

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
September 18, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, September 18, 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  
Brother 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 C. Fowler, 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; 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 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 August 14, 2016, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

**REPORT OF THE SECRETARY OF THE BOARD:** A motion was passed to make the Comfort Inn on 94<sup>th</sup> Street the location for the members of the Corporate Board and Board of Trustees to stay on weekends working at the Home. Ms. Wanda Odom was authorized to negotiate with the Inn for an annual rate.

A motion was passed to authorize R.: W.: Ronald E. Peebles, Vice Chairman, to represent the Board in communications with the Worthy Matron of the Order of the Eastern Star with regard to the storage of material currently located at the Masonic Home and develop a policy going forward to accommodate more material collected from closed Chapters.

A motion was passed to name the Guest House Project “The Residences of Coffee Pot Bayou” for the purpose of the real estate website and marketing development by the management company; pending approval of the Corporate Board.

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 93 Residents in the Home. During the month of August we had 1 admission and 2 losses bringing the total to 92.

**ADMITTED:**

James Conardy, membership at Sanford Lodge No. 62

**ADMIT DATE:**

August 29, 2016

**DECEASED:**

James (Buck) Raulerson, membership at Dunnellon Lodge No. 136

**DECEASED DATE:**

August 12, 2016

Admitted: December 15, 2010 (Private Pay)

Joseph Shurette, membership at Oleeta-West Dade Lodge No. 145

August 13, 2016

Admitted: November 25, 2011 (Past Grand Master for the State of Florida)

With 1 admission and 2 losses, the month of August ended with 50 Assisted Living and 42 Nursing Center for a total of 92 residents. Of those, 32 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 Dela Cruz; 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. Replaced pallet truck servicing the kitchen due to age, leaking piston, and worn out wheels. Maintenance will research the possibility of rebuilding the old truck if it is cost effective.
2. Replaced Hoyer patient lift control pendant for lift on N/C 1.
3. Replaced leaking evaporator coil in Victory pass-thru refrigerator serving the kitchen/dining room.
4. Replaced non-functioning thermostat in the north hall of R/C 1.
5. Replaced entire shower light electrical fixture in the N/C 1 shower stall after a small water leak rusted the housing.
6. Replaced 4 worn out pneumatic tires on Nissan forklift with solid rubber tires.
7. After annual service to the fire pump engine, it was determined through an oil analysis that some fuel injectors were leaking. Ringpower, Inc., replaced all fuel injectors and changed the oil and filters.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of August was 8,556 with 1,664 other meals, which included employees, visitors, and special events, for a total of 10,282 meals served. The Masonic Home collected \$728.00 towards meal cost. The raw food cost per meal was \$2.39.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of August. Three (3) 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 17 gallons of Bio Power Detergent at \$22.63 each; 15 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 17 gallons of Flo Prime Alkali Builder at \$19.80 each; and 15 gallons of Sour Softener at \$16.14 each; for a total of \$1,096.61 in chemical costs for the month of August. 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. These leaks have now been repaired and several windows have been resealed to address these problems.
2. We have also been plagued by several equipment breakdowns in the last month. A special water reducing pressure valve is currently being replaced and one of the boilers in the building is currently

requiring repairs. A garbage disposal unit in the kitchen is now being replaced. Estimates on the new roof replacements will be available for the Board's review by the Long Range Planning Meeting next month; especially for the chiller deck roof which requires more immediate attention.

3. Dart Electronics Company and Professional Grounds Maintenance Company contracts are due for renewal in October. The contract with UniFirst Uniform is due for renewal in November.
4. Update on the Guest House Project: The renovation demolition phase of the project is 99% completed. Several structural cosmetic repairs to the infrastructure of the building have been located and are to be completed. The funds to cover these repairs are covered under previously budgeted contingency allotments.

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 August was \$1,881.93 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$ 97,966.92.

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 August 31, 2016:

Administration	54.02%
Maintenance	28.34%
Dietary	37.78%
Nursing	41.91%
Housekeeping	36.25%
Recreation	42.65%
Social Services	40.30%
<b>TOTAL</b>	<b>39.80%</b>

We are currently 3.7% under budget (\$295,921) 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 Committee Report be accepted. Motion carried.

**ADMISSIONS COMMITTEE REPORT:** During the month of September the following application was approved by the Board:

Cecile Miller, sponsored by South Miami Lodge No. 308, pending legal review

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.

Non-Resident Relief Funds were discontinued for one Brother in August with September being the last payment. Emergency Relief was approved for one second Brother.

**OPERATIONS COMMITTEE REPORT:**

- A. Information Technology – Status update of the 8X8 vendor proposal to upgrade the Privatel phone system for the Lobby: project is complete except for the paging system which is in progress.

- B. Marketing:
  - i. Masonic Home Signs – the main sign is complete with lighting; landscaping is in progress; and the second sign will be completed by the end of the month.
  - ii. One month of tracking inquiries data was updated on the software Pipedrive; we will link it to jobs/career inquiries.
  - iii. Website – A discussion of continually updating the calendar was held. It was decided to link the calendar to the resident newsletter until more timely inputs are possible. We will email the newsletter to families and Lodge Secretaries.
- C. Lodge Incentive Program: This program is in progress.
- D. Development Director: We discussed this position during the workshop.
- E. Community Benefit Report: No further action was taken on this project.
- F. Operations: Staffing for nursing (see flexible schedules like 12 hour shifts, more pay instead of benefits) and food service (McDonald’s pay rate is \$10-\$12 per hour) are ongoing issues.

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 October 16, 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 12:00 p.m.

Respectfully submitted,

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

R.:W.: D. Mark Small, Secretary to the Board