

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
October 22, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, October 22, 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 L. Elliott
R.:W.: Brian R. Poole
R.:W.: R. James Rocha
R.:W.: D. Mark Small
R.:W.: Lawrence A. Williamson

ABSENT:

R.:W.: Michael S. Binder (Excused)
R.:W.: F. Joseph Smedley (Excused)
R.:W.: B. Allen West (Excused)

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 J. Boatright, Grand Treasurer; M.:W.: Joseph C. Fowler, P.G.M.; 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 L. Elliott; R.:W.: Brian R. Poole; R.:W.: R. James Rocha; R.:W.: D. Mark Small; and R.:W.: Lawrence A. Williamson

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: Michael L. Elliott that the minutes of the August 13, 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, October 21, 2017. A motion was passed to allow Northstar Realty, the property manager for Residences of the Coffee Pot Bayou, to allow leases going forward to allow pets whose maximum weight is not to exceed 30 lbs. with the additional non-refundable deposit of \$350.00 and encourage the renter to take out an individual renter's policy with a pet liability endorsement. A motion was passed to obtain the legislation proposals from prior years from R.:W.: Stephen R. Gladstone and create a fresh draft for the Board to review and provide feedback exploring the possibilities of submitting new legislation to streamline budget and operational oversight at the next Grand Communication.

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 102 Residents in the Home. During the month of September we had 0 admissions, 1 loss, and 0 discharges bringing the total to 101. Of those, 41 are men and 60 are women, with 1 of the women sponsored by the Order of the Eastern Star.

DECEASED:

Thomasine Clawson, husband's membership at Dunedin Lodge No. 192
Admitted on December 27, 2016

DECEASED DATE:

September 12, 2017

With 0 admissions, 1 loss, and no discharges, the month of September ended with 57 Assisted Living and 44 Nursing Center for a total of 101 residents.

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 the worn out contactor coil on the air handler servicing the 1st floor in the Nursing Center.
2. Replaced the condenser unit for Victor 6 door reach in the refrigerator as it was not cooling effectively. It was replaced by Lindsay's Refrigeration

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of July was 9,240 with 1,558 other meals, which included employees, visitors, and special events, for a total of 10,798 meals served. The Masonic Home collected \$387.50 toward meal cost. The raw food cost per meal was \$2.23.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of September. No resident ID badges or 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; 14 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 13 gallons of Flo Prime Alkali Builder at \$22.63 each; and 13 gallons of Sour Softener at \$16.14 each; for a total of \$957.19 in chemical costs for the month of September. The average count was between 48,000 and 55,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The Long Range Planning Committee had a discussion with Maintenance Director Bob Robertson about his report of the hurricane evacuation in September and he submitted a written report concerning the details.
2. The Ansul fire suppression system in the kitchen has now been completely installed, inspected, and approved by the City of St. Petersburg. The total cost was \$12,500, which was well within budget.
3. Bingham Pest Control recently inspected all of the campus bait stations for rodent monitoring and control and replaced stations as required.
4. The Tampa Bay Trane air conditioning chiller maintenance contract is currently being renewed.
5. The Safety Systems fire alarm contract is also currently being renewed.
6. Maintenance Director Robertson has requested an \$8,000 budget to have the air conditioning air handler system steam cleaned. This budget was approved by the Board of Trustees.

A motion was made by R.:W.: Ronald E. Peebles 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 September for Estates and Wills was \$2,059.92 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills, to \$611,230.46.

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.: 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 September 30, 2017:

Administration	56.32%
Maintenance	52.03%
Dietary	48.14%
Nursing	54.17%
Housekeeping	46.95%
Recreation	49.39%
Social Services	48.26%
TOTAL	52.76%

We report that as of September 30, 2017, we are 2% over budget (\$150,000) for the fiscal year based on the final budget, after amortizing for the insurance premiums already paid. A portion of this amount is due to the timing of invoices being paid for the Guest House Apartment Project that carried over into this fiscal year.

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 as presented. Motion carried.

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

John Clardy, sponsored by Marion-Dunn Lodge No. 19
Shirley Cervi, sponsored by Ashlar Lodge No. 98
Helen and William Rulifson, sponsored by Elmer O. Smith Lodge No. 307

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. Marketing:

- i. Reviewed tracking inquiries: 21 inquiries total, 7 for non-masons
- ii. Digital: We have continued emailing digital newsletters to families and Lodge Secretaries.
- iii. A postcard was sent to 10,000 Masons and we are updating the Masonic Home website; postcards will be distributed to homes located within 2 miles of the Masonic Home

B. Operations: Since it has been 10 years since the last energy audit and electricity prices are going up next year, Bob Robertson will request Duke Energy to perform one.

- i. 11 apartments have been rented at the Residences of Coffee Pot Bayou
- ii. As of October we have 98 residents in the Masonic Home.

C. The AHCA survey is coming soon.

D. The Greystone Proposal is being considered for a 5 month study; Phase I is market analysis and the Masonic Home of Florida core objectives, values, mission, and strategy; Phase II is repositioning and redeveloping project economics; Phase III is conceptual design and next steps and action plan.

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 Marshal and Grand Master made introductions of all the Brothers and ladies present. Then 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 November 19, 2017, at the Masonic Home of Florida.

R.: W.: Brian R. Poole gave the Benediction and the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

R.: W.: J. Steven Teal
Chairman

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