

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
June 18, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, June 18, 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.: W.: Michael L. Elliott
R.: W.: Brian R. Poole
R.: W.: R. James Rocha
R.: W.: D. Mark Small
R.: W.: F. Joseph Smedley
R.: W.: B. Allen West
R.: W.: Lawrence A. Williamson

ALSO PRESENT: M.: W.: Richard G. Hoover, Grand Master; R.: W.: John E. Karroum, Deputy Grand Master; R.: W.: John W. Westerman, III, Senior Grand Warden; R.: W.: Thomas L. Turlington, Jr., Junior Grand Warden; R.: W.: Rudin Boatright, Grand Treasurer; and M.: W.: Stanley L. Hudson.

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.

The Chairman presented the gavel to Grand Master Hoover who asked First Lady Bobby to join him. She then instructed the Ladies of the members of the Corporate Board and Board of Trustees to pin red carnation boutonnieres on the members in recognition of Father's Day. The Grand Master returned the gavel to the Chairman who proceeded with the meeting.

INTRODUCTION OF BOARD OF TRUSTEES: R.: W.: J. Steven Teal, Chairman; R.: W.: Ronald E. Peebles, Vice Chairman; R.: W.: Michael S. Binder; R.: W.: Michael L. Elliott; R.: W.: Brian R. Poole; R.: W.: R. James Rocha; R.: W.: D. Mark Small; R.: W.: F. Joseph Smedley; R.: W.: B. Allen West; and R.: W.: Lawrence A. Williamson

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: Michael S. Binder that the minutes of the May 28, 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, June 17, 2017, from 9:00 a.m. until 2:30 p.m. and again on Sunday from 10:00 a.m. until 11:00 a.m.

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 as presented. Motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 96 Residents in the Home. During the month of May we had 7 admissions, 3 losses, and 0 discharges bringing the total to 100.

ADMITTED:

Thomas Caine, membership at Clifton-Gaston Allen Lodge No. 645 (OH) (Private Pay)
 Dennis Metzler, membership at Dunnellon Lodge No. 136
 Robert Isgan, membership at Cabul Lodge No. 116
 Elizabeth Repp, husband's membership at DeSoto Lodge No. 105
 Juanita Dubose, husband's membership at Oleeta-West Dade Lodge No. 145
 Oscar Weeks, membership at Temple Terrace Lodge No. 330
 Shirley Weeks, husband's membership at Temple Terrace Lodge No. 330

ADMIT DATE:

May 3, 2017
 May 9, 2017
 May 10, 2017
 May 11, 2017
 May 15, 2017
 May 23, 2017
 May 23, 2017

DECEASED:

Frances Wigand, husband's membership at Oleeta-West Dade No. 145
 Admitted: April 10, 2017
 Anne Saxer, husband's membership at St. Petersburg Lodge No. 139 (Private Pay)
 Admitted: October 28, 2013
 Agnes Boyer, husband's membership at Pine Castle Lodge No. 368
 Admitted: June 4, 2013

DECEASED DATE:

May 1, 2017
 May 8, 2017
 May 22, 2017

With 7 admissions, 3 losses, and 0 discharges the month of May ended with 55 Assisted Living and 45 Nursing Center for a total of 100 residents. Of those, 38 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.

The May Resident of the Month, Martha Donaldson, and the June Residents of the Month, Herb and Yvonne Cox, were recognized by all and presented a check from Hillsborough Lodge No. 25.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced leaking water level sight glass on Cleveland steamer in main kitchen.
2. After numerous repairs and parts replaced, the large Fulton boiler in the Main Mechanical Room is now working properly.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of May was 9,089 with 1,695 other meals, which included employees, visitors, and special events, for a total of 10,784 meals served. The Masonic Home collected \$711.00 toward meal cost. The raw food cost per meal was \$2.13.

SECURITY DEPARTMENT REPORT: There were two reportable incidents for the month of May. Five resident ID badges and six 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 15 gallons of Bio Power Detergent at \$23.49 each; 15 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 15 gallons of Flo Prime Alkali Builder at \$22.63 each; and 15 gallons of Sour Softener at \$16.14 each; for a total of \$1,067.10 in chemical costs for the month of May. The average count was between 49,000 and 52,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. All construction work on the chiller deck roof project has now been completed and the final inspection has been approved. A roofing materials product warranty will be issued by the GAF Company. There will be a \$4,200 retainage of the final payment to Abode Builders for some ceiling damage that was created during their completion of the work.

2. The Ansul fire suppression system has now been installed in the kitchen and the inspection of the new system by the Fire Marshal is tentatively scheduled for June 21st.
3. The phase 1 installation of the new LED parking lot system is now 90% complete. The budget for this project is \$4,500 and we may exceed the budget by \$100 when the project is completed. The return investment on the system is approximately 1.4 years and this is due to the reduced energy requirements of the new system which will result in up to a 70% cost savings. The phase 1 of this lighting system project includes the main front west parking lot area and should be 100% completed by next week. The next lighting improvement project will involve interior lighting of the entire administration area and common areas.
4. A new tile flooring system for the showers on the first and second floors of the Nursing Center, which involves approximately 300 square feet of new tile, will probably start next week.
5. The following contracts are up for renewal: WSC Fire Sprinkler System in June (previously approved); Mirabito Gas in July; Tampa Bay Trane (chiller maintenance), Ring Power (fire pump), and Aqua Tech (water treatment) in August.

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 May for Estates and Wills were \$434,043.53 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills, to \$437,857.75.

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.: Michael L. Elliott that the Legal Advisor’s Report be accepted as presented by R.:W.: Rudin J. Boatright, Grand Treasurer. Motion carried.

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

Administration	28.24%
Maintenance	26.68%
Dietary	14.02%
Nursing	15.89%
Housekeeping	14.06%
Recreation	15.84%
Social Services	14.56%
TOTAL	20.57%

We report that we are currently 0.26% over budget (\$20,168) for the fiscal year based on the final budget, after amortizing for the insurance premiums already paid.

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

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

Clarise Mays, sponsored by Beach Lodge No. 354

Fred and Edith Adlam, sponsored by Northside Lodge No. 283, pending disposition of primary residence

One application was submitted to the Admissions Committee for Non-Resident Relief which was approved on a month to month basis and no funds for Non-Resident relief were distributed in May.

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. Marketing:

- i. We reviewed the tracking inquiries on the Pipedrive software: 12 inquiries and 2 admissions
- ii. We have continued sending digital newsletters to families and Lodge Secretaries by email and plan to grow our email list to include hospitals, clinics, and others.
- iii. Non-Mason marketing plans have been identified and the Administrator is working with Pinstripe Marketing to execute the plans within the advertising budget. We are continuing our marketing to Masons with postcards, emails, our website, and with Appendant Body Newsletters. A postcard announcing the admittance of non-Masons under the Private Pay Plan is being prepared.

B. Lodge Incentive Program: We have paid 23 Lodges for the incentive program to date and are evaluating the program for efficacy.

C. Operations: The Director of Food Services position has been filled. Since it has been 10 years since the last energy audit Bob Robertson, Facilities Director, will request Duke Energy to perform one.

- i. The Administrator presented the pricing structure comparison findings.
- ii. The Guest House rental terms have been finalized.
- iii. We provided input to the Chairman for the 2017-2018 Administrator's goals.
- iv. Resident Census: in May there were 96 residents with 7 admissions and 3 losses for a total of 100 residents and we have had 2 admissions in June so far; 38 are men and 62 are women.

D. The furnishings in the resident rooms are up to 25 years old so a long term strategy is being developed and scoped and fundraising strategies are being assessed.

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

The Grand Master installed R.:W.: William B. Garrett, Jr., as W.: Grand Tyler with the assistance of the W.: Grand Marshal.

Then Grand Marshal and Grand Master made introductions of all the Brothers present. The Grand Master and the First Lady made themselves available for presentations and contributions.

ANNOUNCEMENTS: The next regular Board Meeting will be held at 11:00 a.m. on July 16, 2017, at the Masonic Home of Florida.

R.:W.: Brian R. Poole gave the Benediction and the meeting was adjourned at 12:45 p.m.

Respectfully submitted,

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

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