

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
March 19, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, March 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
R.: W.: Michael S. Binder
R.: H.: Michael L. Elliott
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:

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 E. Karroum, Senior Grand Warden; R.: W.: John W. Westerman, III, Junior Grand Warden; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; 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.: Michael S. Binder; R.: H.: Michael L. Elliott; 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, accepted the gavel from the Chairman and directed the W.: Grand Marshal, R.: W.: Douglas L. Ankeny, to present R.: W.: Jackie D. Arrington west of the Altar and proceeded to install him as the R.: W.: Grand Treasurer as a result of the resignation of M.: W.: Elmer G. Coffman, P.G.M., from the Office of Grand Treasurer.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: Ronald E. Peebles that the minutes of the February 12, 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 this morning from 9:00 a.m. until 11:00 a.m. The Board discussed the Proposed Legislation that is being presented at the upcoming Grand Communication. There is a Power Point presentation that is being distributed to the Masonic Home Ambassadors and representatives from each District. This will be shared with the Craft to communicate the financial status of the Home and the background on the Proposed Legislation. The Board also reviewed plans for the Masonic Home booth that will be on display at the Grand Communication. Several administrative issues and policies were reviewed. No new motions or proposals were made.

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 94 Residents in the Home. During the month of February we had 0 admissions, 1 loss, and 0 discharges bringing the total to 93.

ADMITTED: There were no admissions during the month of February.

DECEASED:

John Philkill, membership at Mercer Lodge No. 50 (NJ) (Private Pay)
Admitted: September 22, 2015

DECEASED DATE:

February 1, 2017

With 0 admissions, 1 loss, and 0 discharges the month of February ended with 51 Assisted Living and 42 Nursing Center for a total of 93 residents. Of those, 31 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 Herb Cox; 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. Replaced broken push buttons on the service elevator at the employee entrance after there was damage to the control board.
2. Replaced worn out dual fan motor on fan coil unit in Room 333.
3. Replaced two-way defective heat valve in Room 140 N/C 1.
4. Replaced contractor and mini push button switch on air curtain servicing walk in cooler in main kitchen.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of February was 7,815 with 1,562 other meals, which included employees, visitors, and special events, for a total of 9,377 meals served. The Masonic Home collected \$499.00 toward meal cost. The raw food cost per meal was \$2.21.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of February. No resident ID badges and 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 13 gallons of Bio Power Detergent at \$23.49 each; 12 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 14 gallons of Flo Prime Alkali Builder at \$22.63 each; and 13 gallons of Sour Softener at \$16.14 each; for a total of \$979.73 in chemical costs for the month of February. The average count was between 45,000 and 50,000 pounds for the month.

R.:W.: Michael S. Binder read a message from R.:W.: Allen West who is the contractor who built the First Lady's Project who stated that he would like to thank the Administrator, Mrs. Lisa Tsotsos, and the members of the Masonic Home Staff for their support that made it possible for him to complete the project on time.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The roofing projects are under way. The Chiller Deck Re-Roof is 99% complete. The Irrigation Building Roof is complete and the O.E.S. Storage Building roof is complete.

2. We have a proposal from All Florida Fire for improvements to the kitchen hood fire protection system that will include all plans permits and electrical work for installing the system for a cost not to exceed \$10,000. This expenditure was previously approved by the Corporate Board.
3. Aqua Air is contracted to replace the medium in the cooling tower. Bob Robertson made all necessary arrangements to rent portable air conditioning units to get ready for this scheduled work recently. This project had to be rescheduled to begin on March 30th due to the Aqua Air Sales Representative unexpectedly leaving the company. Fortunately, the air conditioning rental company did not charge us for the rental units and they have also been rescheduled.
4. Guest House Project Update: The lower floor of the project is ready for kitchen cabinet installation and the upper floor of the project is now receiving kitchen cabinet installation. The exterior painting of the building is going on concurrently. The adjacent storage building and the O.E.S. Storage Building have now been repainted a color to match the Guest House Project. The project will be substantially completed within the next 2 weeks.
5. There are no other maintenance contracts up for renewal and approval for April.

The report of Bob Robertson, Facilities Director, 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 February for Estates and Wills were \$33,670.14 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,356,549.07.

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.:H.: Michael L. Elliott that the Legal Advisor’s Report be accepted as presented by R.:W.: Stephen R. Gladstone. Motion carried.

BUDGET REPORT: The following report reflects the expenditures through February 28, 2017:

Administration	88.67%
Maintenance	97.47%
Dietary	87.54%
Nursing	93.22%
Housekeeping	78.47%
Recreation	95.88%
Social Services	88.81%
TOTAL	92.03%

I am pleased to report that we have made significant progress on the Guest House Project so we are currently 2.0% over budget (\$164,886) for the fiscal year, after amortizing for the insurance premiums already paid and for the timing of the Guest House Project.

Addendum: During the budgeting process last year, approximately \$300,000 was moved from the Guest House Project line item D-612 to Contingency Reserve line item D-1200. It was determined that these budgeted accounts would be managed as necessary to complete the project in the most cost effective manner. The expenditures in Masonic Home Improvement line item D-612 is currently \$1,081,405.34 compared to a budget of \$1,000,000; had the \$300,000 remained in Masonic Home Improvement line item D-612 and not moved to Contingency Reserve line item D-1200 we would have been 1.4% under budget (\$110,114).

A motion was made by R.:H.: Michael L. Elliott and seconded by R.:W.: D. Mark Small that the Budget Committee Report be accepted. Motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of March the following applications for admission to the Masonic Home were approved by the Board:

Juanita Dubose, sponsored by Oleeta-West Dade Lodge No. 145,
pending receipt of letter from D.D.G.M. and sale of auto to her daughter
Frances Wigand, sponsored by Oleeta-West Dade Lodge No. 145, pending legal review of financials and
background, approval of waiver for 10 year requirement and receipt of D.D.G.M. letter
William and Nancy Christian, sponsored by R. T. Schafer Lodge No. 350
Ray and Anita Johnson, sponsored by Ionic Lodge No. 101, pending legal review of financials

There were no applications submitted to the Admissions Committee for Non-Resident Relief and no funds for Non-Resident relief were distributed in February.

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 device for the PA System has been obtained and R.:W.: Charles G. Calabritto is to commence testing.
- B. Marketing:
 - i. MH Signs – The second sign lighting is installed. The Pinstripe video of the residents is completed with resident consent.
 - ii. We reviewed the tracking inquiries on the Pipedrive software. There were 29 inquiries, we have 4 admissions applications with 2 more in the works; we sent another postcard (8k) to Florida Masons; the third and fourth postcards are drafted. The third postcard will target the Order of the Eastern Star members and we have requested permission from Grand Chapter.
- C. Lodge Incentive Program: We have paid 7-8 Lodges for the incentive program to date.
- D. The First Lady's Project will be unveiled during Pilgrimage Day.
- E. Topics: Application for a grant is being completed to obtain funds donated by a local women's group.

A motion was made to accept the Operations Committee Report by W.: Jay B. Kosner 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 Master and his lady made themselves available for presentations. The District Deputy Grand Masters from all 34 Districts presented an engraved brick from each of them and a granite plaque with the Grand Master's name engraved thereon for the Alzheimer's Courtyard.

ANNOUNCEMENTS: The next regular Board Meeting will be held at 11:00 a.m. on April 23, 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