

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
August 14, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, August 14, 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 Poole
R.: W.: R. James Rocha
R.: W.: D. Mark Small
R.: W.: F. Joseph Smedley

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 Poole.

INTRODUCTION OF BOARD OF TRUSTEES: R.:W.: J. Steven Teal, Chairman; R.:W.: Ronald E. Peebles, Vice Chairman; R.:W.: F. Joseph Smedley; W.: Ira S. Alderman; R.:W.: Michael S. Binder; R.:H.: Michael L. Elliott; Brother Jay B. Kosner; R.:W.: Brian 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 July 17, 2016, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD: The Secretary of the Board reported on a conference call that was held on July 17th; a workshop was held on August 13th from 10:00 a.m. until 1:00 p.m.; and a workshop was held on August 14th from 9:00 a.m. until 9:30 a.m. where R.:W.: Richard Wolfe made a presentation.

A motion was made by R.: W.: D. Mark Small and seconded by W.: Ira S. Alderman 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 95 Residents in the Home. During the month of July we had 2 admissions and 4 losses bringing the total to 93.

ADMITTED:

John Phillips, membership at A.W. Windhorst Lodge No. 185
Larry Hartman, membership at Hurricane Lodge No. 401

ADMIT DATE:

July 6, 2016
July 28, 2016

DECEASED:

Runette Vizandiou, husband's membership at Floral City Lodge No. 133
Admitted: April 13, 2010
Samuel Freeman, membership at J.F. Swartsel Lodge No. 251
Admitted: March 8, 2016 (Private Pay)
Carmella Bloodgood, husband's membership at Tarpon Lodge No. 112
Admitted: September 10, 2011

DECEASED DATE:

July 14, 2016
July 21, 2016
July 26, 2016

Eugene Fogle, membership at Nitram Lodge No. 188
Admitted: December 23, 2014 (Private Pay)

July 29, 2016

With 2 admissions and 4 losses, the month of July ended with 50 Assisted Living Residents and 43 Nursing Center Residents for a total of 93 residents. Of those, 33 are men and 60 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:

1. Although the main kitchen air handler has not failed, the coil is nearing its life expectancy and will need to be replaced this year. A repair outline will be completed next month and proposals will be received for the necessary work.
2. Call light switch replaced and reprogrammed in room 147 NC1.
3. Due to a severe electrical storm, the irrigation timer for the north deep well shorted to ground and was replaced with a new ESP 15 station controller.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of July was 8,808 with 1,707 other meals, which included employees, visitors, and special events, for a total of 10,515 meals served. The Masonic Home collected \$771.50 towards meal cost. The raw food cost per meal was \$1.06.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of July. Four (4) resident ID badges and two (2) 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 Detainer 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 July. The average count was between 45,000 and 50,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. A great deal of rain over the last four weeks has caused small leaks to develop in the roof systems of every building on the Masonic Home campus.
2. The natural gas contract with Mirabito Gas is now up for renewal and the unit price has decreased since the last contract.
3. The chiller maintenance contract is also up for renewal with Tampa Bay Trane.
4. Two contracts that are up for renewal in October are Professional Grounds Maintenance which handles the landscape maintenance and Safety Systems Company which handles the fire alarm maintenance.
5. Update on the Guest House Project: The renovation demolition is substantially completed and the framing phase of the project should start within the next 10 days. Contractor Allen West said that he is pleased with the progress of the project so far.

A motion was made by R.:W.: Michael Binder and seconded by R.:W.: Brian 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 July was \$86,344.71, which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$96,084.99.

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 printed and distributed. Motion carried.

BUDGET REPORT: The following report reflects the expenditures through July 31, 2016:

Administration	48.41%
Maintenance	23.25%
Dietary	30.84%
Nursing	33.92%
Housekeeping	29.88%
Recreation	34.86%
Social Services	33.04%
TOTAL	33.31%

We are currently 3.4% under budget (\$274,070) for the fiscal year, after amortizing for the insurance premium already paid and after adjusting for the timing of the Guest House Project.

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 August the following applications were approved by the Board:

James Conardy sponsored by Sanford Lodge No. 62
Raymond C. Wampole sponsored by Star Lodge No. 78;
pending clarification of financials and review by the Grand Master

Two applications for admission were denied. One Application for Non-Resident Relief was approved to continue for one more month.

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. Masonic Home Signs – electrical is almost done, then landscaping and the 2nd sign will be installed
 - ii. One 3,300 mailing is still pending
 - iii. R.:W.: Joe Gonzalez updated the committee on the software Pipe drive to track inquiries into the Masonic Home. Cost will be \$12/month per user w/2 GB. The Grand Master and Legal Counsel has approved 3-4 users.
- B. Lodge Incentive Program: We are awaiting the Grand Master's signature. Incentives will be charged to D-132 Advertising, per the recent change to the Budget Manual.
- C. Development Director: We discussed benefits and costs during the workshop.
- D. Community Benefit Report: We need to identify customers/goals; and will have a rough draft next month.

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 Board of Trustees Chairman 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 September 18, 2016, at the Masonic Home of Florida in St. Petersburg, Florida.

R.: W.: Brian Poole gave the Benediction and the meeting was adjourned at 11:45 am.

Respectfully submitted,

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

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