

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
JANUARY 24, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, January 24, 2016, at 11:05 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
W.: Ira S. Alderman
R.: W.: Michael S. Binder
W.: Robert R. Holland, Jr.
R.: W.: Charles R. Jordan
R.: W.: Ronald E. Peebles
W.: Joseph Smedley
R.: W.: B. Allen West
R.: W.: John W. Westerman, III
R.: W.: R. James Rocha

ALSO PRESENT: M.:W.: Steven P. Boring, Grand Master; R.:W.: Stanley L. Hudson, Deputy Grand Master; R.:W.: Richard G. Hoover, Senior Grand Warden; R.:W.: John E. Karroum, Junior Grand Warden; M.:W.: Elmer G. Coffman, P.G.M., Grand Treasurer; M.:W.: Richard E. Lynn, P.G.M., Grand Secretary; M.:W.: Joseph Shurette, P.G.M.; M.:W.: Joseph C. Fowler, P.G.M.; and M.:W.: James W. Ford, P.G.M.

CALL TO ORDER: R.:W.: J. Steven Teal called the Meeting to order at 11:05 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.:R.: Brian Poole.

INTRODUCTION OF BOARD OF TRUSTEES: R.:W.: J. Steven Teal, Chairman; W.: Ira S. Alderman; R.:W.: Michael S. Binder; W.: Robert R. Holland, Jr.; R.:W.: Charles R. Jordan; R.: W.: Ronald E. Peebles; W.: Joseph Smedley; R.:W.: B. Allen West; R.:W.: John W. Westerman, III; and R.: W.: R. James Rocha.

A motion was made by R.:W.: Charles R. Jordan and seconded by R.:W.: John W. Westerman, III, that the Minutes of the December 20, 2015, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD: R.:W.: Ronald E. Peebles moved and R.:W.: B. Allen West seconded a motion to accept Panel of Attorneys Member Brother Bruce Marger's opinion and findings on the HUD requirements for the Guest House project. Motion carried unanimously.

R.:W.: Charles R. Jordan made a motion to accept the Report of the Secretary of the Board. R.:W.: John W. Westerman, III, seconded the motion which carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting, we had 93 residents in the Home. During the month of December we had 2 admissions and 3 losses bringing the total to 92.

ADMITTED:

Ann Downie, husband's membership at Hillsborough Lodge No. 25
Margaret Mewha, husband's membership at Wellsburg Lodge No. 2, WV
(Private Pay)

ADMIT DATE:

December 11, 2015
December 17, 2015

DECEASED:

Rae Losey, husband's membership at Northside Lodge No. 283 Admitted: August 23, 2007	December 13, 2015
Fred Buckley, membership at Veritas Lodge No. 396 Admitted: March 5, 2012	December 23, 2015
Herman Hoyle Efird, membership at Canaveral Lodge No. 339 Admitted: August 12, 2013 (Private Pay)	December 31, 2015

With 2 admissions and 3 losses the month of December ended with 46 Assisted Living Residents and 46 Nursing Center for a total of 92 residents. Of those, 32 are men and 60 are women, with 1 of the women sponsored by the Order of the Eastern Star.

Resident Council Officers were introduced: President, Bob Elston; and Vice President, Nancy Dela Cruz; and Secretary, Jerry Lance.

A motion was made by R.:W.: Charles R. Jordan and seconded by W.: Ira S. Alderman that the Administrator's Report be accepted as read. Motion carried.

ACTIVITIES DEPARTMENT REPORT: The residents really appreciated ALL the many groups that came in the month of December for their benefit. Especially the mighty 33rd Masonic District Christmas Party. They enjoyed the Grand Lodge Ladies Social with tons of cookies and gifts. Lehigh Acres Lodge No. 344 delivered 150 poinsettias; the 33rd Masonic District, John Darling Lodge No. 154, the Service Guild, the Order of the Eastern Star, the Amaranth, Brandon Lodge No. 114, the Shrine, and Venice Lodge No. 301 all came bearing gifts from afar!

A motion was made by W.: Robert R. Holland, Jr., and seconded by R.:W.: Charles R. Jordan that the Activities Report be accepted as printed and distributed. Motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

1. Latite Roofing has agreed to furnish the corrected warranties as requested. The project retained amount of \$14,917.88 will be paid to Latite Roofing, less legal fees, upon delivery of the properly dated GAF Material Warranty, the Contractor's Warranty, and the Contractor's Final Affidavit. Bob Robertson will contact them by e-mail for final resolution.
2. The Long Range Planning Committee is seeking estimates for a second cooling tower to provide redundancy (for backup) should there be a failure of the primary tower.
3. The Guest House Project Plans have been approved by all required departments, including FEMA, for the issuance of the permit by the St. Petersburg Building Department. The LRP Committee has met with Northstar Realty, Inc., to discuss leasing prospects and rental rates of the Guest House when completed. They have substantiated our initial estimates and have agreed to provide a marketing program tailored to the rental of the units to our Masonic Family when the project commences. Three other realty companies have also been interviewed with similar results, but Northstar has the best local presence and is best qualified. The LRP Committee will make further recommendations as the project progresses. Our surveyor, George F. Young, has submitted a proposal for our consideration to perform the associated work required to define and record the legal description identifying the Guest House Building and pertinent property, parking, and amenities as a particular property.
4. The First Lady's Project to enhance the Masonic Home Beauty Parlor commenced on January 16th with a capable group of 10 Sisters and Brothers in attendance. The First Lady took the initial hammer swing of the demolition phase, followed by a group effort which completed the tear out by lunch time. The LRP Committee offers our sincere thanks to each one who assisted in this effort.

The Report of the Maintenance Director is submitted as part of this report.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Dart Electronics repaired the fire alarm system and replaced 9 smoke detectors in R/C 2 and R/C 3.
2. Replaced hot side synchro valve motor in room 208 R/C 2.
3. Replaced bed control in room 120 N/C 1.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of December was 8,664 with 1,787 other meals, which included employees, visitors, and special events, for a total of 10,451 meals served. The Masonic Home collected \$923.00 towards meal cost. The raw food cost per meal was \$1.75.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of December. One (1) employee ID badge and two (2) resident 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 10 gallons of Bio Power detergent at \$22.63 each; 14 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 13 gallons of Flo-Prime Alkali Builder at \$19.80 each; and 12 gallons of sour softener at \$16.14 each; for a total of \$ 801.70 in chemical costs for the month of December. The average count is 36,000 pounds for the month.

GUEST HOUSE REPORT: The Guest House was occupied for 54 nights during the month of December. Visits were from the Board of Trustees and resident families. The Masonic Home collected \$950.00 in donations from Guest House occupants.

A motion was made by R.:W.: Ronald E. Peebles and seconded by R.:W.: B. Allen West that the Long Range Planning and Facilities Committee Report be accepted as printed and distributed. Motion carried.

LEGAL ADVISOR’S REPORT:

ESTATES AND WILLS

(New Year Begins April 1st)

FUNDS RECEIVED THROUGH DECEMBER 2015

Funds received and deposited in the Masonic Home Endowment Fund, Inc., a 501(c)(3) Corporation.

DATE DEPOSITED	ESTATES AND WILLS RECEIVED FOR MASONIC HOME ENDOWMENT FUND, INC.	AMOUNT RECEIVED
12/02/15	A. Sigmund Weil – Trust	\$ 1,780.00
12/07/15	E & Z Nonnast – Estate	10.33
12/09/15	Alfred Kee – Estate	12,387.82
12/09/15	Alvin H. Lampp – Trust	32.98
12/09/15	Alvin H. Lampp – Trust	30.24
12/09/15	Alvin H. Lampp – Trust	23.02
12/09/15	Alvin H. Lampp – Trust	63.55
12/15/15	Rollo S. Chapman – Trust	4,994.45
12/15/15	Mary Self – Estate	549.26
12/28/15	Peter Fuhrman – Estate	61.48
	Total Received for MHEF, Inc.	<u>\$ 19,933.13</u>
	TOTAL RECEIVED YEAR TO DATE – MHEF, INC.	<u>\$166,439.79</u>

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.: Charles R. Jordan, and seconded by R.:W.: John W. Westerman, III, that the Legal Advisor’s Report be accepted. Motion Carried.

BUDGET REPORT:

The following report reflects expenditures through December 31, 2015:

Administration	71.83%
Maintenance	36.39%
Dietary	70.46%
Nursing	72.39%
Housekeeping	67.79%
Recreation	76.38%
Social Services	73.67%
TOTAL	61.69%

After nine (9) months, we are 14.47% (\$1,203,765.72) under budget for the fiscal year after amortizing for the insurance premium already paid.

A motion was made by R.:W.: R. James Rocha, and seconded by R.:W.: Charles R. Jordan that the Budget Report be accepted. Motion carried.

ADMISSIONS COMMITTEE REPORT:

During the month of January the following applications were approved by the Board:

Beatrice Hartman, sponsored by Nitram Lodge No. 188, pending receipt of Lodge review
Kermit Huff, sponsored by Gateway Lodge No. 384, pending further financial review

The Committee approved (1) application for Non-Resident Relief to continue for one (1) month.

A motion was made to accept the Admissions Committee Report by W.: Ira S. Alderman and seconded by R.:W.: Charles R. Jordan. Motion carried.

OPERATIONS COMMITTEE REPORT:

1. Information Technology Upgrade – This project is ongoing. Full deployment of all 25 work stations is anticipated to be completed by the close of business Friday, January 29th. Formal staff training will begin shortly thereafter.
2. Website Upgrade – This project is approaching closure. The “Gifts” option remains under construction at this time. Detailed information regarding the various gifting options has been received by staff and should be input before the next meeting of the Board of Trustees.
3. Marketing Plan –
 - a) Signage – Examples have been received and will be forwarded to the architect for his input in relation to future building façade renovations. After which the committee will review results forwarded by staff via email. Each committee member will be asked to rank their top 3 choices in order to make a decision if possible before the next onsite meeting of the Board of Trustees.
 - b) Drip Mailing – Staff will contact Pinstripe Marketing and reinforce our desire to have a sense of urgency regarding the development of 4-6 different mailing pieces intended for use with target audiences of age 70 and above in the areas surrounding the home within an approximate one hour drive.
 - c) Lodge Incentive Plan – A poster design has been accepted and recommended by the committee with several revisions regarding text and color scheme. Staff will contact Pinstripe with the required revisions.

A motion was made to accept the Operations Committee report by R.:W.: John W. Westerman, III, and seconded by R.:W.: Ronald E. Peebles. Motion carried.

The Grand Marshal then introduced the Grand Lodge Officers, Past Grand Masters, District Deputy Grand Masters, District Instructors, Committeemen, and others that were present at the meeting.

ANNOUNCEMENTS: The next regular Board Meeting will be held at 11:00 a.m. at the Masonic Home of Florida in St. Petersburg, Florida on February 14, 2016.

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

Respectfully submitted,

R.: W.: J. Steven Teal, Chairman

R.: W.: Charles R. Jordan
Secretary to the Board of Trustees