

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
January 21, 2018**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, January 21, 2018, 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.: R. James Rocha
R.: W.: D. Mark Small
R.: W.: F. Joseph Smedley
R.: W.: Lawrence A. Williamson

ABSENT:

R.: W.: Michael S. Binder (Excused)
R.: W.: Brian R. Poole (Excused)
R.: W.: B. Allen West (Excused)

ALSO PRESENT: M.: W.: Richard G. Hoover, Grand Master; R.: W.: John E. Karroum, Deputy Grand Master; and R.: W.: John W. Westerman, III, Senior 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.: 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 L. Elliott; R.: W.: R. James Rocha; R.: W.: D. Mark Small; R.: W.: F. Joseph Smedley; 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 December 17, 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 on Saturday, January 20, 2018. The Board voted unanimously to request approval from the Grand Master to waive an admission requirement for a Brother. A motion was passed to proceed with the replacement of the kitchen floor accepting the best of three bids with a cost not to exceed \$100,000. It is the opinion of the Board that the current condition of the kitchen floor presents health and safety issues and requires immediate attention. A motion was passed to follow the recommendation of the property management company to decrease the rent for one of the units at The Residences of Coffee Pot Bayou and reassess the situation and market in March if the unit is not rented.

On Sunday morning, January 21, 2018, the Board of Trustees met with the newly elected officers of the Resident Council and will continue to work with the Council to address their concerns.

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 101 Residents in the Home. During the month of December we had 5 admissions and 2 losses bringing the total to 104. Of those, 43 are men and 61 are women, with 1 of the women sponsored by the Order of the Eastern Star.

ADMITTED:	ADMIT DATE:
Ronald Wisor, membership at Mandarin Lodge No. 343	12/07/2017
Ories Douglas, membership at Moore Haven Lodge No. 61	12/13/2017
Mary Virginia Douglas, husband's membership at Moore Haven Lodge No. 61	12/13/2017
William Rulifson, membership at Elmer O. Smith Lodge No. 307	12/20/2017
Helen Rulifson, husband's membership at Elmer O. Smith No. 307	12/20/2017

DECEASED:	DECEASED DATE:
Marion Rudolph, husband's membership at Port Tampa Lodge No. 153 Admitted: June 11, 2002	12/02/2017
Effie Watson, husband's membership at William T. Carlton Lodge No. 46 Admitted: May 14, 2012	12/15/2017

With 5 admissions and 2 losses, the month of December ended with 58 Assisted Living and 46 Nursing Center for a total of 104 residents.

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 1/3 H.P. Motor on exhaust fan #4 on R/C roof after failure to run. Open wiring was found on the rotor.
2. Replaced defective BJ thermostat/gas valve on the skillet in the kitchen. It was replaced by Main Commercial Cooking & Refrigeration Service.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of December was 9,486 with 1,618 other meals, which included employees, visitors, and special events, for a total of 11,104 meals served. The Masonic Home collected \$804.50 toward meal cost. The raw food cost per meal was \$2.16.

SECURITY DEPARTMENT REPORT: There was 1 reportable incident for the month of December. There were 8 resident ID badges and 2 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 gallons of Bio Power Detergent at \$23.49 each; 14 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 \$1,081.71 in chemical costs for the month of December. The average count was between 60,000 and 65,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The five year inspection of the fire sprinkler system is now complete and there were no deficiencies and no repairs required.
2. The repair to the HVAC system and pricing of the air handler units is scheduled for completion on January 29, 2018.
3. Duke Energy completed an energy audit of our facility, including a detailed inventive program, and have offered us rebates.
4. The following contracts are up for renewal in January: Red Bags (biohazard waste disposal); Bingham Pest Management Company; and Safety Systems, Inc. (fire alarm monitoring).

5. Comprehensive Energy Services, Inc., completed a detailed survey of all the mechanical operations in our facility. They are providing a \$3.2 million budget for replacing virtually all of the mechanical equipment on the Masonic Home campus. It is understood that the current mechanical equipment is upwards of 30 years old and has a maximum normal service life of 15 to 20 years. This maintenance issue needs immediate and strong consideration by the Board of Trustees and the Corporate Board.
6. There is an immediate and urgent need for the following building maintenance issues that have been budgeted since 2013 but have not been tended to:
 - a. Kitchen floor replacement at a cost of \$100,000
 - b. Kitchen air handler replacement at a cost of \$100,000
 - c. Completely re-seal the exterior of the building at a cost of \$100,000
7. This committee is submitting a pro forma document for the recommended publishing of a gifting brochure to be used by the Development Director's department at the Home.
8. The First Lady's Project of remodeling the Physical Therapy Room is under way.

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 December for Estates and Wills were \$7,112.75, which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$642,576.07.

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.

R.:W.: D. Mark Small presented the Legal Advisor's Report and then moved for acceptance of the report and the motion was seconded by R.:W.: Michael L. Elliott. Motion carried.

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

Administration	74.57%
Maintenance	67.88%
Dietary	74.91%
Nursing	80.24%
Housekeeping	75.24%
Recreation	76.88%
Social Services	75.74%
TOTAL	75.13%

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 COMMITTEE REPORT: During the month of January the following application for admission to the Masonic Home was approved by the committee:

William Brice, sponsored by Eola Lodge No. 207

No Non-Resident Relief Funds were distributed in December. No applications were received or approved by the committee for Non-Resident Relief or Emergency Relief in January.

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: 9 non-Mason inquiries total with 13 tours.
- ii. 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. A Cub Scout group will use the grounds for an event and the local homeowner's association has been offered a meeting room.
- iii. The Administrator will attend a Senior Expo on January 22nd at the Coliseum. We held one Open House at the Home on January 17th.
- iv. The Administrator is preparing 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. Bob Robertson had Duke Energy perform an energy audit and received a 21 page report.
 - ii. We have 107 residents: 62 ladies and 45 men
- C. AHCA will have a follow up visit and then in mid-February they will provide a report.
- D. Greystone Proposal: The contract has been signed and Phase I will commence soon.
- E. Planning has commenced for the 100 Year Anniversary of the Masonic Home. The land was purchased on July 2, 1918, and the deed recorded on July 5th. The Cornerstone and Dedication Ceremony was in April of 1919. A celebration was tentatively set for Pilgrimage Day in 2019 and the Administrator will work up monthly recognition events all year long.
- F. A letter to the Lodges informing them that the Incentive 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 February 11, 2018, at the Masonic Home of Florida.

R.:W.: Ronald E. Peebles gave the Benediction and the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

R.:W.: J. Steven Teal
Chairman

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