

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
December 17, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, December 17, 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.: R. James Rocha
R.:W.: D. Mark Small
R.:W.: F. Joseph Smedley

ABSENT:

R.:W.: Brian R. Poole (Excused)
R.:W.: Lawrence A. Williamson (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; 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.: Michael L. Elliott. A special word of prayer was offered for R.:W.: Brian and Mrs. Vicki Poole who were in an accident and for her recovery.

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.: R. James Rocha; R.:W.: D. Mark Small; and R.:W.: F. Joseph Smedley.

The Chairman of the Board turned the gavel over to M.:W.: Richard G. Hoover, Grand Master. The Grand Master recognized W.: Oscar Patterson, III, Worshipful Master of Ashlar Lodge No. 98, and his wife for a presentation. W.: Patterson read a Resolution adopted by Ashlar Lodge No. 98 which approved a donation of \$205,790.14 to the Masonic Home from the revocable trust of Brother Frederick W. Grubb which was bequeathed to the Lodge. The contribution was designated to fund the refurbishment and furnishings of 12 resident guest rooms on the 2nd floor of the Masonic Home and the funds will be presented in two parts with the first part being presented to Mrs. Lisa Tsotsos, Administrator, at this time.

R.:W.: Ronald E. Peebles made a motion to name the wing to be refurbished and install a plaque in honor of Ashlar Lodge No. 98 and Brother Frederick W. Grubb. R.:W.: Michael L. Elliott seconded the motion which carried.

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: Michael L. Elliott that the Minutes of the November 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 on Saturday, December 16, 2017. The motion made and passed by the members of the Board at

the Workshop concerning the Lodge Incentive Program has been made a part of the Operations Committee Report included in these Minutes.

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: Ronald E. Peebles 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 97 Residents in the Home. During the month of November we had 5 admissions and 1 loss bringing the total to 101.

ADMITTED:

Charles Haithcock, membership at New Smyrna Lodge No. 149	ADMIT DATE: November 1, 2017
Karen Haithcock, husband’s membership at New Smyrna Lodge No. 149	November 1, 2017
Shirley Cervi, husband’s membership at Ashlar Lodge No. 98	November 9, 2017
Joan DeCamp, (Non-Masonic Private Pay)	November 17, 2017
John Clardy, membership at Marion-Dunn Lodge No. 19	November 28, 2017

DECEASED:

Clyde Kerce, membership at Sanford Lodge No. 62 Admitted: January 27, 2005	DECEASED DATE: November 18, 2017
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With 5 admissions and 1 loss the month of November ended with 56 Assisted Living and 45 Nursing Center for a total of 101 residents. Of those, 40 are men and 61 are women, with 1 of the women sponsored by the Order of the Eastern Star.

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.

The Chairman of the Board recognized Brother Bill Cobb from the Order of the DeMolay in order to present DeMolay Service Awards to the following residents:

- 70 Year Award – W.: Brother Michael S. Zoumberos
- 70 Year Award – Brother Blynn “Skip” Reiker
- 50 Year Pin – W.: Brother Larry L. Hartman

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced worn out Kason door closer on walk-in cooler door in main kitchen.
2. Repaired leak on refrigerant line near evaporator coil on Traulsen 6 door reach-in refrigerator.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of November was 9,207 with 1,615 other meals, which included employees, visitors, and special events, for a total of 10,822 meals served. The Masonic Home collected \$782.00 toward meal cost. The raw food cost per meal was \$2.44.

SECURITY DEPARTMENT REPORT: There were two reportable incidents for the month of November. There were 4 resident ID badges and 6 employee ID badges issued.

HOUSEKEEPING/LAUNDRY DEPARTMENT REPORT: The Housekeeping Department standards are at a good level to maintain the facility standards. The laundry used 16.5 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 Qualitex Sour Softener at \$16.14 each; for a total of \$1,102.34 in chemical costs for the month of November. The average count was between 62,000 and 65,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. Our fire water supply backflow valve must be constantly monitored (per code) and Bob Robertson is looking into getting a wireless monitoring system for this purpose.
2. Inspection tags for the fire and smoke doors on the second floor of the Nursing Center have been discovered to be missing and must be replaced as soon as possible. Next week a five year fire inspection report is due on the fire sprinkler system for the facility.
3. Two air handler units are scheduled for repair this month.
4. A comprehensive energy services inspection was performed on our facility last week to survey the air handler units and all mechanical equipment. Duke Energy Company will be coming to our facility for a free energy audit in January.
5. The following contracts are up for renewal in January: Red Bag, LLC (biohazard waste disposal) and Bingham Pest Control.
6. The Long Range Planning Committee has scheduled a facility maintenance walk-through inspection for Saturday, January 20th at 7:00 a.m.

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 presented. Motion carried.

LEGAL ADVISOR’S REPORT:

The total funds received during the month of November for Estates and Wills was \$7,397.18 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$635,463.32.

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.: Stephen R. Gladstone, General Counsel. Motion carried.

BUDGET REPORT: The following report reflects the expenditures through November 30, 2017:

Administration	68.45%
Maintenance	61.73%
Dietary	64.03%
Nursing	69.90%
Housekeeping	63.76%
Recreation	64.55%
Social Services	64.64%
TOTAL	66.42%

We report that we are currently 1.6% under budget (\$129,000) 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.: Michael L. Elliott that the Budget Committee Report be accepted as presented. Motion carried.

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

- Holles Dodge, sponsored by West Coast Lodge No. 409
- Else Jones, sponsored by Marion-Dunn Lodge No. 19

One application for admission to the Masonic Home was denied. No applications for Non-Resident were approved. One application for Emergency Relief was approved and one application for Emergency Relief was denied.

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. Reviewed tracking inquiries: 18 inquiries total with 6 for non-Masons.
- ii. Continued email lists with digital newsletters to families and Lodge Secretaries.
- iii. Postcards were sent to 10,000 Masons and we are preparing a postcard for 200-400 homes in the surrounding community within 2 miles of the Masonic Home announcing that the Masonic Home now admits non-Masons on the Private Pay Plan.
- iv. The Administrator has set up a Senior Expo in January. We have held one Open House at the Home and another is tentatively set for January.
- v. The Administrator will prepare a flyer to include in the Grand Lodge Packet and to be included with new Master Mason Certificates informing them about the Masonic Home.

B. Operations:

- i. Since it has been 10 years since the last energy audit Bob Robertson requested Duke Energy to perform one next month.
 - ii. We have 102 residents: 56 ALF and 45 SNF; 61 ladies and 40 men
- C. AHCA site visit was held this past week. The inspection went well and the final report is forthcoming.
- D. Greystone Proposal: The 5 month study has been approved and the contract has been approved by General Counsel and the Corporate Board. Phase I will commence when the contract is executed.
- E. Planning has commenced for the 100 Year Anniversary of the Masonic Home during the 2018-2019 Grand Lodge Year. Tentatively, we would like to plan all year long recognition activities in addition to an anniversary celebration.
- F. After reviewing the efficiency of the Lodge Incentive Program a letter to the Lodges informing them that the program will be discontinued on March 31, 2018, will be sent.

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.

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 January 21, 2018, at the Masonic Home of Florida.

R.:W.: Rudin J. Boatright 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