosner
R.: W.: Brian R. Poole
R.: W.: R. James Rocha
R.: W.: D. Mark Small
R.: W.: F. Joseph Smedley

ALSO PRESENT: M.: W.: Stanley L. Hudson, Grand Master; R.: W.: Richard G. Hoover, Deputy Grand Master; R.: W.: John E. Karroum, Senior Grand Warden; R.: W.: John W. Westerman, III, Junior Grand Warden; M.: W.: Elmer G. Coffman, P.G.M., Grand Treasurer; and M.: W.: Joseph Shurette, 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.: W.: Brian R. Poole.

INTRODUCTION OF BOARD OF TRUSTEES: R.: W.: J. Steven Teal, Chairman; R.: W.: Ronald E. Peebles, Vice Chairman; W.: Ira S. Alderman; R.: W.: Michael S. Binder; R.: H.: Michael L. Elliott; Brother Jay B. Kosner; R.: W.: Brian R. Poole; R.: W.: R. James Rocha; R.: W.: D. Mark Small; and R.: W.: F. Joseph Smedley

A motion was made by R.: W.: D. Mark Small and seconded by W.: Ira S. Alderman that the minutes of the May 29, 2016, Board of Trustees Meeting and the minutes of the June 1, 2016, Organizational Meeting be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD: The Board voted to change the August Board of Trustees Meeting from August 20, 2016, to August 14, 2016.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: Michael S. Binder 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 101 residents in the Home. During the month of May we had no admissions and 6 losses bringing the total to 95.

DECEASED:

Virginia Dixon, husband's membership at Albert J. Russell Lodge No. 126
Admitted: October 10, 2011
Robert Steele, membership at Beach Lodge No. 354
Admitted: June 18, 2015
Thomas Cartwright, membership at Punta Gorda Lodge No. 115
Admitted: December 27, 2006

DECEASED DATE

May 5, 2016
May 9, 2016
May 14, 2016

William (Barry Loft, membership at Gulf Beach Lodge No. 291 Admitted: May 17, 2013 (Private Pay)	May 15, 2016
Charles Blazier, membership at Saint James Lodge No. 457 (PA) Admitted: July 17, 2014 (Private Pay)	May 20, 2016
Henry Pierce, membership at Hillsborough Lodge No. 25 Admitted: December 12, 2011	May 22, 2016

With no admissions and 6 losses the month of May ended with 53 assisted living Residents and 42 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.

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.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. North chiller control circuit board and chilled water temperature sensor was replaced by Tampa Bay Trane at no charge because it was under contract. This was a \$6,000+ repair.
2. Replaced steam table control and light bulb sockets on Galley hot food line in dining room.
3. Replaced worn out drain valve motor on #55 Minor washing machine in laundry along with new fill hoses.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of May was 9,093 with 1,670 other meals, which included employees, visitors, and special events, for a total of 10,763 meals served. The Masonic Home collected \$814.50 towards meal cost. The raw food cost per meal was \$2.18.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of May. Four (4) employee ID badges and four (4) 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; 14 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 14 gallons of Flo-Prime Alkali Builder at \$19.80 each; and 12 gallons of sour softener at \$16.14 each; for a total of \$912.02 in chemical costs for the month of May. The average count was between 42,000 and 45,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The Northstar Leasing Agency has been adopted by the Board of Trustees as the Property Manager for the Guest House Apartments pending approval of the Corporate Board.
2. A motion was made, seconded, and passed to make the Guest House a separate entity outparcel with its own address, pending approval of the Corporate Board.
3. A motion was made, seconded, and passed to authorize our Insurance Chairman, R.:H.: Michael L. Elliott, to make any necessary arrangements to obtain a builder's risk policy for the Guest House Project.
4. The Guest House Project is in the startup phase with clean out completed and initial preparations for construction operations underway.
5. The contracts for the Fire Alarm System with Safety Systems and the Emergency Generator System with TAW were renewed in May.

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

A motion was made by R.:W.: Michael S. Binder 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 May for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills was \$1,780.00 bringing the year to date total to \$7,641.89.

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

BUDGET REPORT: We are currently 3.5% under budget (\$284,069) for the fiscal year, after amortizing for the insurance premium already paid. Then if one adjusts for the timing of the Guest House Project we would only be 2% under budget (\$162,860) for the fiscal year.

A motion was made by R.:W.: R. James Rocha and seconded by R.:W.: Michael L. Elliott to accept the Budget Report for May 2016. Motion carried.

ADMISSIONS COMMITTEE REPORT: There were no applications for admission to the Masonic Home presented to the Committee for review and approval in the month of June. One (1) Application for Non-Resident Relief was approved to continue.

A motion was made to accept the Admissions Committee Report by W.: Ira S. Alderman and seconded by R.:W.: D. Mark Small. Motion carried.

OPERATIONS COMMITTEE REPORT:

- A. Information Technology – the final requirements of the 8x8 vendor proposal to upgrade the phone system for the lobby and staff are in progress. It is estimated that the cost to drop service to resident rooms will be about \$100 each.
- B. Marketing:
 - i. The permit for the Masonic Home signs was received yesterday; demolition will occur July 11; and the new illuminated signs will be installed July 14-15.
 - ii. To date, three postcards for the Drip Marketing Mailings have been prepared. It is hoped to complete up to six mailings. It was approved to lower the age of the target audience from 75 to 70 in Districts 19-25.
 - iii. The new Masonic Home banner, pamphlets, and wrist bracelets were utilized for Grand Lodge.
 - iv. The committee will receive an update on the Intuit software initiative which would track inquiries into the Masonic Home from first contact through admission, if any. The concept is that follow up could be conducted even on those who do not choose our Masonic Home.
- C. Lodge Incentive Program – changes to the Budget Manual at Grand Lodge enabled this program under our existing budget. The marketing materials will be amended to correlate with the final approved program.
- D. Development Director – 1/3 of the budget for this new position was approved at Grand Lodge. In future months, we will determine the impact of filling this position in December or January.
- E. Outreach – this committee and the Administrator will evaluate the potential and requirements to engage the community to further our awareness and presence. The concept is to participate in associations and organizations, and open our doors for use by community organizations.
- F. Community Benefit Report – this committee and the Administrator will develop a rough draft to demonstrate the Masonic Home's contribution to our community.

A motion was made to accept the Operations Committee Report by R.:W.: R. James Rocha 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 11:00 a.m. at the Masonic Home of Florida in St. Petersburg, Florida, on July 17, 2016.

R.: W.: Brian Poole gave the Benediction and the meeting was adjourned at 11:55 a.m.

Respectfully submitted,

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

R.: W.: D. Mark Small
Secretary to the Board of Trustees