

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
August 13, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, August 13, 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.: B. Allen West  
R.: W.: Lawrence A. Williamson

**ABSENT:**

R.: W.: F. Joseph Smedley (Excused)

**ALSO PRESENT:** M.: W.: Richard G. Hoover, Grand Master; R.: W.: John W. Westerman, III, Senior Grand Warden; R.: W.: Thomas L. Turlington, Jr., Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; and M.: W.: Stanley L. Hudson, 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.: W.: Michael L. Elliott; R.: W.: Brian R. Poole; R.: W.: R. James Rocha; R.: W.: D. Mark Small; 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.: Ronald E. Peebles that the minutes of the July 16, 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, August 12, 2017. A motion was passed to engage Greystone Company to create a business plan to identify a strategy to ensure the long term sustainability of the Masonic Home of Florida. A motion was passed to send a letter to the Grand Master requesting permission for Northstar Realty to receive and sign leases for the Residences of Coffee Pot Bayou on our behalf. A motion was passed to request the Administrator to send each resident's representative a letter informing them that they need to claim any items located in storage within 30 days of receipt of the letter. A motion was passed to remove the furniture and items in R/C 2 North and donate them to a local non-profit charity.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: Michael L. Elliott 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 102 Residents in the Home. During the month of July we had 4 admissions, 5 losses, and 0 discharges bringing the total to 101. Of those, 38 are men and 63 are women, with 1 of the women sponsored by the Order of the Eastern Star.

**ADMITTED:**

Clarise Mays, husband's membership at Beach Lodge No. 354  
 Yvonne Gaddy, husband's membership at R.T. Schafer Lodge No. 350  
 Frederick Adlam, membership at Northside Lodge No. 283  
 Edith Adlam, husband's membership at Northside Lodge No. 283

**ADMIT DATE:**

7/03/2017  
 7/05/2017  
 7/31/2017  
 7/31/2017

**DECEASED:**

Margaret Mewha, husband's membership at Wellsburg Lodge No. 2 (WV)  
 Admitted: December 17, 2015 (Private Pay)  
 Wongerie Kapfhamer, husband's membership at King Oscar Lodge No. 855 (IL)  
 Admitted: September 8, 2006 (Private Pay)  
 Marion Williams, husband's membership at Daytona Beach Lodge No. 270  
 Admitted: July 22, 2011  
 Harvey Avery, membership at Winter Park Lodge No. 239  
 Admitted: March 8, 2017 (Private Pay)  
 Loren Wideman, membership at Lake Wales Lodge No. 242  
 Admitted: September 24, 2014 (Private Pay)

**DECEASED DATE:**

7/02/2017  
 7/10/2017  
 7/15/2017  
 7/16/2017  
 7/28/2017

With 2 admissions, 5 losses, and no discharges, the month of July ended with 54 Assisted Living and 47 Nursing Center for a total of 101 residents.

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.: Michael L. Elliott that the Administrator's Report be accepted as read. Motion carried.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. Replaced a/c compressor on 21 passenger bus. This vehicle is 17 years old and was repaired by Ford.
2. Replaced 4½" drain hose on 2 large washers in laundry after it collapsed and was leaking.
3. Replaced 24 volt cool side motor on fan coil unit in Room 204 N/C 2.
4. During routine maintenance on the Ford wheelchair van, the rear brakes were diagnosed as worn out and the rotors needed to be replaced. We are attempting to claim the work under warranty.
5. Replace 120 volt cool side motor on fan coil unit in Room 265 R/C 2.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of July was 9,486 with 1,621 other meals, which included employees, visitors, and special events, for a total of 11,107 meals served. The Masonic Home collected \$791.50 toward meal cost. The raw food cost per meal was \$2.23.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of July. 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 14 gallons of Bio Power Detergent at \$23.49 each; 15 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 14 gallons of Flo Prime Alkali Builder at \$22.63 each; and 14 gallons of Sour Softener at \$16.14 each; for a total of \$1,004.84 in chemical costs for the month of August. The average count was between 55,000 and 58,000 pounds for the month.

**LONG RANGE PLANNING COMMITTEE REPORT:**

1. We are considering the renovation of our Assisted Living Facility rooms on the 2<sup>nd</sup> and 3<sup>rd</sup> floors a high priority before we begin increasing our census in the facility. R.:W.: Allen West has provided an artist's rendering and plans for the renovation of these rooms.

2. R.:W.: West has also provided drawings and a rendering for the renovation of the Physical Therapy Room which is the First Lady's Project.
3. The completion of the kitchen Ansul fire suppression system has been delayed due to an automatic gas valve failure. A new valve has now been purchased and is scheduled for installation next week.
4. Two diseased trees on the Masonic Home Campus have now been removed.
5. The Aquatech chemical water treatment service contract has been renewed. The Safety Systems fire alarm service company contract for monitoring the Residences of Coffee Pot Bayou is under review by legal counsel. In September there are no service contracts due for renewal.
6. R.:W.: Allen West submitted communication from Northstar Realty concerning the rental of the apartments at the Residences of Coffee Pot Bayou. All rental units have been rented except for three of the units which should soon be rented as well. Northstar Realty is having another open house at the apartments this weekend to continue their work on leasing all the units.

A motion was made by R.:W.: Michael S. Binder 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 July for Estates and Wills were \$76,779.82 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills, to \$517,610.38.

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.: Michael L. Elliott and seconded by R.:W.: Lawrence A. Williamson 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 July 31, 2017:

Administration	45.08%
Maintenance	37.98%
Dietary	30.39%
Nursing	35.33%
Housekeeping	30.71%
Recreation	34.10%
Social Services	32.75%
<b>TOTAL</b>	<b>37.00%</b>

We report that we are currently 0.9% over budget (\$72,373) 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 August the following applications for admission to the Masonic Home were approved by the committee:

Charles and Karen Haithcock, sponsored by Daytona Beach Lodge No. 270,  
pending the receipt of the Investigation Report from The Grand Lodge of Pennsylvania

One application for Non-Resident Relief was approved to continue. No applications for Emergency Relief were received by the committee for review.

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

**OPERATIONS COMMITTEE REPORT:**

A. Information Technology: The internet has been installed in the employee breakroom.

B. Marketing:

- i. Reviewed tracking inquiries: 28 inquiries, 3 admissions, and 8 tours.
- ii. Digital: We have continued emailing digital newsletters to families and Lodge Secretaries. We are also updating the website.
- iii. Lodge Incentive Program: 24 have been paid to date and 5 are pending payment.
- iv. Lisa Tsotsos is executing the following advertisement within the budget: banners at the front of the property; Senior Living Guide; the Senior Fair at the Coliseum; mailing a postcard to 7,000 Masons; updating literature; updating the application; direct mailing to the surrounding community; and leveraging existing Private Pay funds. It is important to continue to market to Masons by postcards, emails, our website, and Appendant Body newsletters.

C. Operations:

- i. The new Director of Food Service, Doug Poland, has begun work.
- ii. We have finalized the Residences of Coffee Pot Bayou cash management policy and have 11 apartments rented so far.
- iii. We provided our input to the Administrator for the goals for 2017-2018.
- iv. Resident Census: in July there were 102 residents with 4 admissions (we have 2 admissions in August so far) and 5 losses for a total of 101 residents; 38 are men and 63 are women; 54 Assisted Living and 47 Skilled Nursing.

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

Then the 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 September 17, 2017, at the Masonic Home of 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 of Trustees