

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
November 20, 2016**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, November 20, 2016, 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.: H.: Michael L. Elliott  
Brother Jay B. Kosner  
R.: W.: Brian R. Poole  
R.: W.: R. James Rocha  
R.: W.: D. Mark Small  
R.: W.: F. Joseph Smedley

**ABSENT:**

W.: Ira S. Alderman (Excused)

**ALSO PRESENT:** M.: W.: Stanley L. Hudson, Grand Master; R.: W.: Richard G. Hoover, Deputy Grand Master; R.: W.: John E. Karroum, Senior Grand Warden; R.: W.: John W. Westerman, III, Junior Grand Warden; 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.: F. Joseph Smedley; R.: W.: Michael S. Binder; R.: H.: Michael L. Elliott; Brother Jay B. Kosner; R.: W.: Brian R. Poole; R.: W.: R. James Rocha; and R.: W.: D. Mark Small.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: Michael S. Binder that the minutes of the November 20, 2016, 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 17, 2016. The Board of Trustees recommends that Brother John Benocci is hired as the Director of Development for the Masonic Home of Florida. The initial term of employment will be for a 90 day probationary period. The annual salary will be \$100,000 plus \$27,500 yearly for expenses plus standard benefits. His performance will be evaluated within 90 day and he must raise a minimum of \$50,000 during that 90 day period.

A motion was made by R.: W.: D. Mark Small and seconded by R.: H.: Michael L. Elliott to accept the Report of the Secretary of the Board. Motion carried.

**ADMINISTRATOR'S BOARD REPORT:** Lisa Tsotsos reported at our last regular Board Meeting we had 91 Residents in the Home. During the month of November we had 1 admission, 0 losses, and 0 discharges bringing the total to 92.

**ADMITTED:**

Rex Cain, membership at Eola Lodge No. 207 (Private Pay)

**ADMIT DATE:**

November 15, 2016

With 1 admission, 0 losses, and 0 discharges the month of November ended with 50 Assisted Living and 42 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; Vice President, Nancy Dela Cruz; and Secretary, Jerry Lance.

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.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. Replaced rear brakes on wheelchair van; a routine maintenance check found them to be worn.
2. Replaced original equipment casters on Broda chair in N/C 2. This is a highly specialized chair for Nursing Center residents.
3. Replaced cold side synchro motor on fan coil unit in Room 202 South R/C 2.
4. Replaced bed control pendant in Room 222 N/C 2.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of November was 8,235 with 1,782 other meals, which included employees, visitors, and special events, for a total of 10,017 meals served. The Masonic Home collected \$805.50 toward meal cost. The raw food cost per meal was \$2.08.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of November. Four (4) resident ID badges and four (4) employee 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 15 gallons of Bio Power Detergent at \$22.63 each; 15 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 15 gallons of Flo Prime Alkali Builder at \$19.80 each; and 14 gallons of Sour Softener at \$16.14 each; for a total of \$995.61 in chemical costs for the month of November. The average count was between 40,000 and 45,000 pounds for the month.

**LONG RANGE PLANNING COMMITTEE REPORT:**

1. The budgeted and scheduled repair of the chiller deck roof is to be completed before the end of April 2017. Three RFP's have been issued and the following three companies have bids forthcoming: Abode Builders; George Kontos Roofing; and Advanced Roofing. We have a budgeted amount of \$45,000 approved for this work.
2. We have approved a bid from Vootu Electric to replace the 15 exterior heads of the outdoor lighting system along with internal kits which will produce a higher efficiency lighting program. The project will cost \$4,500 and one is approved to be completed in the 2017-2018 Masonic Home Budget. A \$3,000 per year approximate savings will be realized and a 1.4% per year return on investment with this program.
3. Contracts up for renewal in January are Bingham Pest Control that will be renewed at \$1,100 per month; the biomedical waste contract for Stericycle Company which will not be renewed and RFP's for the biomedical waste disposal have been put out for 3 additional companies to bid on this service.
4. Update on the Guest House Project: The project will be ready for the plumbing and the a/c rough-in inspections next week. By this time next month most of the construction for this project should be substantially completed.

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 November were \$5,078.33 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,276,005.42.

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.: D. Mark Small and seconded by R.:W.: Brian R. Poole that the Legal Advisor's Report be accepted as printed and distributed. Motion carried.

**BUDGET REPORT:** The following report reflects the expenditures through November 30, 2016:

Administration	70.76%
Maintenance	56.93%
Dietary	60.26%
Nursing	65.07%
Housekeeping	56.19%
Recreation	66.70%
Social Services	62.75%
<b>TOTAL</b>	<b>62.94%</b>

We are currently 3.75% under budget (\$303,184) for the fiscal year, after amortizing for the insurance premium already paid and after adjusting for the timing of the Guest House Project.

A motion was made by R.:W.: R. James Rocha and seconded by R.:H.: Michael L. Elliott that the Budget Committee Report be accepted. Motion carried.

**ADMISSIONS COMMITTEE REPORT:** During the month of November the following Masonic Home Applications were approved by the Board:

- Gary Snyder, sponsored by Phoenix Lodge No. 346,  
pending disposal of his auto and its debt prior to admission
- Tomas and Rosalynda Ratner, sponsored by Hibiscus Lodge No. 275,  
pending disposal of their auto and its debt prior to admission
- David Keddy, sponsored by West Pensacola Lodge No. 296,  
pending receipt of the investigation report and Lodge Resolution

One Masonic Home Application was denied and 1 Application for Emergency Relief was approved. No Non-Resident Relief funds were distributed in November of 2016.

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. Information Technology: No update; we are awaiting parts.
- B. Marketing:
  - i. MH Signs – the second sign is awaiting lighting. Pinstripe Marketing is preparing a video of the residents (with resident consent).
  - ii. We reviewed tracking inquiries on the Pipedrive software and are ready to send another postcard to all Members of The Grand Lodge of Florida after January 1<sup>st</sup>.
  - iii. Digital – We have continued email lists with a digital newsletter to families and Lodge Secretaries and plan to grow the list to include hospitals/clinics and others.
- C. Lodge Incentive Program: The first incentive has been achieved and 3 more are in process.
- D. Development Director: We will discuss this position during the workshop.
- E. Operations: We are in the final stages of next year's budget.

A motion was made to accept the Operations Committee Report by R.:W.: R. James Rocha and seconded by R.:W.: F. Joseph Smedley. Motion carried.

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

**ANNOUNCEMENTS:** The next regular Board Meeting will be held at 11:00 a.m. on January 22, 2017, at the Masonic Home of Florida in St. Petersburg, 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