

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
February 12, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, February 12, 2017, 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  
    W.: 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)  
R.: H.: Michael L. Elliott (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; 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; W.: Ira S. Alderman; R.: W.: F. Joseph Smedley; W.: Jay B. Kosner; R.: W.: Brian R. Poole; R.: W.: R. James Rocha; and R.: W.: D. Mark Small.

M.: W.: Stanley L. Hudson, Grand Master, addressed those assembled with a report on the Pink Lodge Fundraiser held on Saturday evening, February 11, 2017, and provided an update on the progress of the First Lady's Project. Due to a prior commitment, the Grand Master and his lady made an early departure.

A motion was made by R.: W.: D. Mark Small and seconded by W.: Ira S. Alderman that the minutes of the January 22, 2017, 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, February 11, 2017, and this morning before the Board of Trustees Meeting. There were no motions or new actions taken. The Board of Trustees is working on items to be reviewed.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: F. Joseph Smedley to accept the Report of the Secretary of the Board as presented. 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 January we had 3 admissions, 5 losses, and 0 discharges bringing the total to 94.

**ADMITTED:**

David Keddy, membership at West Pensacola Lodge No. 296  
 Tomas Ratner, membership at Hibiscus Lodge No. 275  
 Rosalinda Ratner, husband's membership at Hibiscus Lodge No. 275

**ADMIT DATE:**

January 18, 2017  
 January 19, 2017  
 January 19, 2017

**DECEASED:**

Jerry Lance, membership at High Twelve Lodge No. 317  
 Admitted: June 2, 2012  
 Frank Clawson, membership at Dunedin Lodge No. 192  
 Admitted: December 16, 2016  
 Raymond Wampole, membership at Star Lodge No. 78  
 Admitted: October 27, 2016  
 Betty Coffin, husband's membership at Halifax Lodge No. 81  
 Admitted: April 15, 2015  
 Alvin Carlin, membership at Orpheus Lodge No. 137 (NJ) (Private Pay)  
 Admitted: March 3, 2016

**DECEASED DATE:**

January 1, 2017  
 January 5, 2017  
 January 25, 2017  
 January 26, 2017  
 January 28, 2017

With 3 admissions, 5 losses, and 0 discharges the month of January ended with 50 Assisted Living and 44 Nursing Center for a total of 94 residents. Of those, 32 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 Dela Cruz; and Secretary Barbara Shemela.

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: Ronald E. Peebles that the Administrator's Report be accepted as read. Motion carried.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. Dart Electronics repaired a short in the fire alarm system. A new MXADM along with several modules were installed.
2. Replaced a defective flame switch on the Garland tilt skillet in the kitchen.
3. Replaced the brain and head motor on a Medline hospital bed to be used in the Nursing Center.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of January was 8,796 with 1,764 other meals, which included employees, visitors, and special events, for a total of 10,560 meals served. The Masonic Home collected \$764.00 toward meal cost. The raw food cost per meal was \$1.77.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of January. Three (3) resident ID badges and no 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 13 gallons of Bio Power Detergent at \$22.49 each; 13 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 14 gallons of Flo Prime Alkali Builder at \$22.63 each; and 15 gallons of Sour Softener at \$16.14 each; for a total of \$979.73 in chemical costs for the month of January. The average count was between 46,000 and 48,000 pounds for the month.

**LONG RANGE PLANNING COMMITTEE REPORT:**

1. All of the roof work contracted at the January Board of Trustees Meeting is now 99% completed with final inspections scheduled for next week. Repairs and modifications to the roof of the O.E.S. Storage Building cost approximately \$3,000.00.
2. Upon final inspection of the Chiller Deck Roof we will commence the cooling tower remediation which was approved and contracted previously.

3. The hood sprinkler head system in the kitchen, which failed inspection and requires updating to an Ansul System, is still being reviewed for proper compliance and budget pricing. Resolution of this issue should be completed by the March Board of Trustees Meeting.
4. The Guest House Project is back on track and approaching the 90% completion level. All finish operations are scheduled to commence within the next two weeks. Project completion and issuance of the Certificate of Occupancy are both expected by the end of March of 2017.
5. The First Lady's Project is at the 90% completion stage, with finish operations scheduled to be completed within the next two weeks. All construction and finish operations will be completed prior to the March Board of Trustees Meeting for the Pilgrimage Day Ceremony.

The report of Bob Robertson, Facilities Directory, is included as a part of this report.

A motion was made by R.:W.: Brian R. Poole and seconded by R.:W.: Ronald E. Peebles 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 January for Estates and Wills were \$40,735.23 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,322,878.93.

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 presented by R.:W.: D. Mark Small. Motion carried.

**BUDGET REPORT:** The following report reflects the expenditures through January 31, 2017:

Administration	20.74%
Maintenance	87.21%
Dietary	79.11%
Nursing	84.50%
Housekeeping	71.72%
Recreation	84.67%
Social Services	81.19%
<b>TOTAL</b>	<b>83.13%</b>

We have made significant progress on the Guest House Project so we are currently 0.58% over budget for the fiscal year, after amortizing for the insurance premiums already paid and for the timing of the Guest House Project.

A motion was made by R.:W.: R. James Rocha and seconded by R.:W.: F. Joseph Smedley that the Budget Committee Report be accepted. Motion carried.

**ADMISSIONS COMMITTEE REPORT:** During the month of January there were no applications for admission to the Masonic Home or for relief presented to the Admissions Committee for review or approval.

A motion was made to accept the Admissions Committee Report by W.: Ira S. Alderman and seconded by R.:W.: F. Joseph Smedley. Motion carried.

**OPERATIONS COMMITTEE REPORT:**

A. Marketing:

- i. We reviewed tracking inquiries on the Pipedrive software and there were 21 inquiries and 2 admissions applications. We are ready to send another postcard to all Members of The Grand

Lodge of Florida and the 3<sup>rd</sup> and 4<sup>th</sup> postcards have been drafted. The 3<sup>rd</sup> postcard will target Order of the Eastern Star Members.

- ii. Digital – We have continued email lists with a digital newsletter to families and Lodge Secretaries and plan to grow the list to include hospitals/clinics and others. We added a .JPG or a .PDF file of the Lodge Incentive Poster to increase inquiries.
- B. Lodge Incentive Program: We are taking incremental steps.
- C. Development Director: The candidate is interviewing with the Corporate Board.
- D. Operations: A long term employed Registered Nurse is ably filling in for Nora Pearson until a new Director of Nursing is hired and we have identified 2 interviewees.
- E. The goal is to have the Guest House Project ready for unveiling at Pilgrimage Day.
- F. The furnishings in resident rooms are up to 25 years old so a long term strategy is needed. Many rooms were originally furnished through Lodge and District sponsorships.

A motion was made to accept the Operations Committee Report by R.:W.: R. James Rocha and seconded by R.:W.: F. Joseph Smedley. Motion carried.

The Grand Marshal then introduced the Grand Lodge Officers, Past Grand Masters, District Deputy Grand Masters, District Instructors, and Committeemen, and the Deputy Grand Master introduced the others that were present at the meeting.

The Grand Marshal and his lady accepted presentations on behalf of the Grand Master and his lady.

**ANNOUNCEMENTS:** The next regular Board Meeting will be held at 11:00 a.m. on March 19, 2017, 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