

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

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, July 17, 2016, at 11:05 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, 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

ABSENT:

R.: W.: Ronald E. Peebles, Vice Chairman (Excused)

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.: James W. Ford, P.G.M.; and R.: W.: Stephen R. Gladstone, General Counsel.

CALL TO ORDER: R.: W.: J. Steven Teal called the Meeting to order at 11:05 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.: F. Joseph Smedley; 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; and R.: W.: D. Mark Small.

A motion was made by R.:W.: D. Mark Small and seconded by W.: Ira S. Alderman that the minutes of the June 19, 2016, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD: The Secretary gave an overview of the items discussed in the Board of Trustees Workshop meeting on July 16th at 11:00 a.m. The Board is ready to announce and distribute to all Lodges a letter and poster on the new Lodge Incentive Program. They are working on several pieces of legislation for the Grand Communication in 2017. There was a round table discussion on improving efficiency and productivity by the Board. It was agreed to send an invitation to R.: W.: Richard A. Wolfe to attend our August Workshop that has been rescheduled to the 13th and 14th of August. There was also a note that the Corporate Board will not be in attendance that weekend.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting, we had 95 Residents in the Home. During the month of June we had 2 admissions and 2 losses bringing the total to 95.

ADMITTED:

Joe Ellswick, membership at Daytona Beach Lodge No. 270
Christine Ellswick, husband's membership at Daytona Beach Lodge No. 270

ADMIT DATE:

June 16, 2016
June 16, 2016

DECEASED:

Richard Dixon, membership at Albert J. Russell Lodge No. 126
 Admitted: October 10, 2011
 Miriam Schenk, husband's membership at Placid Lodge No. 282
 Admitted: April 4, 2003

DECEASED DATE:

June 4, 2016
 June 16, 2016

With 2 admissions and 2 losses, the month of June ended with 53 Assisted Living residents and 42 Nursing Center residents 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 W.: Ira S. Alderman and seconded by R.:W.: D. Mark Small that the Administrator's Report be accepted as read. Motion carried.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT: No major failed equipment was noted for this time period.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of June was 8,517 with 1,640 other meals, which included employees, visitors, and special events, for a total of 10,157 meals served. The Masonic Home collected \$888.00 towards meal cost. The raw food cost per meal was \$1.97.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of June. Four (4) resident ID badges and four (4) employee 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; 15 gallons of Flo Prime Alkali Builder at \$19.80 each; and 13 gallons of Sour Softener at \$16.14 each; for a total of \$947.96 in chemical costs for the month of June. The average count was between 45,000 and 50,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. A report on the current progress of the Guest House Project renovation was given to us by Alan West of B. A. West Corporation.
2. The City of St. Petersburg has created a separate Oak Street address for the Guest House property.
3. The installation of the elevator for the Guest House was originally budgeted over one year ago for \$34,000.
4. Alan West met with the power company about installing an additional primary electrical power feed for the Guest House.
5. Our Facilities Manager, Bob Robertson, is on vacation this week and was not available for today's meeting.
6. The Masonic Home Maintenance Department has now completed the cleanout of the Guest House and preliminary demolition has begun.
7. We are currently in the process of getting new proposals for the replacement of the chiller deck roof.
8. The contract for the natural gas supplier is currently being reviewed for contract renewal.
9. The power company is in the process of providing us with information to upgrade our parking lot lighting to LED. More information will be available on this by our August Long Range Planning Meeting.

A motion was made by R.:W.: Michael S. Binder and seconded by R.:W.: Brian R. Poole 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 June was \$2,098.39 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$9,740.28.

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.:H.: Michael L. Elliott and seconded by W.: Ira S. Alderman that the Legal Advisor's Report be accepted as presented. Motion carried.

BUDGET REPORT: The following report reflects the expenditures through June 30, 2016:

Administration	38.99%
Maintenance	12.26%
Dietary	20.96%
Nursing	23.78%
Housekeeping	20.47%
Recreation	24.01%
Social Services	22.12%
TOTAL	23.12%

We are currently 5.2% under budget (\$419,291) for the fiscal year, after amortizing for the insurance premium already paid. Then after adjusting for the timing of the Guest House Project we would only be 2.7% under budget (\$219,074) 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 July, the following applications were approved by the Board:

Elizabeth Repp, sponsored by DeSoto Lodge No. 105, pending further review by legal counsel
Russell Turvey, sponsored by Clearwater Lodge No. 127

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.: D. Mark Small. Motion carried.

OPERATIONS COMMITTEE REPORT:

A. Marketing:

- i. The main Masonic Home sign is installed; electricity for illuminating the sign and landscaping is forthcoming as well as a second smaller sign.
- ii. The first DRIP marketing mailing post card will be mailed within a week; the Administrator is to follow up. It is our goal to complete six mailings for Districts 19-25 and 27.
- iii. R.:W.: Joseph A. Gonzalez reported on the Intuit software which would track inquiries into the Masonic Home from first contact through admission; the cost is \$150 per month on a month to month basis. CRM's can also track donor development contacts. R.:W.: Gonzalez volunteered his talent to create the template and prepare query reports. We will also download the DRIP marketing mailing list into the database. It was moved, seconded, and passed to approve this subscription service pilot after review by the Board of Trustees Legal Advisor. We will monitor the use of the software for cost effectiveness and results. At the next Board Workshop we will brainstorm the template and reports.

- B. Lodge Incentive Program – The marketing materials have been amended to correlate with the final approved program. The Chairman will prepare a letter to the Lodges to accompany the promotional materials. Costs will be charged to the D-132 Advertisement Account.
- C. Development Director – An \$8,000 proposal from the Connecticut Masonic Home was discussed to create a donor development program. More information will be forthcoming.
- D. Community Benefit Report – The Administrator will create a draft list for use in the next Board of Trustees Workshop as a working straw man; we will try to quantify the benefit when possible. The Administrator will provide examples from other Masonic Homes.

A motion was made to accept the Operations Committee Report by R.: W.: R. James Rocha 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. on August 14, 2016, at the Masonic Home of Florida in St. Petersburg, Florida.

R.: W.: Brian R. Poole gave the Benediction and the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

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

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