

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
February 11, 2018**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, February 11, 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 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.: Rudin J. Boatright, Grand Treasurer; and M.:W.: James W. Ford, 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.: 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.: Brian R. Poole that the Minutes of the January 21, 1018, 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 from 11:00 a.m. until 2:00 p.m. A motion was passed unanimously to budget \$80,000 plus \$20,000 contingency to purchase and install two 1,000,000 BTU Lochinvar boiler systems from TECHNICO Company due to the current system failing and excessive cost to operate the backup system. A motion was passed unanimously to approve one request for Non-Resident and one request for Non-Resident Relief was denied.

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: F. Joseph Smedley to accept the Report of the Secretary of the Board as presented. Motion carried.

ADMINISTRATOR'S BOARD REPORT: In the absence of the Administrator, R.:W.: J. Steven Teal, Chairman, reported at our last regular Board Meeting we had 104 Residents in the Home. During the month of January we had 3 admissions and 2 losses, bringing the total to 105. Of those, 42 are men and 63 are women, with 1 of the women sponsored by the Order of the Eastern Star.

ADMITTED:

Holles Dodge, husband's membership at West Coast Lodge No. 409
Else Jones, husband's membership at Marion-Dunn Lodge No. 19
Frances Kersey, non-Masonic admission

ADMIT DATE:

01/03/2018
01/08/2018
01/11/2018

DECEASED:

James Cantrell, membership at Temple Terrace Lodge No. 330

Admitted: April 13, 2016

Nora Sturgeon, husband's membership at Orange Park Lodge No. 267

Admitted: February 20, 2002

DECEASED DATE:

01/25/2018

01/29/2018

With 3 admissions and 2 losses, the month of January ended with 59 Assisted Living and 46 Nursing Center for a total of 105 residents.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced defective relay board on fan coil unit on the second floor of the Nursing Center.
2. Digitech repaired short and open wire above the ceiling for paging system.
3. As per the AHCA inspection, the two fire doors located at the north hall exit of Nursing Center 2 were re-certified by Intertek, Inc.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of January was 9,486 with 1,610 other meals, which included employees, visitors, and special events, for a total of 11,096 meals served. The Masonic Home collected \$704.50 toward meal cost. The raw food cost per meal was \$2.59.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of January. There were 3 new resident ID badges and 6 new 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 19 gallons of Bio Power Detergent at \$23.49 each; 16 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 17 gallons of Flo Prime Alkali Builder at \$22.63 each; and 16 gallons of Qualitex/Sour Softener at \$16.14 each; for a total of \$1,231.34 in chemical costs for the month of January. The average count was between 65,000 and 70,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The 2,000,000 BTU Fulton pulse boiler has failed so the factory representative from Fulton inspected the unit and advised that it is not cost effective to repair. It has only been five years since the unit was installed new. Hill York Air Conditioning & Energy Solutions, the company that currently holds the maintenance contract on the boilers, quoted a price of \$11,000 to convert the existing diesel boiler to a natural gas system; however, this is not recommended by our expert Michael Maher of TECHNICO. Michael Maher stated that the backup diesel fired boiler is 30 years old and is operating adequately right now, even though it is costing approximately \$11,000 per month in diesel fuel to keep it running; it is currently heating and providing hot water for the building. However, by converting the failed boiler to natural gas instead of replacing the it would give us absolutely no redundancy in our boiler operation system. Mr. Maher is familiar with our system and is recommending that we install two 1,000,000 BTU Lochinvar boilers. These new boilers, in addition to the 750,000 BTU boiler and the 500,000 BTU diesel fired boiler that we still have, would give us a lot of the needed redundancy in our system. Mr. Maher will furnish the equipment at his cost of \$39,000 and will provide us with a fully licensed and capable commercial boiler system installation company that will remove the old equipment and install the new system for an estimated cost of \$20,000. The Long Range Planning Committee is recommending that, since this is an emergency, we approve a budget of \$80,000 with a \$20,000 contingency to purchase the system and have it installed as soon as possible. Our Maintenance Director, Bob Robertson, informed us that we are currently using over \$10,000 of diesel fuel each month to operate our back up system in order to keep all systems in the building operating. All Long Range Planning Committee Members agree that this is absolutely an emergency and needs to be dealt with immediately. Any failure of the remaining boilers

could cause us to require an evacuation of the facility. Mr. Maher states that he can acquire the equipment and have it at the Masonic Home within approximately 10 days after it is ordered.

2. R.:W.: B. Allen West is reporting that the First Lady's Project, which is the remodeling and rebuilding of the Physical Therapy Room, is on schedule.

A motion was made by R.:W.: Brian R. Poole 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 January for Estates and Wills were \$32,867.11, which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills, to \$675,443.18.

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 moved for acceptance of the Legal Advisor's Report as presented by R.:W.: Rudin J. Boatright, Grand Treasurer, and the motion was seconded by R.:W.: Brian R. Poole. Motion carried.

BUDGET REPORT: The following report reflects expenditures through January 31, 2018:

Administration	81.45%
Maintenance	72.32%
Dietary	84.19%
Nursing	90.30%
Housekeeping	84.05%
Recreation	84.71%
Social Services	83.24%
TOTAL	82.99%

We report that we are currently 0.7% under budget (\$54,800) 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 as presented. Motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of February no Masonic Home Applications were submitted for approval to the Admissions Committee. One application for Non-Resident Relief was approved and one was denied.

A motion was made to accept the Admissions Committee Report by R.:W.: F. Joseph Smedley and seconded by R.:W.: Michael L. Elliott. Motion carried.

OPERATIONS COMMITTEE REPORT:

A. Marketing:

- i. Reviewed tracking inquiries: 22 total with 6 from non-Masons and 9 tours.
 - ii. A postcard for the homes in the surrounding community announcing that the Masonic Home now admits non-Masons on the Private Pay Plan are to be mailed shortly.
 - iii. The Administrator is finishing a flyer to be included with the Grand Lodge Packets and to be included with new Master Mason Certificates informing new Masons about the Home.
- B. Greystone Proposal: The consultant is gathering information and documentation and will be onsite for Phase I on February 23, 2018.

C. Planning has commenced for the 100 Year Anniversary of the Masonic Home. A celebration is tentatively set for Pilgrimage Day in 2019 and the Administrator is planning monthly recognition events all year long.

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 March 18, 2018, at the Masonic Home of Florida.

R.:W.: Brian R. Poole gave the Benediction and the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

R.:W.: J. Steven Teal
Chairman

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