



Cranbrook ♥ Kimberley  
HOSPICE SOCIETY

Hands that Serve Hearts that Care

**June 19, 2025**

**Board Meeting Minutes**

**In attendance:** Diane H, Francine G-S, George W, Robin C, Karolyn F

**Regrets:** Greg S

**Call to order:** 6:02 pm

**Adoption of Agenda:** Approved Francine, Diane

**Additions to Agenda:** Karolyn “What do we do Now” booklet.

**Minutes from last meeting:** Approved Francine, Robin

**Unfinished business:**

- EKHHN (East Kootenay Hospice House Network). Karolyn emailed our neighboring hospice societies (Invermere, Golden, Creston and Elkford/Fernie) telling them that we are planning on building a hospice house to serve the east Kootenay. They have been told that we will keep them informed as we progress with our project.
- Community Contacts – George continues to make community contacts. Board suggested some new contacts: Lions Club, Kinsmen, Chamber of Commerce, Rob Gay from RDEK, and Teachers Association. We want the community to know what we are planning to support Cranbrook Kimberley and surrounding areas and that we would appreciate their support.
- Interior Health Webinar – Some hospice society closures were announced. Princeton, Nelson, Grand Forks and Lillooet. Volunteer recruitment was discussed; many societies are struggling worse than we are.

## Treasures Report:



May 2025 Bal  
Sheet.xlsx



May 2025 Inc.St.xlsx

## June office Admin Report

### Current Statistical Information:

61 members

16 volunteers for Kimberley (12 client facing and 3 for fundraising, 1 for music therapy)

45 volunteers for Cranbrook (31 client facing, 6 members, 5 board members, 3 fundraising only)

Volunteer hours for:

April = 318 hours (28 reporters)

May = 363 hours (32 reporters)

Kimberley Clients = 18 clients

Cranbrook Clients = 48 clients with 2 on hold

19 of our clients have completed their palliative journeys in 2025.

May Intake=3

June=4

### Notable information:

- We have been approved for a grant from the Kootenay Community Foundation for \$650
- Music care program is up and running again led by Marty Musser. Marty stopped in the office to introduce himself, and said he will be playing at the Pines, maybe the Green Home and JCV in the future.
- Old patient records have been placed in shredder this would include anything 2023 and older.
- Colombo Lodge event has been cancelled for November 15<sup>th</sup>.

## **Policy and Procedures Guide/CKHS Bylaws**

While it is slow in the office I am working on updating our P & P guide. Lots of antiquated data needs to be updated and edited. I will be reviewing with the board suggested changes and seeking approval.

I will be meeting with George to review our bylaws.

**McPhersons** – CKHS to send a fruit basket to McPhersons for being so kind and accommodating to us all the time.

**“Our course – your cause”** I’ve reached out to the contact at Purcell golf waiting on additional information we may need for the event.

**Infoanywhere** - this is an information management system designed specifically for hospice organizations. I heard about this system at one of our IH quarterly meetings. I met with the designer and admin staff enquiring about their services and they have supplied a quote. It has its benefits as it can help match clients and volunteers, record volunteer hours, design reports, etc. The board is undetermined and is considering the information and quote supplied.

## **Tablecloths for Hospice Events**

Office admin working on design with Anywhere Garments for tablecloths we can take to events to advertise CKHS and our contact information.

**Membership Packages-** Continued interest from the community enquiring about becoming a volunteer for Hospice. I’ve started a tracking document for follow-up. I have given out more packages than I have received back. However, our advertising is working! More and more younger people are wanting to volunteer. YEAH us!!!!

**Business Cards-** as we grow, I highly suggest business cards are made. Right now, we have to provide anyone that needs our contact information a brochure.

### **Bereavement Update:**

Francine discussed the importance of starting a bereavement support group for substance abuse. The need is here within our community. Thank you to Marla, Cheryl, Rikki and Chris that agreed to work on this new support we hope to offer in the near future. Regular BSG start in the fall.

### **Hospice House update:**

Nothing new to report.

### **President Report:**

George commented on the positive feedback he is hearing within the community about our Hospice House plans and the services we provide. More education is needed for our communities as lots of people still don't understand what we do. We have work to do with education for the community, there is confusion about the services we provide and the definition of hospice care and palliative care.

### **New Business**

- **FSEAP** (Employee and Family Assistance Program)  
Our contract is expired. Do we want to renew or should a different provider be found? Anyone local. Board to discuss and decide.
- **Bereavement Day 2026?** – May 25, 2025 was declared bereavement day by the BC government. We are unsure if this is an annual event. Office Admin researching. We could then decide if we need to plan and advertise for this day event for next year.
- **Portrait** – We have been offered a free portrait by Corrine Highwood who is a portrait artist. She would like to sketch a portrait of a person and donate it to our future hospice house. Board discussing.
- **Hospice House Piggy Bank** – Future consideration to have someone design a hospice house piggy bank for us in the future. This is future planning as we would

like to have a miniature piggy bank of our actual hospice house, once an architectural design is drawn up.

- **Office Admin Job Description-** Karolyn and George to meet to discuss.
- **Next Training Sessions-** Next training sessions will begin in the fall, either September or October. The goal is for smaller classes, not more than 4-6 applicants per training sessions.
- **AGM Date for 2025 –** To be determined.
- **Colombo Lodge Fundraiser –** Has been cancelled due to our new upcoming partnership with EKFH. Their gala is November 1<sup>st</sup>, and all proceeds will go towards our future Hospice House.

#### **Additions to the Agenda**

1. “What do we do Now” booklet

A community organization is looking for an old copy of this booklet. We no longer print it, and it appears to contain a wealth of community contact information for clients, family and friends for help with dealing with the death of a loved one. Board decided that we will not be updating the information as it would be a massive project to confirm all correct contact information. The copy will be provided to the organization that requested assistance.

**Next meeting:** Wednesday, July 16<sup>th</sup> at 6:00 pm

### **UPCOMING EVENTS REMINDERS:**

- ✚ **Saturday July 5** - Cranbrook Farmers Market 10:00 am -1:00pm (PENDING)
- ✚ **Monday, July 14** – Our course – Your Cause Purcell Golf Course **NEW EVENT**
- ✚ **Friday, July 18** – Boston Pizza/Jack Carter GM Charity Golf Tournament 1:00 pm start time
- ✚ **Saturday, August 2** - Cranbrook Farmers Market 10:00 am -1:00pm (PENDING)
- ✚ **Friday, Saturday, Sunday August 8,9,10<sup>th</sup>** - Rock the Kootenays Festival
- ✚ **Saturday, September 13**– McPherson's BBQ Fundraiser (unsure of start time)  
**Had to be moved to Sept 13<sup>th</sup>**
- ✚ **Friday, September 12 & Saturday, September 13<sup>th</sup>** – Kootenay Rockies Gran Fondo organized by Cranbrook Sunrise Rotary Club (unsure of start time)
- ✚ **Saturday, November 1<sup>st</sup>** – EKFH Starlight Gala