

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
November 15, 2015**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, November 15, 2015, at 11:05 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
W.: Ira S. Alderman
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

ABSENT:

R.: W.: Michael S. Binder (Excused)
W.: Robert R. Holland, Jr. (Excused)

ALSO PRESENT: M.: W.: Steven P. Boring, Grand Master; R.: W.: Richard G. Hoover, Senior Grand Warden; R.: W.: John E. Karroum, Junior Grand Warden; and M.: W.: Joseph Shurette, P.G.M.

CALL TO ORDER: R.: W.: J. Steven Teal called the Meeting to order at 11:06 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.: 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 October 18, 2015, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD:

R.: W.: Charles R. Jordan moved and R.: W.: John W. Westerman, III, seconded a motion to approve the proposed First Lady's Project program for the current year. Motion carried unanimously.

W.: Joseph Smedley moved that we proceed with the Guest House project pending the approval of the permit with the City of St. Petersburg, motion was seconded by R.: W.: Ronald E. Peebles. Motion carried unanimously.

A third decision was made in Executive Session and will be followed up with a poll of the Board by e-mail or phone.

A motion was made by R.: W.: Charles R. Jordan and seconded by R.: W.: John E. Karroum that The Secretary of the Board Report be accepted as read. Motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 94 residents in the Home. During the month of October we had 2 admissions, 2 losses, and 1 discharge bringing the total to 93.

ADMITTED:

Lena Johns, husband's membership Ft. Pierce Lodge No. 87
 James McDermott, membership Palma Ceia Lodge No. 290 (Private Pay)

DATE:

October 6, 2015
 October 7, 2015

DISCHARGED:

David Francis, membership West Broward Lodge No. 253
 Admitted: April 15, 2014

DATE:

October 28, 2015

DECEASED:

William Fowler, membership Tacony Lodge No. 600 (Pennsylvania Private Pay)
 Admitted: May 5, 2015
 James McDermott, membership Palma Ceia Lodge No. 290 (Private Pay)
 Admitted: October 7, 2015

DATE:

October 9, 2015
 October 11, 2015

With 2 admissions, 2 losses, and 1 discharge the month of October ended with 50 Assisted Living Residents and 43 Nursing Center for a total of 93 residents. Of those, 34 are men and 59 are women, with 1 of the women sponsored by the Order of the Eastern Star.

Resident Council Officers were introduced: President, Guy Wilson and Vice President, Bob Elston.

A motion was made by R.:W.: Charles R. Jordan and seconded by R.:W.: John W. Westerman, III, that the Administrator's Report be accepted as read. Motion carried.

ACTIVITIES DEPARTMENT REPORT:

During October the residents enjoyed the annual visit from the Masters and Wardens Association of Dade County for their annual "Christmas In October!" They gave gifts to each resident. Orlando DeMolay also came and sang with the resident "Songbirds." At Halloween the residents enjoyed the visit from North Shore Elementary Kindergarten kids in costume and then the staff and resident Costume Contest!

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

LONG RANGE PLANNING COMMITTEE REPORT:

1. Latite Roofing Representative Scott Thompson has stated to the Maintenance Director that the roofing repairs were completed as of October 30, 2015. He has further indicated to the Maintenance Director that the corrective actions will be inspected by the St. Petersburg Building Department for the issuance of the Certificate of Completion. Upon receipt of the final inspection, the GAF Product Warranty and Workmanship Guarantee will be provided to the Masonic Home for our acceptance and approval.
2. The Long Range Planning Committee is reviewing, for future projects, the estimates for re-roofing the Administration Building, the Chiller Deck, the Boardroom, and the Library Area. The existing leaks in these areas have been repaired, as approved previously. The Chiller Deck re-roof has been identified as the highest priority with a \$60,000 estimated cost.
3. The contract for pest control services has been terminated with Hughes Pest Control as of November 30, 2015. The Board of Trustees will review the proposals and present a contract for approval at the December 2015 Board of Trustees Meeting.
4. The Masonic Home Staff has completed the required two hour OSHA Training by Stericycle, Inc. The required OSHA training for the Maintenance Staff's Job Code Specialty Training is being scheduled by the Maintenance Director.
5. The Guest House revised permit plans documents are ready to be submitted to the Building Department for final review and are scheduled for delivery as soon as possible.
6. The First Lady's Project has been approved by the Board of Trustees for the aesthetic upgrades to the Masonic Home Beauty Shop. The conceptual project budget has been presented with project start-up set for early January 2016.

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

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced worn out 2 H.P. exhaust fan motor on roof of N/C servicing the elevator shaft and dayroom.
2. Replaced worn out 1/3 H.P. exhaust fan motor with 1/2 H.P. motor on N/C roof servicing the isolation room #2140.

DIETARY DEPARTMENT REPORT:

The total number of resident meals served for the month of October was 8,760 with 1,840 other meals, which included employees, visitors, and special events, for a total of 10,600 meals served. The Masonic Home collected \$569.00 towards meal cost. The raw food cost per meal was \$2.39.

SECURITY DEPARTMENT REPORT:

There were no reportable incidents for the month of October. Two (2) employee ID badges were issued and three (3) 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 \$23.49 each; 15 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 13 gallons of Flo-Prime Alkali Builder at \$22.63 each; and 15 gallons of sour softener at \$16.14 each; for a total of \$904.39 in chemical costs for the month of October. The average count is 56,385 pounds for the month.

GUEST HOUSE REPORT:

The Guest House was occupied for 50 nights during the month of October. Visits were from the Board of Trustees and resident families. The Masonic Home collected \$1,000 in donations from Guest House occupants.

A motion was made by R.:W.: B. Allen West 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:

Estates and Wills
(New Year Begins April 1st)

FUNDS RECEIVED THROUGH OCTOBER 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
10/02/15	A. Sigmund Weil – Trust	\$ 1,780.00
10/06/15	Bernice Baker – Estate	1,313.82
10/07/15	Ernest Fort – Estate	142.85
10/27/15	James & Marquerite Shanks – Trust	13,573.61
10/27/15	Mary Self – Estate	545.69
10/27/15	Peter J. Fuhrmann – Estate	81.64
	Total Received for MHEF, Inc.	<u>\$ 17,437.61</u>
	TOTAL RECEIVED YEAR TO DATE – MHEF, INC.	<u>\$143,984.31</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 October 31, 2015

Administration	60.31%
Maintenance	27.09%
Dietary	53.45%
Nursing	55.12%
Housekeeping	51.97%
Recreation	57.56%
Social Services	55.41%
TOTAL	47.93%

After seven (7) months, we are 12.35% (\$1,027,164.33) under budget for the fiscal year, after amortizing for the insurance premiums 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 November the following application was approved by the Board:

Ann Downie, husband sponsored by Hillsborough Lodge No. 25, pending legal review

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

A motion was made to accept the Admissions Committee Report by W.: Joseph Smedley and seconded by R.:W.: B. Allen West. Motion carried.

OPERATIONS COMMITTEE REPORT:

1. Pinstripe Marketing Plan – The text for the Lodge Incentive Program letter and poster has been received and is being reviewed for approval. Additionally, the initial draft of the new Masonic Home Brochure has been received and is being reviewed by staff. More examples of new signage options have been received and are being evaluated.
2. Information Technology Upgrade – Knybble continues with the implementation of this effort. A target for full implementation has been established to coincide with the December Board of Trustees Meeting.
3. Development Director – Mrs. Tsotsos requested; received; and distributed several examples of other Masonic Home Development Directors’ job descriptions and compensation packages. The Committee will begin reviewing these materials in order to design our own preferred job description and compensation program.
4. Website Re-Launch – The Committee has reviewed the latest updates to the website and has offered its revisions. A schedule for completion and launch of the website has been established. All updates and revisions are to be completed by December 19, 2015, accompanied by a re-launch of the website in early January.

A motion was made to accept the Operations Committee report by R.:W.: John W. Westerman, III and seconded by R.:W.: B. Allen West. 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 December 20, 2015.

R.:R.: Brian Poole gave the Benediction and the meeting was adjourned at 12:18 p.m.

Respectfully submitted,

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

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