

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
July 16, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, July 16, 2017, 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.: B. Allen West
R.: W.: Lawrence A. Williamson

ABSENT:

R.: W.: F. Joseph Smedley (Excused)

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.: Thomas L. Turlington, Jr., Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; and M.: W.: Stanley L. Hudson, 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.: B. Allen West; 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 June 18, 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 Session on Saturday, July 15, 2017, from 11:00 a.m. until 2:00 p.m. A motion was passed to assign R.: W.: Michael S. Binder to the Masonic Home Development Committee as Chairman with tasks including but not limited to marketing, fundraising, and the promotion of the Masonic Home. A motion was passed to allocate an amount not to exceed \$25,000 from budget line item D-612 Masonic Home Improvement to develop conceptual, elevation, and rendering plans and subsequently renovate a resident room to serve as a sales model. The Board also received a presentation by Mr. Rich Scanlon, Managing Director of the Ziegler Banking Group.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: Michael L. Elliott 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 100 Residents in the Home. During the month of June we had 2 admissions, 0 losses, and 0

discharges bringing the total to 102. Of those, 39 are men and 63 are women, with 1 of the women sponsored by the Order of the Eastern Star.

ADMITTED:

Clinton Mitchell, membership at Clearwater Lodge No. 127
Opal Soderland, husband's membership at Clearwater Lodge No. 127 (Private Pay)

ADMIT DATE:

June 5, 2017
June 16, 2017

With 2 admissions, no losses or discharges, the month of June ended with 54 Assisted Living and 48 Nursing Center for a total of 102 residents, with 20 of those residents under the Private Pay Plan.

Resident Council Officers were introduced: President Bob Elston; Vice President Herb Cox; and Secretary Barbara Shemela.

A motion was made by R.:W.: Ronald E. Peebles and seconded by R.:W.: Lawrence A. Williamson that the Administrator's Report be accepted as read. Motion carried.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced worn out 208V fan motor on electric convection oven in main kitchen along with 2 start capacitors.
2. Replace 12 Volt battery on 30KW emergency generator which was weak and aged out.
3. Replaced 12 Volt battery on forklift after cell failure.
4. Replaced drum motor on #2 55 pound Milnor washer.
5. Replaced several nurse call station systems and repaired defective wiring on R/C North Wing.
6. Replaced burnt out camera transformer for security system in the Security Office.
7. Replaced worn out bar and chain on the Echo and Poulan chainsaws.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of June was 10,347 with 1,645 other meals, which included employees, visitors, and special events, for a total of 11,992 meals served. The Masonic Home collected \$582.50 toward meal cost. The raw food cost per meal was \$1.84.

SECURITY DEPARTMENT REPORT: There were two reportable incidents for the month of June with one of those requiring treatment. Four resident ID badges and nine 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 \$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 14 gallons of Sour Softener at \$16.14 each; for a total of \$1,042.08 in chemical costs for the month of June. The average count was between 49,000 and 52,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The installation of the new Ansul fire suppression system in the kitchen has been completed and tested and the final inspection is scheduled for Wednesday, July 19, 2017. All Florida Fire is compiling a bid to have a bi-annual cleaning and inspection of the kitchen hood system.
2. The restoration of the shower rooms on the 1st and 2nd floor Nursing Center is completed.
3. All of the rental apartments at the Residences at Coffee Pot Bayou have been completely detail cleaned. Safety Systems has been contracted to monitor the fire alarm for the rental apartments.
4. We renewed the Mirabito Gas Company contract this month.
5. R.:W.: Allen West is going to present a conceptual plan for the remodeling and renewal improvements to the Assisted Living resident rooms. The estimated cost to remodel the rooms and the adjacent hallways to the rooms is \$14,300 per room. There are 102 rooms included in this conceptual cost estimate. Furnishings for the rooms will be an additional cost. A separate \$25,000 budget will be proposed to the Board of Trustees to cover the remodeling cost and drawings to remodel one room to use as a sales model.

6. The following contracts are due for renewal in August: Tampa Bay Trane, Ring Power, and Aquatech.

The report of Bob Robertson, Facilities Director, is included as a part of this report.

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 June for Estates and Wills were \$2,972.81 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills, to \$440,830.56.

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.: Michael L. Elliott that the Legal Advisor's Report be accepted as presented by R.:W.: Rudin J. Boatright, Grand Treasurer. Motion carried.

BUDGET REPORT: The following report reflects the expenditures through June 30, 2017:

Administration	35.00%
Maintenance	34.88%
Dietary	24.35%
Nursing	26.44%
Housekeeping	23.75%
Recreation	26.06%
Social Services	25.35%
TOTAL	29.71%

We report that we are currently 1.43% over budget (\$112,655) 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. Motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of July there were no applications for admission to the Masonic Home submitted to the committee for review.

One application for Non-Resident Relief was approved to continue on a month to month basis. One application for Emergency Relief was approved.

A motion was made to accept the Admissions Committee Report by R.:W.: Michael L. Elliott and seconded by R.:W.: D. Mark Small. Motion carried.

OPERATIONS COMMITTEE REPORT:

A. Marketing:

- i. We reviewed the tracking inquiries on the Pipedrive software: 12 inquiries, 2 admissions, and 2 tours. A postcard announcing the recent change to admit non-Masons is being prepared.
- ii. We have continued sending digital newsletters to families and Lodge Secretaries by email and plan to grow our email list to include hospitals, clinics, and others.

B. Lodge Incentive Program: We have paid 23 Lodges for the incentive program to date with 4 pending.

C. Operations:

- i. The Director of Food Services begins soon.
- ii. The Facilities Director will request Duke Energy to perform an energy audit.

- iii. R.:W.: Brian Poole will be the owner's representative and R.:W.: Larry Williamson is the alternate with Northstar Realty for the Residences on Coffee Pot Bayou.
 - iv. Resident Census: in June there were 100 residents with 2 admissions and no losses for a total of 102 residents; 39 are men and 63 are women; 54 Assisted Living and 48 Skilled Nursing.
- D. Fundraising strategies for the cost of remodeling the dated resident rooms are scoped. (\$14-15k per room plus \$4-5k for furnishings).
- E. Non-Mason resident execution plans have been identified and the Administrator is executing this task within our advertising budget with Pinstripe Marketing.

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

Then the Grand Marshal and Grand Master made introductions of all the Brothers present. 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 August 13, 2017, at the Masonic Home of Florida.

R.:W.: Brian R. Poole gave the Benediction and the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

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

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