

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
May 30, 2021**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session at the Rosen Plaza Hotel in Orlando, Florida, on Sunday, May 30, 2021, at 1:00 p.m. with the following members present:

PRESENT:

R.: W.: Chester A. King, Chairman
R.: W.: Kenneth E. Shaw, Vice Chairman
R.: W.: Michael S. Griffin, Secretary
R.: W.: Michael S. Binder
R.: W.: Glen L. Garner
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

ABSENT:

R.: W.: B. Allen West
R.: W.: Ronald E. Peebles

ALSO PRESENT: R.: W.: Jeffrey S. Foster, Deputy Grand Master; R.: W.: Robert J. Lambert, Senior Grand Warden; R.: W.: Glen B. Bishop, Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; R.: W.: Haskell R. Vest, Jr., W.: Junior Grand Deacon; R.: W.: Donald W. Cowart, P.D.D.G.M.; and Mrs. Lisa Tsotsos, Administrator of the Masonic Home of Florida.

CALL TO ORDER: R.: W.: Chester A. King, Chairman, called the meeting to order at 1:00 p.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.: Glen L. Garner.

INTRODUCTION OF BOARD OF TRUSTEES: R.: W.: Chester A. King, Chairman; R.: W.: Kenneth E. Shaw, Vice Chairman; R.: W.: Michael S. Griffin, Secretary; R.: W.: Michael S. Binder; R.: W.: Glen L. Garner; Brother Michael R. Pender, Jr.; R.: W.: R. James Rocha; and R.: W.: Lawrence A. Williamson.

R.: W.: Lawrence A. Williamson made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, April 17, 2021, be approved as printed and distributed. Second was made by R.: W.: Michael S. Binder, and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 72 Residents in the Home. During the month of April, we had one (1) admission, two (2) losses by death, and no discharges bringing the total to 71. Of those, 21 are men and 50 are women, with one of the women sponsored by the Order of the Eastern Star.

ADMITTED:

William Kollock, Private Pay (Non-Masonic)

ADMIT DATE:

4/19/2021

DECEASED:

Holles Dodge, husband's membership at West Coast Lodge No. 409
Admitted: January 3, 2018
Frances Dillashaw, husband's membership at Nitram Lodge No. 188
Admitted: November 22, 2011

DECEASED DATE:

4/03/2021

4/06/2021

With 1 admission and 2 losses by death, and no discharges the month of April ended with 30 Assisted Living and 41 Nursing Center for a total of 71 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced blown transformer in the north chiller cabinet serving the chiller panel.
2. Replaced old personal dryer in laundry. The age of the unit required replacement instead of repair.
3. Repaired sail switch in Cissell dryer #1.
4. Replaced 2 ½” main gas line serving the kitchen. The old gas line was underground and had a slight leak. Florida Gas and Pipe made the repair.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of March was 6,300 with no other meals served. The Masonic Home collected \$0.00 toward meal cost. The raw food cost per meal was \$4.36.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of April. There was one resident ID badge and two new employee ID badges issued.

HOUSEKEEPING/LAUNDRY DEPARTMENT REPORT: No data will be available for this period due to facility restriction of vendors and visitors.

A motion was made by R.:W.: Michael S. Griffin to accept the nursing consulting bid from Zentech Consulting, Inc. R.:W.: Kenneth E. Shaw seconded the motion which carried.

A motion was made by R.:W.: Glen L. Garner and seconded by Brother Michael R. Pender, Jr., that the Administrator’s Report be accepted as read. Motion carried.

LONG RANGE PLANNING COMMITTEE REPORT: The meeting of the Long Range Planning Committee was held by various phone conversations with committee members, detailed emails, as well as information and notes from Director Robertson. Listed below is a summary of what was discussed:

1. The Florida Department of Environmental Protection has sent a final letter dated May 5, 2021, stating the LSSI Program has met the standards required with the report by BTEX Engineering, Inc., and there is no further action required so this closes out this two-year process.
2. Director Robertson is still working on quotes for the dining room and laundry roofs and will follow up with the contractor for final tweaking for an approval before the next meeting to move forward with at least the laundry roof as it is more critical at this time than the dining room roof.
3. The new phone system is to move forward with Alpha Business Communications with the cost being \$19,923.77, but it was determined that new cabling and wiring will be added to this contract in the amount of \$13,275.19 bringing the total to \$33,198.96. This add on is necessary to enhance the advanced technology of our system for the future and our use.
4. We are evaluating other companies to come in and give us quotes for the remediation and determination of what is causing the existence of mold in some of the apartments. Once we have completed our investigation we hope to present a final report closing out this issue, but at this time it will continue to be under investigation.
5. Director Robertson is still working on securing companies to review the chillers/cooling towers project replacement and redesign for future discussion and planning to enhance our long term needs. This will be further discussed in our workshop as our budget has funds for emergency replacement at the present time.
6. Director Robertson is securing quotes for a fan replacement on the kitchen roof as the fresh air fan unit serving the cooking hoods is failing and requires continued maintenance. We hope to have quotes prior to the next meeting for approval.
7. Director Robertson will be reaching out for quotes soon for the replacement of the AHU #9 on the 3rd floor like the AHU #10 that we already replaced.

8. The elevator contract is coming up for renewal in August and we will be looking into a new company to service the existing elevators as the previous company has been bought out by a larger firm and we suspect the contracted price will be going up.

Nothing further was discussed and brought up for review at this time and our discussions were concluded until next month.

A motion was made by R.: W.: Lawrence A. Williamson and seconded by R.: W.: Michael S. Binder that the Long Range Planning Committee Report be accepted. Motion carried.

LEGAL ADVISOR’S REPORT: The total funds received during the month of March from Estates and Wills was \$5,129.60 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$397,766.92. During the month of March there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund and the year to date total received is \$60,441.78.

R.: W.: Glen L. Garner made a motion for the adoption of the Legal Advisor’s Report. Second was made by R.: W.: Lawrence A. Williamson and the motion carried.

BUDGET COMMITTEE REPORT: We report that we are currently 0.5% favorable to the budget (\$45.1k) for the fiscal year before any contingency is used, after amortizing for the insurance premiums already paid, and adjusting for the timing of maintenance. It was noted that BrandMETTLE has been paid \$157,764 out of the \$230,000 that was budgeted for the fiscal year. Also, this report estimates budget amounts as the budget has not yet been approved by the Craft.

R.: W.: Michael S. Griffin made a motion to accept the Budget Committee Report as presented. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of May, no applications were received for review by the Admissions Committee for admission to the Masonic Home. The following pending application was approved for admission to the Masonic Home: Richard Diekmann, sponsored by Acacia Lodge No. 163

There were no applications received by the committee requesting Non-Resident Relief or Emergency Relief. No Non-Resident Relief Funds were distributed in April of 2021.

R.: W.: Kenneth E. Shaw presented the Admissions Committee Report and moved for its adoption. Second was made by R.: W.: Lawrence A. Williamson and the motion carried.

OPERATIONS COMMITTEE REPORT:

- A. Community restrictions remain in place due to COVID-19.
- B. Marketing:
 - i. Total of 71 residents; of which 24 are Private Pay with 10 non-Masonic, with 41 SNF and 30 ALF from the census breakdown report.
 - ii. Limited tours for visitors and guests are allowed to visit.
 - iii. BrandMETTLE marketing is moving forward and a workshop is conducted weekly.
- C. Follow-up with Greystone continues during our workshop.
- D. Discussion on renovations and “Consulting Services” continues during the workshop.
- E. Other:
 - i. Job Positions – A task force has been formed for the position of Administrator and Assistant Administrator.
 - ii. Job Positions – The hiring of a Director of Development is placed on hold.
 - iii. Study of the MHF Separation – planning continues during our workshop.

R.: W.: Glen L. Garner presented the Operations Committee Report and moved for its adoption. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

OLD BUSINESS: R.: W.: Chester A. King, Chairman reported that bids have been received from Greystone (to update their report and re-engagement), Colliers (market value of the property) and Treham Law (as to feasibility of the proposed new construction). Verbiage of each proposal/contract (as applicable) has been reviewed by R.: W.: Stephen R. Gladstone, Legal Advisor, and subsequently approved. A motion was made by R.: W.: Lawrence A. Williamson to present the proposals/contracts to the Corporate Board for review and signatures with the exception of a modification to the Greystone report to exclude work and analysis concerning the proposed two towers until we have word from the attorney as to feasibility. R.: W.: Kenneth E. Shaw seconded the motion and the motion carried.

ANNOUNCEMENTS: The Chairman announced that the annual Board of Trustees Planning Session will be held on Wednesday, June 2, 2021, at the Rosen Plaza Hotel in Orlando, Florida.

The next regular Board Meeting will be held on Saturday, June 19, 2021, at 9:00 a.m. via video conference on Microsoft Teams.

R.: W.: Lawrence A. Williamson gave the Benediction and the meeting was adjourned at 1:50 p.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

R.: W.: Michael S. Griffin
Secretary to the Board of Trustees

**ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES
OF THE MASONIC HOME OF FLORIDA**

June 2, 2021

The Organizational Meeting of the Board of Trustees was called to order at 1:00 p.m. on June 2, 2021, at the Rosen Plaza Hotel in Orlando, Florida, by R.:W.: Chester A. King, Chairman, with the following members present:

R.:W.: Chester A. King, Chairman
R.:W.: Kenneth E. Shaw, Vice Chairman
R.:W.: Michael S. Griffin, Secretary
R.:W.: Glen L. Garner
Brother Michael R. Pender, Jr.
R.:W.: R. James Rocha
R.:W.: Lawrence A. Williamson

ABSENT:

R.:W.: Michael S. Binder
R.:W.: B. Allen West
R.:W.: Ronald E. Peebles

ALSO PRESENT:

M.:W.: Jeffrey S. Foster, Grand Master
R.:W.: Robert J. Lambert, Deputy Grand Master
R.:W.: Glen B. Bishop, Senior Grand Warden
R.:W.: Donald W. Cowart, Junior Grand Warden
R.:W.: Rudin J. Boatright, Grand Treasurer
M.:W.: Thomas L. Turlington, Jr., P.G.M.
R.:W.: Haskell R. Vest, Jr., P.D.D.G.M.
M.:W.: Richard E. Lynn, P.G.M., Grand Secretary

The Invocation was given by R.:W.: Chester A. King followed by congratulatory wishes to our newly installed Grand Master and Grand Line as well as best wishes for a highly successful forthcoming Masonic Year.

A motion was made by R.:W.: Kenneth E. Shaw, seconded by R.:W.: Michael S. Griffin, that Ms. Lisa Tsotsos be hired as the Administrator of the Masonic Home until the next regularly scheduled Organizational Board Meeting in May. Motion carried.

A motion was made by R.:W.: Glen L. Garner, seconded by Brother Michael R. Pender, Jr., that R.:W.: Michael S. Griffin be appointed Executive Secretary to the Board of Trustees. Motion carried.

A motion was made by R.:W.: R. James Rocha, seconded by R.:W.: Lawrence A. Williamson, to set the daily residency fees at \$120.00 for the ACLF, and \$200.00 for SNF. Motion carried.

A motion by R.:W.: Kenneth E. Shaw, seconded by R.:W.: Michael S. Griffin, was made to set the Petty Cash Fund at \$5,000.00. Motion carried.

The time of the Board Meetings will be 9:00 a.m. on the third Saturday of the month and workshops and Sub-Committee meetings will be held as needed; unless rescheduled by the Chairman of the Board of Trustees.

A motion was made by R.:W.: Glen L. Garner, seconded by Brother Michael S. Pender, Jr., for the Grand

Secretary or the Grand Treasurer to sign payroll checks in the absence of the Administrator. Motion carried.
A motion was made by R.: W.: R. James Rocha, seconded by R.: W.: Lawrence A. Williamson, to have the Audit of the Masonic Home in accordance with the Digest of the Masonic Law of Florida. Motion carried.

A motion was made by R.: W.: Kenneth E. Shaw, seconded by R.: W.: Michael S. Griffin, that all property be handled in accordance with the guidelines set forth by the Corporate Board. Motion carried.

A motion was made by R.: W.: Glen L. Garner, seconded by Brother Michael S. Pender, Jr., to have contracts drawn for sale or disposal of property, approved by the Properties Committee, reviewed by a proper attorney, and signed by the Grand Master. Motion carried.

A motion was made by R.: W.: R. James Rocha, seconded by R.: W.: Lawrence A. Williamson, that the revision of printed documents submitted to the Board by the staff of the Masonic Home for the June meeting be considered for permanent acceptance at all future meetings. Motion carried.

A motion was made by R.: W.: Kenneth E. Shaw, seconded by R.: W.: Michael S. Griffin, to adjourn the meeting. Motion carried.

The Board Meeting will be Saturday, June 19, 2021, at 9:00 a.m. via video conference on Microsoft Teams.

The Benediction was given by R.: W.: Glen L. Garner.

There being no further business, R.: W.: Chester A. King, Chairman, closed the meeting at 1:20 p.m.

Respectfully submitted:

Approved:

R.: W.: Michael S. Griffin,
Secretary to the Board of Trustees

R.: W.: Chester A. King, Chairman