



Cranbrook ♥ Kimberley

HOSPICE SOCIETY

Hands that Serve | Hearts that Care

UNIT 2, 37 – 9TH AVENUE S. CRANBROOK, BC V1C 2L9

Office: (250) 417-2019

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July 16, 2025

Board Meeting Minutes

In attendance: Francine Guerrette-Smith, Greg Sternig, George Watson, Karolyn Fruncillo

Regrets: Robin Cameron, Diane Haley

Call to order: 5:57 pm

Adoption of Agenda: Approved Greg & Francine

Additions to Agenda: None

Minutes from last meeting: Approved Greg & Francine

Unfinished business:

- *Policy and Procedures* – ongoing
- *Hospice House Piggy Bank* – on hold until an architectural design is made of our future hospice house
- *Next Training Sessions* – September/October tentatively
- *Tablecloth* – in progress, waiting to hear that they are ready for pickup. Anywhere Garment is the vendor.
- *Business Cards* – business cards for board and staff – OA looking for quotes
- *Employee and Family Assistance Program* – OA looking for local support from councilors to see if they would provide support for volunteers at a reduced rate. The old FSEAP program was expensive annually and was never used much.
- *Portrait (Corrine Highwood)* – in progress

Treasures Report



Copy of April-June
2025 Inc. St.xlsx



Copy of June 2025
Inc.St.xlsx



Copy of
BUDGET-Apr 1 2025-

Board approved budget for the fiscal year.

There is a huge variance in our liability insurance from this time last year.

Discussion to be continued for August board meeting with results of what caused that variance.

Office Administration Report

Current Statistical Information:

67 members

4 new members joined since June 2025

16 volunteers for Kimberley (12 client facing and 1 for fundraising, 1 for music therapy, 2 in training)

51 volunteers for Cranbrook (25 client facing, 16 non-client members, 5 board members, 5 fundraising only)

Volunteer hours for:

June= 481 hours (27 responders)

Kimberley Clients = 17 clients

Cranbrook Clients = 50 clients with 4 on hold

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

June Intake=4

July Intake=3

CKHS New members

A big welcome to our five new volunteers Brittany Stambulic, Deb Smithurst, Barb Fenwick, Kim Lutz and Jenn Glover. We recognize that all nonprofit organizations are always looking for new volunteers, and we are so happy to have you pick us. Thanks for joining our society.

Volunteer Survey Feedback

A recent survey of CKHS volunteers reveals a predominantly positive and rewarding experience, marked by deep satisfaction from helping others and contributing to the community in Cranbrook and Kimberley. Volunteers consistently express a sense of fulfillment, finding their work enriching despite its inherent challenges. Feedback has been forwarded to volunteers.

Membership Packages

Continued interest from the community enquiring about becoming a volunteer for Hospice. There are 10 packages out, 4 have been returned. Our need for volunteers' advertisements have definitely been successful. We have 3 new volunteers interested in being client facing volunteers that are currently taking the first 3 modules online.

Memory Bear Ornaments and Pocket Hugs

The ladies continuing to be busy. Deb has designed CKHS Christmas ornaments and pocket hugs. They will be advertised on Facebook and sold in the office in the near future.

Coffee, Cookies and Conversation

These meetings will be held twice a month and will begin Friday, September 5. The meetings will be held every other Friday to start from 10:00-12:00 noon at the CKHS boardroom. We are looking for volunteers that will be interested in hosting a meeting and supplying cookies for the event. These are not designed to be formal meetings, just an opportunity to talk and connect with your fellow volunteers. If you agree to host and organize a Friday, you would be responsible for the goodies provided. Thank you to Judi Watson for initiating these future Fridays. If you can host a Friday, please call Judi at 250-919-9463.

Black Heart removed from all advertisements

The black heart that was designed with our hospice logo has now been replaced with a red heart. This has been changed on our website and all our brochures. Our office door has been updated to read info@ckhospice.ca not .com.

Quarterly Newsletter

First edition shared. Improvements to come. One suggestion is to have a volunteer news corner. If a volunteer has great news to share please let me know and I will include it on

our newsletter. For example," Francine is a new grandmother to a beautiful grandson! Congratulations Francine! Karolyn's son Joel is getting married September 13th!

UPCOMING EVENTS REMINDERS:

-  **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 8,9,10th** - Rock the Kootenays Festival
-  **Saturday, September 13**– McPherson's BBQ Fundraiser (unsure of start time)
Had to be moved to Sept 13th
-  **Friday, September 12 & Saturday, September 13th** – Kootenay Rockies Gran Fondo organized by Cranbrook Sunrise Rotary Club (unsure of start time)
-  **TRICKLE CREEK GOLF FUNDRAISER** – still being planned at this time, no date confirmed.
-  **Saturday, November 1** – EKFH Starlight Gala

Bereavement Report

We are waiting on a quote from Huckleberry Books for books needed to support our BSG programs. Board pre-approved a quote for \$2000 with a \$200 variance. Kimberley volunteers are hoping to start BSG in the fall, hosted by Anne and Marla. BSG planned for the fall in Cranbrook by Cheryl and Terri.

The group comprised of Marla, Rikki, Chris and Cheryl continue their dive into finding supports and resources that may help future support groups for addictions and suicides.

Future Men's BSG for the fall, at this time more names are needed to make a group possible. Please contact the office if you know of any males that are struggling with a loss of a loved one and you think may benefit from group support.

Hospice House update & Presidents Update

We are happy to say that we are in final negotiations with the city to secure land property. We hope to make an official announcement very soon!

The steering committee met with Interior Health on July 9th and will continue to hold discussions. Further effort is needed to develop a productive working relationship. The committee will continue to meet for ongoing strategic planning for the project.

New Business

- *Office Administrator Job Description* – board to approve for August board meeting. A copy will be shared with the members upon approval.
- *Office Administrator Evaluation* – George and Karolyn met to complete the one-year performance evaluation. It was agreed Karolyn meets expectations and will continue her employment with CKHS.
- *Nav- Care* -August 7th meeting with Trail Hospice – Dr. Andreas highly suggests we find out more about Nav-care services. A meeting has been scheduled for August 7 with Trail Hospice.
- *Fundraising Updates*- “Our Course- Your Cause”- was rained out. Karolyn attempting to rebook. Opa/ Northstar Charity Golf Tournament is still a go.
- *Book expenditures* – as discussed under bereavement update
- *Advanced Care Planning* – we hope to host a workshop here in Cranbook soon. More information coming

Next meeting: Thursday, August 21 at 6:00 pm sharp

Adjourned: 7:52