

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
January 21, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, January 21, 2023, at 9:00 a.m. at the Masonic Home of Florida, and via video conference on Microsoft Teams with the following members present:

**PRESENT:**

R.: W.: Chester A. King, Chairman  
R.: W.: Michael S. Griffin, Vice Chairman and Secretary  
R.: W.: Michael S. Binder  
R.: W.: Glen L. Garner  
R.: W.: D.D.G.M. R. Patrick Jacob  
Brother Michael R. Pender, Jr. (via Microsoft Teams)  
R.: W.: R. James Rocha  
R.: W.: Kevin D. Smithwick

**ABSENT:** R.: W.: Julian M. Mackenzie (Excused)  
R.: W.: Lawrence A. Williamson (Excused)

**ALSO PRESENT:** M.: W.: Robert J. Lambert, Grand Master; R.: W.: Glen B. Bishop, Deputy Grand Master; R.: W.: Donald W. Cowart, Senior Grand Warden; R.: W.: Taleb T. Atala, Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Jeffrey S. Foster, P.G.M.; M.: W.: Stanley L. Hudson, P.G.M.; R.: W.: Anthony A. De Angelo, W.: Grand Marshal; R.: W.: Jack W. Hampton, Jr., W.: Grand Historian; R.: W.: Ben S. Schwartz, W.: Grand Pursuivant; R.: W.: John E. Ziegler, D.D.G.M. Dist. 14; R.: W.: J. Paul Stellrecht, P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., P.D.D.G.M.; R.: W.: John N. Dragneff, P.D.D.G.M.; R.: W.: Rick Wendling, P.D.D.G.M.; R.: H.: Creg E. Bell, D.I. Dist. 14; W.: Charles A. Dyer, P.M.; and Ms. Renee Verrier, Administrator of the Masonic Home of Florida.

**CALL TO ORDER:** R.: W.: Chester A. King, Chairman, called the meeting to order at 9:00 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. R.: W.: Chester A. King, Chairman, then gave the Invocation.

**INTRODUCTION OF BOARD OF TRUSTEES:** R.: W.: Chester A. King, Chairman, introduced the members of the Board of Trustees and guests in attendance as listed above.

R.: W.: Michael S. Binder made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, December 17, 2022, be approved as printed and distributed. Second was made by R.: W.: R. James Rocha and the motion carried.

**ADMINISTRATOR'S BOARD REPORT:** Renee Verrier reported that at our last regular Board Meeting we had 69 residents in the Home. During the month of December, we had four admissions, no deaths, and no discharges bringing the total to 73. Of those, 29 are men and 44 are women.

**ADMITTED:**

Henry Barron, sponsored by Brandon Lodge No. 114  
Carol Barron, sponsored by Brandon Lodge No. 114  
Janie Howland, Private Pay (Non-Masonic)  
Kathryn Barnes, sponsored by Orlando Lodge No. 69

**ADMIT DATE:**

12/07/2022  
12/07/2022  
12/19/2022  
12/20/2022

With four admissions, no losses by death, and no discharges the month of December ended with 36 Assisted Living and 37 Nursing Center for a total of 73 residents.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:** See #8 in the Long Range Planning Committee Report.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of November was 8,000; 6,300 were served to residents and 1,700 meals were served to the employees. The Masonic Home collected \$0.00 toward meal cost. The raw food cost per meal was \$3.53.

**SECURITY DEPARTMENT REPORT:** No Report was submitted.

A motion was made by R.:W.: Michael S. Griffin and seconded by R.:W.: Glen L. Garner that the Administrator's Report be accepted as written. Motion carried.

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

1. Harper Mechanical has provided the permit drawings for the project as well as their first billing for the chiller/cooling tower project. We will work with them over the next couple of months to make sure a portion of the project is billed during this year's budget and the rest for next year. They will be providing an updated schedule for the equipment deliveries and project scheduling throughout. Drawings and billing is attached to this report and is available upon request.
2. Contractor repairs for the roof leaks in the apartments are complete and the tenants are back in their apartments. An insurance claim was put in through the management company who handles the apartments, which was denied due to lack of proper maintenance. We will discuss with the property managers about addressing better maintenance on the roof areas.
3. Updates on the First Lady's Projects are forthcoming.
4. Director Robertson has received one proposal for the Board Room roof and the Grand Master's Office area. We will keep reaching out for more quotes before proceeding. This work is included in next year's budget.
5. We are securing bids for AHU #13 that serves the dining room and three contractors have reviewed the site and we await their proposals.
6. Am-Jet Asphalt has provided a quote for the parking lot for repairs and will follow up with a proposal. This work is included in next year's budget.
7. The 2023-2024 Long Range Plan has been presented to R.:W.: Jim Rocha for the Budget Committee to prepare next year's Proposed Budget for the Masonic Home. A copy is attached to this report and is available upon request.
8. No Failed Equipment Report was submitted this month as Director Robertson is out of the office.

Nothing further was discussed and this report is submitted for approval for the month of January.

R.:W.: Michael S. Griffin presented the Long Range Planning Committee Report on behalf of R.:W.: Lawrence A. Williamson and moved for its adoption. R.:W.: Kevin D. Smithwick seconded the motion which carried.

**LEGAL ADVISOR'S REPORT:** The total funds received during the month of December from Estates and Wills was \$103,123.91, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,534,389.26. During the month of December, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.:W.: Michael S. Griffin presented the Legal Advisor's Report on behalf of R.:W.: Stephen R. Gladstone and moved for its adoption. R.:W.: Glen L. Garner seconded the motion which carried.

## **ADMISSIONS COMMITTEE REPORT:**

There were no funds distributed in January of 2023 for Non-Resident Relief.

One Fraternal Care Application was received during the month of January 2023:

1. Marie Whaley – (ALF) Sponsored by Lantana Lodge No. 372. Application was approved.

### **Summary of Admissions:**

Current Census: 76

January Admissions:

1. Phyllis Lockhart – (ALF) Private Pay, Masonic (Germany), admitted 01/12/2023
2. Virginia Tolliver – (SNF) Private Pay, Non-Masonic, admitted 01/13/2023
3. Everett Hawkins – (SNF) Fraternal Care, John Darling Lodge No. 154, admitted 01/17/2023

Application approved with a pending date of admission: Jane Cubito – (SNF) Private Pay Non-Masonic

### **Pipedrive Status:**

Total: 79 – Skilled Nursing 23 and Assisted Living 56

Private Pay, Non-Masonic: 22

Fraternal Care: 21

Private Pay, Masonic: 12

Undecided, Masonic: 24

The Admissions Committee would like to move forward and implement the “Masonic Outreach Program” as previously presented to the Board of Trustees and the Corporate Board. This program is designed to provide Masonic Assistance outside the physical structure of the Masonic Home and cover the entire State of Florida. In order to extend this program across Florida, an Assistant Administrator must be hired to oversee and direct this program. This Assistant Administrator must have expertise of the local, state, and federal social programs for the elderly and be accountable for the success of the “Outreach Program.”

R.: W.: Glen L. Garner presented the Admissions Committee Report and moved for its adoption. R.: W.: Kevin D. Smithwick seconded the motion which carried.

R.: W.: Glen L. Garner made a motion to begin the Outreach Program and to hire an Assistant Administrator. Second was made by R.: W.: Michael S. Binder and the motion carried.

## **OPERATIONS COMMITTEE REPORT:**

- A. COVID county positivity is currently in the medium category. No changes to current center’s protocols are needed.
  - a. Mask use is currently not required for staff or visitors.
  - b. The screening process to enter the Home has stopped.
  - c. Testing for staff and residents is only symptom based (unless the county positivity changes).
- B. Marketing:
  - a. December: total of 73 residents; of which 31 are Private Pay with 15 non-masonic; with 37 SNF and 36 ALF from the census breakdown report.
  - b. Tours are starting to increase following the Holiday Season.
  - c. BrandMETTLE continues to maintain the website monthly.
  - d. The Home is continuing to interview for an Admissions Assistant.
- C. Room Rates: Increase letters were mailed on December 30, 2022, to all responsible parties. The increase is effective March 1, 2023.
- D. Renovation of the ALF continues to be in the planning phase with PURE Project Management and Baker Barrios.

R.: W.: Michael S. Griffin presented the Operations Committee Report on behalf of R.: W.: Julian M. Mackenzie and moved for its adoption. R.: W.: Michael S. Binder seconded the motion which carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently 2.3% unfavorable to the draft budget (\$193.6k) after nine months of the fiscal year before any contingency is used, after amortizing for the insurance premiums already paid, and amortizing for timing of maintenance.

R.: W.: R. James Rocha presented the Budget Committee Report and moved for its adoption. Second was made by R.: W.: Glen L. Garner and the motion carried.

**OLD BUSINESS:** R.: W.: Michael S. Griffin provided an update on the PURE Project Management and Baker Barrios' progress on the potential refurbishment project. An update as to the status on the property appraisal was also provided. R.: W.: Stephen R. Gladstone has concluded his review of the agreement verbiage with Cushman & Wakefield and the document has been submitted to the Grand Master for his review and signature. R.: W.: Charles Dyer, adjunct to the Board of Trustees, provided an update as to discussions with the Masonic Home of Ohio pertaining to possible services they may be able to offer.

R.: W.: Kevin D. Smithwick made a motion to accept the resident rate increase as previously presented by R.: W.: Julian M. Mackenzie. Second was made by R.: W.: R. James Rocha and the motion carries\d.

**NEW BUSINESS:** None.

**ANNOUNCEMENTS:** R.: W.: Chester A. King, Chairman, announced that our next meeting is scheduled for February 11, 2023, which is one week earlier than normal due to the Grand Master Conference of North America.

R.: W.: John N. Dragneff presented a check in the amount of \$300.00 to the Masonic Home in memory of R.: W.: Bob Thompson to purchase plats in the Memory Garden. The Board thanked R.: W.: Dragneff and the Brothers of Trilby Lodge No. 141 for their heart-felt contribution.

R.: W.: Chester A. King, Chairman, gave the Benediction and the meeting was adjourned at 9:38 a.m.

Respectfully submitted,

R.: W.: Chester A. King  
Chairman

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