

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
AUGUST 24, 2024**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, August 24, 2024, at 10:04 a.m. at the Masonic Home of Florida with the following members present:

PRESENT:

M.:W.: Jorge L. Aladro, P.G.M., Chairman
Brother Justin W. Franke, Vice Chairman
R.:W.: Jorge L. Filgueira
R.:W.: R. Patrick Jacob
W.: Demetrios C. Kirkiles
R.:W.: John Paniccia
Brother Angel Sardina

ABSENT:

R.:W.: Raymond M. Ali
W.: Mark A. Davis

ALSO PRESENT: (in person or online) M.:W.: Donald W. Cowart, Grand Master; R.:W.: Taleb T. Atala, Deputy Grand Master; R.:W.: Haskell R. Vest, Jr., Senior Grand Warden; R.:W.: Frederick R. Wendling, Jr., Junior Grand Warden; R.:W.: Rudin J. Boatright, Grand Treasurer; M.:W.: Richard E. Lynn, P.G.M., Grand Secretary; M.:W.: Robert P. Harry, Jr., P.G.M.; M.:W.: J. Dick Martinez, P.G.M.; M.:W.: Robert J. Lambert, P.G.M.; M.:W.: Glen B. Bishop, P.G.M.; R.:W.: Jack W. Hampton, Jr., W.: Grand Marshal; R.:W.: John E. Drewett, W.: Grand Pursuivant; R.:W.: Gary J. Gamache, Sr., W.: Grand Historian; R.:W.: Stephen R. Gladstone, General Counsel; R.:W.: Michael J. St-Laurent, D.D.G.M. Dist. 18; R.:W.: Robert W. Estell, Jr., P.D.D.G.M.; R.:W.: Ben S. Schwartz, P.D.D.G.M.; R.:W.: John A. Kraniou, P.D.D.G.M.; R.:W.: Julian M. Mackenzie, P.D.D.G.M.; R.:W.: Manuel Olmedo, P.D.D.G.M.; R.:W.: R. Michael Hinson, P.D.D.G.M.; W.:M.: John H. Eaton; W.:M.: Allen W. Norwich; W.:M.: Roger L. Hall; W.: John B. Livingston, P.M.; W.: John A. Cotton, P.M.; W.: John McKinstrie, P.M.; W.: Oran B. Ellis, Jr., P.M.; W.: Henry T. Barron, P.M.; W.: Frederick L. Piasecki, P.M. and President of the Resident Council; Brother David J. Marrs; Brother Garry Buzzell; and Ms. Renee Verrier, Administrator of the Masonic Home of Florida.

CALL TO ORDER: M.:W.: Jorge L. Aladro, P.G.M., Chairman, called the meeting to order at 10:04 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. Brother Angel Sardina then gave the Invocation.

INTRODUCTION OF BOARD OF TRUSTEES: M.:W.: Jorge L. Aladro, P.G.M., Chairman, introduced the members of the Board of Trustees and guests in attendance as listed above.

R.:W.: John Paniccia made a motion that the Minutes from the last regular Board of Trustees Meeting on July 20, 2024, be approved as printed and distributed. Second was made by R.:W.: Jorge L. Filgueira and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- COVID-19 Update – The Home has no current issues.
- Thank you to the members of Boca Delray Lodge No. 171 who came to visit the Home in July. Our residents (in particular Cindy and David Lund) truly enjoyed seeing everyone and touring with you. The Home would also like to thank the Suncoast Master Mason Association for their continued support of the Resident of the Month program.
- Our residents would like to thank the members of the Service Guild for the Christmas in July party this past month. Everyone had a great time getting in the holiday spirit.

- Maggie Minnicks, Director of Nursing, has confirmed a date with Walgreens for our annual flu shot clinic for residents and staff. This will be taking place at the end of September.
- Regulatory Update: There are no new regulatory requirements.
- Outreach Program Updates:
 - The program received three new outreach calls since our last Board Meeting. Two calls related to Emergency Relief from Grand Lodge for Brothers suffering from hurricane damage.
 - One call relates to a Non-Resident Relief Application for monthly assistance with current living costs.
 - Renee Verrier attended a meeting at Winter Park Lodge No. 239 to provide education on the Home and Outreach Services. I want to thank the Lodge for their hospitality.
- As this is my final report as the Administrator of the Masonic Home I want to thank all of those who welcomed me and provided nothing but support during my journeys throughout the state. I am honored to have been a part of the Masonic Home and wish everyone nothing but success moving forward.
- New Business (Follow-Up):
 - The Home previously requested approval to restructure our website. This will require a full revision and development process. We have received bids from two vendors as follows:
Autoweb Technologies with a total cost as follows:
 - Design and Build - \$7,495
 - Annual SSL Security Certificate - \$185 – Total Startup Fees - \$7,680
 - Monthly Maintenance Fees following go live date - \$169 (includes podcast fees) which total \$1,014 for the budget year if effective October 2024 – March 2024
 - Total Charges for this budget year - \$8,694 which will have minimal to no impact to the current line item budgetBrafton total cost is as follows:
 - Basis re-design - \$47,100
 - Enhanced re-design - \$49,900
 - Price for any additional pages \$1,800
 - Quote does not include ADA certificate as this is considered a separate service.

Renee Verrier reported that at our last regular Board Meeting we had 81 residents in the Home. During the month of July, we had two admissions, three deaths, and no discharges bringing the total to 80. Of those, 29 are men and 51 are women.

ADMITTED:	ADMIT DATE:
John Williams, Private Pay (Non-Masonic)	07/01/2024
Elizabeth Bernhart, Private Pay (Non-Masonic)	07/12/2024

DECEASED:	DECEASED DATE:
James Hedden, sponsored by West Broward Lodge No. 253	07/08/2024
Admitted: October 23, 2018	
Fleurette Alexis, Private Pay (Non-Masonic)	07/17/2024
Admitted: May 14, 2024	
Rosemarie Knigge, Private Pay (Non-Masonic)	07/23/2024
Admitted: February 28, 2024	

With two admissions, three losses by death, and no discharges the month of July ended with 40 Assisted Living and 40 Nursing Center for a total of 80 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Early on Wednesday morning the 7th the fan motor on AHU #16 failed. The smoke from the motor caused the fire alarm system to call the fire department who quickly removed the smoke from the laundry mechanical room. On Thursday we were able to find a replacement motor and sheave and restored the AHU Thursday afternoon.
2. Replaced controller on Invacare patient lift after battery fuses blew when trying to charge the batteries.
3. Replaced high limit switch on dryer #1 after failure. Also refired dryer #2 after cleaning the burner tubes.

4. Repaired three pieces of equipment in the Kitchen; the Fryer, Southbend oven (2), and pass-through refrigerator.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of July. There were no new resident ID badges issued and eight new employee ID badges issued.

The Suncoast Master Mason Association announced that Mrs. Alice Lanier has been named Resident of the Month and presented her with a \$50.00 check. Congratulations Alice!

R.: W.: R. Patrick Jacob made a motion to approve the Administrator's Report as written and presented. Second was made by Brother Angel Sardina and the motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

- The committee reviewed the hurricane emergency evacuation plan to Clearwater Lodge. We are still working out our need to find a backup and/or alternative place for evacuation because if the Home was occupied at capacity or close to it. The committee discussed having a rental generator (like Sunbelt) and fuel to power up the Lodge if we lose power so we don't have to rely on portable generators. We also discussed the possibility of having an electrician install a change over box to hook up the rental generator. In addition, the committee discussed the possibility of having a storage pod delivered to the Home to fill with emergency supplies and equipment so when we need to evacuate the Home we just need to worry about the residents and nothing else.
- Although we are waiting for next year's budget to replace the roof over the Kitchen and Dining area we did receive a verbal confirmation that the material used for the roof overlay over the Board Room and Administration area has a manufacturer's warranty of one roof for every 12 years and one for 20 years. The Director of Maintenance has requested written documentation for backup.
- All went as planned with the new chiller start up and removal of the rental chiller, pipes, and electrical connections. The fire sprinklers were installed and inspected by the City of St. Petersburg. The new chiller continues to run along with the old (south) chiller. Harper Mechanical to do the final inspection on the newly installed chiller on Tuesday, August 27th (including the enclosure and the fire sprinklers to satisfy the City of St. Petersburg). Once we receive a copy of the report and all releases of lien, we will submit the final payment (retainage) to Harper Mechanical.
- We are still waiting on bids to satisfy the three-bid minimum to replace the old (south) chiller. We obtained three bids to clean the existing (south) chiller condenser barrel. We, as a committee, recommend going with Global Environmental for \$2,542 but we also must do an eddy current test as well. Going forward with the replacement of the 2nd chiller in the future maintenance agreements for both chillers we must assure that the eddy current testing is done on a regular basis. When the eddy current test is to be performed after the cleaning of the old chiller we will have an insurance representative present.
- The Director of Maintenance is still working on the facility inventory as requested at the last meeting.
- Due to the COVID outbreak the tour of the facilities was postponed until a future date.

R.: W.: Jorge L. Filgueira presented the Long Range Planning Committee Report and then moved for its adoption. R.: W.: John Paniccia seconded the motion which carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of July from Estates and Wills was \$1,984.73, which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$61,499.41. During the month of July there were no funds received for Estates and Wills and deposited into the Masonic Home Building Fund. The year-to-date total for Estates and Wills deposited into the Masonic Home Building Fund is \$7,780.47.

R.: W.: R. Patrick Jacob made a motion to accept the Legal Advisor's Report as presented by R.: W.: Stephen R. Gladstone. R.: W.: Jorge L. Filgueira seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT: Two applications were received for Fraternal Care. One (sponsored by Hillsborough Lodge No. 25) was reviewed for the second time and the application is still incomplete and there were issues related to property. As soon as the application is complete the committee will vote on the acceptance of the application. The second application (sponsored by Okeechobee Lodge

No. 237) was reviewed and is incomplete. As soon as the application is complete the committee will vote on the acceptance of the application.

During the month of August Non-Resident Relief funds were approved to be distributed in the amount of \$7,865.97 (\$2,621.99 for 3 months).

During the month of August Emergency Relief funds were approved to be distributed in the amount of \$1,000.00 with the Lodge contributing 33% of the funds.

R.: W.: R. Patrick Jacob presented the Admissions Committee Report and moved for its adoption. Brother Angel Sardina seconded the motion which carried.

OPERATIONS COMMITTEE REPORT:

1. Marketing/Admissions:

- 1) Renee Verrier has communicated with Spectrum for an updated quote on marketing through the Spectrum Reach Program. The original quote received in August of 2023 was for \$42,000.

2. Census:

- 1) As of July 31st: Total of 80 residents; of which 39 are Fraternal Care and 41 are Private Pay with 28 of those being non-masonic. There are 40 residents in the SNF and 40 in the ALF from the census breakdown report.
- 2) Fiscal Year to Date: (Starts April 1st)
 - i. Admissions = 11 (1 Fraternal and 10 Private Pay)
 - ii. Discharges/Deaths = 10 (3 Fraternal and 7 Private Pay)

3) Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	7	0	3	0	10	
ALF	9	4	15	2	30	
					40	
Age Of Referral						
0- 6 months	13	4	10	2	29	
7-12 Months	3	0	6		9	
12+ Months	0	0	2	0	2	
Referral Source						
	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	17	4	1	2	16	0

R.: W.: R. Patrick Jacob presented the Operations Committee Report and moved for its adoption. W.: Demetrios C. Kirkiles seconded the motion which carried.

BUDGET COMMITTEE REPORT: We report that we are currently 3.64% favorable to the budget (\$341,018k) after four months of the fiscal year before any contingency is used and after amortizing for the insurance premium already paid.

Brother Justin W. Franke presented the Budget Committee Report and moved for its adoption. Second was made by R.: W.: R. Patrick Jacob and the motion carried.

OLD BUSINESS: The Board of Trustees agreed to approach the top two prospects for the position of Administrator of the Masonic Home of Florida.

NEW BUSINESS: Discussion was held concerning increasing the cost of the Skilled Nursing Center.

ANNOUNCEMENTS: The next Board of Trustees Meeting will be held at the Masonic Home of Florida on September 21, 2024, at 10:00 a.m.

Brother Angel Sardina gave the Benediction and the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

M.: W.: Jorge L. Aladro, P.G.M.
Chairman

R.: W.: John Paniccia
Secretary to the Board of Trustees