

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
October 16, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, October 16, 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
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

ABSENT:

W.: Ira S. Alderman (Excused)

ALSO PRESENT: M.: W.: Stanley L. Hudson, Grand Master; R.: W.: Richard G. Hoover, Deputy Grand Master; R.: W.: John W. Westerman, III, Junior Grand Warden; and M.: W.: James W. Ford, 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; 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 R.: H.: Michael L. Elliot that the minutes of the September 18, 2016, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD: The Board of Trustees met in a Workshop Session on Saturday, October 15, 2016, from 11:00 a.m. until 1:00 p.m. A motion was passed that the advertisement for the position of the Masonic Home Director of Development will be posted on the Monster.com website for 3 weeks. Applications and resumes will be accepted by the Human Resources Department at the Masonic Home and forwarded to the Board of Trustees for review and consideration.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: Brian R. Poole 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 92 Residents in the Home. During the month of September we had no admissions and no losses bringing the total to 92.

With no admissions and no losses, the month of September ended with 51 Assisted Living and 41 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 R.:W.: D. Mark Small and seconded by R.:H.: Michael L. Elliott that the Administrator's Report be accepted as read. Motion carried.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced pulley system, rope, and flag on front flagpole after old pulley deteriorated.
2. Replaced worn out disposal on pot sink in main kitchen.
3. Two repairs were made to the fire alarm system: replaced area modules serving N/C 1 elevator and soiled linen area; and repaired tamper switch and installed new smoke detector in N/C 1.
4. Replaced main hi/lo bed motor on hospital bed in Room 216B, N/C 2.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of September was 8,280 with 1,609 other meals, which included employees, visitors, and special events, for a total of 9,889 meals served. The Masonic Home collected \$442.50 toward meal cost. The raw food cost per meal was \$1.99.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of September. One (1) resident ID badge and three (3) 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 September. The average count was between 45,000 and 50,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The Guest House Project is basically on schedule. Allen West reported that he lost approximately 3-4 weeks because of recent storm events over the last couple of months. The framing phase of the project should begin within the next week or so.
2. The chiller deck roof replacement was previously budgeted to be completed this year within the next 5 months. Bids have been received from 4 companies: Advanced Roofing; Tremco; Tecta America; and Abode Builders.
3. The Long Range Planning Committee is also looking into replacing the parking lot lighting for energy savings as well as better lighting for safety concerns. Bids have been received from 2 companies: Consolidated Electric Supply and Vootu Electric.
4. The following 3 maintenance contracts were approved for renewal in October: Dart Electronics for the fire alarm system; Professional Grounds Management for the lawn work; and UniFirst Uniforms.

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 September were \$675,335.08 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$773,302.00.

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.: D. Mark Small and seconded by R.:W.: Brian R. Poole that the Legal Advisor's Report be accepted as printed and distributed. Motion carried.

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

| | |
|-----------------|---------------|
| Administration | 60.31% |
| Maintenance | 37.48% |
| Dietary | 45.90% |
| Nursing | 49.78% |
| Housekeeping | 43.76% |
| Recreation | 50.26% |
| Social Services | 47.77% |
| TOTAL | 47.71% |

We are currently 2.7% under budget (\$220,727) 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 R.:H.: Michael L. Elliott that the Budget Committee Report be accepted. Motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of October no applications for admission to the Home were approved by the Admissions Committee and no new Non-Resident Relief or Emergency Relief was granted.

A motion was made to accept the Admissions Committee Report by R.:W.: F. Joseph Smedley and seconded by R.:W.: D. Mark Small. Motion carried.

OPERATIONS COMMITTEE REPORT:

- A. Information Technology – The Privatel phone system is complete except the paging system, which is in progress. Wi-Fi internet for the residents is in service and password protected.
- B. Marketing:
 - i. Masonic Home Signs – The main sign is complete with lighting and landscaping; and the second sign is installed and awaiting lighting.
 - ii. The tracking inquiries on the Pipedrive software was reviewed; there were 24 calls and emails as well as inquiries from folks that walked in.
 - iii. Website – The calendar was removed and linked to the resident newsletter until more timely inputs are possible. Email lists were prepared in order for the newsletter to be sent to families and Lodge Secretaries.
- C. Lodge Incentive Program: A poster and a cover letter were mailed to the Lodges.
- D. Development Director: We discussed this position during the workshop.
- E. Operations: Department Managers have begun preparing their first draft for next year’s budget.

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. on November 20, 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