

**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, April 23, 2017, at 11:00 a.m. with the following members present:

**PRESENT:**

R.: W.: J. Steven Teal, 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

**ABSENT:**

R.: W.: Ronald E. Peebles, Vice Chairman (excused)  
W.: Ira S. Alderman (Excused)  
R.: W.: F. Joseph Smedley (excused)

**ALSO PRESENT:** M.: W.: Stanley L. Hudson, Grand Master; R.: W.: Richard G. Hoover, Deputy Grand Master; and R.: W.: John W. Westerman, III, Junior Grand Warden.

**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.: Michael S. Binder; R.: H.: Michael L. Elliott; W.: 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.: W.: Michael S. Binder that the minutes of the March 19, 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 yesterday from 11:00 a.m. until 1:30 p.m. The members discussed the Legislation Meetings that they have attended thus far and shared feedback from the Craft on the Proposed Legislation submitted by the Board. The members reviewed the schedule for the remaining Legislation Meetings so that the Board will be represented and be able to answer questions about the Proposed Legislation.

The Board took a tour of the completed Guest House Project. The Residences at Coffee Pot Bayou will be dedicated by the Grand Master after the Board of Trustees Meeting on Sunday. Representatives from the real estate management company that has been contracted to manage the property attended the workshop and provided their impressions and potential for renting the units along with anticipated revenue. Details such as pets and other restrictions were discussed. The Board recommends that reasonable pets with an additional deposit would be allowed and not to limit the occupancy by any age restrictions. The area around the waterfront is public access so by allowing the residents to transit a corridor to the bayou the property will be marketed as waterfront access. The team was very positive about the opportunities. The Board closed with an Executive Session and then joined the Corporate Board for an Executive Session in the Grand Master's Office.

A motion was made by R.:W.: D. Mark Small and seconded by R.:H.: Michael L. Elliott to accept the Report of the Secretary of the Board as presented and to include it in the Board of Trustees Minutes. 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 March, we had 2 admissions, 3 losses and 0 discharges bringing the total to 92.

<b>ADMITTED:</b>	<b>ADMIT DATE:</b>
Harvey Glen Avery, membership at Winter Park Lodge No. 239	March 9, 2017
Mildred Avery, husband’s membership at Winter Park Lodge No. 239	March 9, 2017

<b>DECEASED:</b>	<b>DECEASED DATE:</b>
Winifred Tooma, husband’s membership at Temple Terrace Lodge No. 330 Admitted: May 5, 2011	March 3, 2017
Lois Hughey, husband’s membership at Springs Lodge No. 378 Admitted: August 5, 2014	March 6, 2017
David Keddy, membership at West Pensacola Lodge No. 296 Admitted: January 18, 2017	March 8, 2017

With 2 admissions, 3 losses, and 0 discharges the month of March ended with 51 Assisted Living and 41 Nursing Center for a total of 92 residents. Of those, 31 are men and 61 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.:H.: Michael L. Elliott that the Administrator’s Report be accepted as read. Motion carried.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. Replaced defective isolation valves (6) and leaking 2” copper pipe on R/C Lobby during the First Lady’s Project renovation. Repair was completed by High Performance Plumbing.
2. Replaced rusted and corroding gooseneck intake vent for AHU #8 servicing the Chapel and Security Office.
3. Replaced transformer, flame sensor, control box, and contactor on the 150# Huebsch Dryer #5 in main laundry. These parts were original to this dryer.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of March was 8,559 with 1,700 other meals, which included employees, visitors, and special events, for a total of 10,259 meals served. The Masonic Home collected \$517.00 toward meal cost. The raw food cost per meal was \$1.33.

**SECURITY DEPARTMENT REPORT:** There were 2 reportable incidents for the month of March and 2 resident ID badges and 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 13 gallons of Bio Power Detergent at \$23.49 each; 15 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 13 gallons of Flo Prime Alkali Builder at \$22.63 each; and 14 gallons of Sour Softener at \$16.14 each; for a total of \$958.72 in chemical costs for the month of March. The average count was between 48,000 and 55,000 pounds for the month.

**LONG RANGE PLANNING COMMITTEE REPORT:**

1. The Chiller Deck Roof repair is 99% complete at this point and the only thing left to do is the re-installation of the vent piping that was removed for this project. This should be completed within the next 2 weeks.
2. All Florida Fire Equipment started the permitting process for the new kitchen Ansell System. We have a tentative installation date for the system of May 17<sup>th</sup>. This installation will continue through the evening of May 17<sup>th</sup> to minimize any inconvenience to the kitchen operation schedule.
3. The cooling tower restoration and replacement of the new fill medium was completed on March 31<sup>st</sup>. This installation took about 1½ days to complete in order to get the cooling tower back in operation.
4. Upcoming maintenance contracts for renewal in May are Safety Systems for the fire alarm and TAW for the generator service.
5. Update on the Guest House Project: All final inspections for the project should be completed by the end of next week.

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

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 March for Estates and Wills were \$10,952.82 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,367,501.89.

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.: Michael S. Binder on behalf of R.:W.: Stephen R. Gladstone. Motion carried.

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

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

I am pleased to report that we have completed the Guest House Project so we are currently 1.0% over budget (\$83,933) for the fiscal year. If we adjust to the total budgeted for the Guest House Project, we would be 0.74% under budget (\$59,494).

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 April the following applications for admission to the Masonic Home were approved by the Board:

Elizabeth Repp, sponsored by De Soto Lodge No. 105

Dennis Metzler, sponsored by Dunnellon Lodge No. 136, pending favorable title search of property by legal counsel

Clinton Mitchell, sponsored by Clearwater Lodge No. 127

Robert Isgan, sponsored by Cabul Lodge No. 116

Oscar and Shirley Weeks, sponsored by Temple Terrace Lodge No. 330, pending favorable title search of property by legal counsel

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

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

### **OPERATIONS COMMITTEE REPORT:**

1. IT Update:

A. R.:W.: Charles Calabritto reported that the new device purchased to interface the phone and paging system does not match. Thus, we are still working to resolve this issue.

B. R.:W.: Calabritto is able to set up another drop box to allow another level of security for the Admission and Relief Sub-committee. He recommended that we spend an additional \$10 per month to purchase this capability.

2. Outreach Update: We have submitted a grant proposal to the Queen's Court, a community organization that awards 2 grants each year to deserving organizations. This was facilitated by Ms. Nora Pearson, our former Director of Nursing.

3. Independent Living Update: Research and design has already been completed on this project, although several years ago. Thus, when the Board of Trustees feels that the time is right we can resurrect this data and begin this process again.

4. A new Director of Nursing has been hired and will start in approximately 1 month.

5. Community Benefit Report Update: R.:W.: Teal will reach out to Brother Bob Roth for more guidance on starting a Community Benefit Report.

6. Social Media Update: R.:W.: Calabritto reported that the Home already has a Facebook account and suggested that we contact Pinstripe Marketing about using this medium more effectively. He also volunteered to create a Twitter account for the Home for future use.

7. Northstar Realty has been hired as our management company for the Guest House and will be promoting rental of the Guest House Apartments.

8. The Legislation to allow non-Masons into the Home on the Private Pay Plan is being explained by Board of Trustees Members, Masonic Home Ambassadors, and others at the Legislative Meetings being held throughout the state. The Board of Trustees has distributed a PowerPoint presentation to facilitate this educational process

A motion was made to accept the Operations Committee Report by R.:W.: J. Steven Teal and seconded by R.:W.: Michael S. Binder. 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.

**ANNOUNCEMENTS:** The next regular Board Meeting will be held at 1:00 p.m. on May 28, 2017, at the Rosen Plaza Hotel in Orlando, Florida.

R.:W.: Brian R. Poole gave the Benediction and the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

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

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