

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
November 20, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, November 20, 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.: 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:

R.: W.: Michael S. Binder (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.: Joseph C. Fowler, P.G.M.; 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; W.: Ira S. Alderman; 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 October 16, 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, November 19, 2016. A motion was passed to have Abode Builders remove and replace the chiller deck roof for an amount not to exceed \$45,000. A motion was passed to obtain a 4 camera DVR CCTV system to be mounted on the warehouse to monitor the construction activities of the Guest House Project as well as the warehouse for security purposes. A motion was passed to investigate a company to procure a Landlord Policy to begin when the Builders Risk Policy currently in place expires upon completion of the Guest House Project which has a target date of February 1, 2017. A motion was passed to terminate the current vendor for our medical waste disposal and take bids to replace it with a more cost effective solution. A motion was passed to require all new tenants of The Residences of Coffee Pot Bayou to carry a renter's insurance policy with a liability limit of \$300,000.

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 92 Residents in the Home. During the month of October we had 2 admissions, 1 loss, and 2 discharges bringing the total to 91.

ADMITTED:

Cecile Miller, husband's membership at South Miami Lodge No. 308

Raymond Wampole, membership at Star Lodge No. 78

DECEASED:

James Conardy, membership at Sanford Lodge No. 62

Admitted: August 29, 2016

DISCHARGED:

James Hartley, membership at Northside Lodge No. 283

Admitted: January 21, 2016

Freida Buckley, husband's membership at Veritas Lodge No. 396

Admitted: March 5, 2012

ADMIT DATE:

October 13, 2016

October 27, 2016

DECEASED DATE:

October 6, 2016

DISCHARGE DATE:

October 3, 2016

October 27, 2016

With 2 admissions, 1 loss, and 2 discharges the month of October ended with 48 Assisted Living and 43 Nursing Center for a total of 91 residents. Of those, 31 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.: Ronald E. Peebles 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. Rebuilt worn out Cla-Val water pressure valve and replaced leaking pilot valve on domestic water piping system on R/C 2.
2. Replaced 2 call stations in 2 rooms in N/C 2 after they were broken from misuse.
3. Replaced old boiler generator on Cleveland Steamer in main kitchen.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of October was 8,451 with 1,698 other meals, which included employees, visitors, and special events, for a total of 10,149 meals served. The Masonic Home collected \$639.00 toward meal cost. The raw food cost per meal was \$1.83.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of October. Two (2) resident ID badges 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 14 gallons of Bio Power Detergent at \$22.63 each; 15 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 \$956.84 in chemical costs for the month of October. The average count was between 35,000 and 40,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The chiller deck roof replacement quotes have been reviewed with our Maintenance Director Bob Robertson. The Long Range Planning Committee recommends that Abode Builders be retained to execute this project during the winter dry period at a price not to exceed \$45,000, pending Corporate Board Approval.
2. The front parking lot lighting is in need of repair or replacement and we have accepted proposals for retrofitting or replacing with LED high efficiency lights. We will continue this process with pole replacement to be included in future estimates. This issue was tabled pending completion of the bid process.
3. The security camera system for the Guest House has been put out of operation due to the remodel project and resulting loss of power. We recommend the purchase of a new system to be installed on

the warehouse with a hard wired recording monitor mounted on the inside. The system cost will not exceed \$400, pending Corporate Board approval.

4. No contracts are up for renewal in December. The pest control contract is up for renewal in January and the Long Range Planning Committee recommends continuing the services of Bingham Pest Control, who have done an excellent job this past year. Our medical waste disposal provider, Stericycle, has not met our expectations in the execution of their duties and the Long Range Planning Committee recommends replacing them. We have begun the process of accepting proposals for this important function.

The Maintenance Director's Report is attached as part of this report.

A motion was made by R.:W.: Ronald E. Peebles and seconded by R.:H.: Michael L. Elliott that the Long Range Planning and Facilities Committee Report be accepted as presented. Motion carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of October were \$497,625.09 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,270,097.09.

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.: Ronald E. Peebles that the Legal Advisor's Report be accepted as printed and distributed. Motion carried.

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

Administration	65.55%
Maintenance	46.71%
Dietary	53.46%
Nursing	58.79%
Housekeeping	50.86%
Recreation	57.88%
Social Services	55.15%
TOTAL	55.69%

We are currently 2.9% under budget (\$237,796) 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 November the following Masonic Home Applications were approved by the Board:

James and Rebecca Bradford, sponsored by Winter Haven Lodge No. 186
Frank and Thomasine Clawson, sponsored by Dunedin Lodge No. 192

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 paging system solution was expensive so we have requested a demo device from 8x8 to see if the connections are a match. Wi-Fi internet for residents is in service (password protected) and well received.
- B. Marketing:
 - i. We are reviewing tracking reports on the Pipedrive software.

- ii. Website – updates are timely. We began monthly email marketing to families and Lodge Secretaries with a newsletter, a resident calendar, and website information. 171 emails were opened out of 261 that were sent (65% which is good). 10% clicked on the email (3% is industry standard) and hits were mostly on the newsletter.
- C. Lodge Incentive Program: We have received some positive feedback from Lodges and staff, including one Lodge offering to donate the incentive to the future resident’s personal account. We are expecting some actuals next month.
- D. Development Director: We will discuss this position during the workshop.
- E. Operations: A first draft of next year’s budget will be presented 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 Grand Marshal then introduced the Grand Lodge Officers, Past Grand Masters, District Deputy Grand Masters, District Instructors, Committeemen, and the Grand Master introduced the others that were present at the meeting.

M.:W.: Stanley L. Hudson, Grand Master, presented resident Brother John W. Brink with his 65 Year Masonic Service Award and lapel pin and congratulated him on such a distinguished accomplishment.

ANNOUNCEMENTS: The next regular Board Meeting will be held at 11:00 a.m. on December 18, 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 12:20 p.m.

Respectfully submitted,

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

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