



Cranbrook ♥ Kimberley
HOSPICE SOCIETY
Hands that Serve | Hearts that Care

August 21, 2025

Board Meeting Minutes

In attendance: Francine Guerrette-Smith, Greg Sternig, George Watson, Robin Cameron, Diane Haley, Karolyn Fruncillo

Call to order: 6:06 pm

Adoption of Agenda: Approved Robin & Francine

Additions to Agenda: None

Minutes from last meeting: Approved Greg & Francine

Unfinished Business

❖ Office Administration Job Description

The Board approves new job description effective August 21, 2025. Please see job description in link below.



Office
Administrator Job D

- ❖ Policy and Procedures – Slow progress being made
- ❖ Next Training Sessions – Waiting to hear back from instructors with dates of availability. At this time, we have 5 new student volunteers that will be trained this fall, 2 for Kimberley and 3 for Cranbrook.
- ❖ Tablecloths – Are in! Two tablecloths have been purchased that can be used at our future fundraising events. They were made by Anywhere Garment.
- ❖ Business Cards – cards for George and Office admin are in progress

- ❖ EFAP - The board agrees that they would like to discontinue this service due to the cost and low volunteer engagement with the program. We would like to find a local counsellor that would be able to assist a volunteer in the event that professional counselling is needed. In progress.
- ❖ Portrait- Karolyn spoke to Brian Clarkson, and he agreed to help find an appropriate picture for Corrine to sketch.
- ❖ Volunteer Survey – Francine will speak with Marla for follow-up

Treasures Update

Hospice House Building fund is currently at \$150,000; this is before the anonymous donation of 242,000, Rock the Kootenays fundraiser and the July 18 charity golf tournament. We are currently still waiting to receive those donations. A great start for our hospice house, indeed.



July 2025 vs 2024
BS.xlsx

Office Administrators Report

Current Statistical Information:

71 members (this is significantly up from last year at this time which was 54)

16 volunteers for Kimberley

55 volunteers for Cranbrook

Volunteer hours for:

July = 289 hours (24 responders)

Kimberley Clients = 18 clients

Cranbrook Clients = 42 clients, 3 on hold

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

July Intake=3

August Intake=6

Office Update

- Custom logo Canopy Tent
Office administrator looking for quotes for a commercial grade pop up tent for future fundraisers. In Progress
- Chamber of Commerce
CKHS is now officially a member of the Cranbrook Chamber of Commerce. They plan to drop off a member package and a membership sign we can display.
- Zena Williams Diamond Art
Zena has donated a beautiful diamond art painting to CKHS. She has also dropped off diamond art book marks and key chains for the office to sell and promote. At the Art Walk in Kimberley held August 16 & 17th, she promoted hospice and made \$193 in donations that will go directly towards our Hospice House. Thank you, Zena!
- Digital Marketing personnel
The board was asked to consider hiring someone to be responsible for our digital marketing. This would include managing and improving our website. In progress with continued discussions.
- Bereavement Support Groups
Kimberley clients have been phoned with low interest. BSG is set in Kimberley to run from Sept 23 – Dec 2. Information posters have been made; ad placed on Facebook and volunteers emailed. Hopefully we will gain more interest. Call out will begin for Cranbrook Women's BSG soon.
- Steering Committee Project
Office Admin working on Google slide project for presentation to IH.
- Gran Fondo
- 1 more volunteer still needed for the weekend. I will continue to send out emails seeking help! It would be great to have a lead for the event.

- Starlight Gala

Brenna and office admin to meet to discuss event planning for Starlight Gala. She would like to know how many tables she should RSVP for the board and members.

Bereavement Report

Francine to coordinate with Marla a schedule for future bereavement training for volunteers.

Hospice House Update

Greg spoke about the meeting with David Wilks that occurred August 8th. David gave his full support to our future Hospice House and provided a wealth of information to the committee which included directives and suggestions for our next meeting with Interior Health. CKHS Steering Committee hopes to meet with Interior Health intern CEO, Sylvia Weir on Sept 11th or 12th. Greg reminded the board that the East Kootenay Foundation for Health has committed to making our Hospice House their main fundraiser for the next couple of years.

Presidents Report

- ❖ George suggested the board needs to investigate why we are not seeing more palliative patients needing our services. The palliative rounds meeting we attend indicate we should be seeing more clients than what we do.
- ❖ George will be meeting with our web designer Genex to see if they can assist with branding, advertising and marketing.
- ❖ At our upcoming AGM we are hoping to see the board expand to 7 members. The board would really like to see a Kimberley volunteer become a board member, the representation from Kimberley is really needed.
- ❖ Colombia Basin Trust Organizational Assessment that was provided last April, 2024 will be on the next board meeting agenda for discussion

New Business

- ❖ Criminal Record Check (CRC)- discussion was had that our current policy is inadequate. Due to the volunteer work, we do and working with the vulnerable sector, all volunteers must have a clean background check and have a clear criminal history. This is currently not specified in our current policy and procedures. In Progress
- ❖ Nav-Care – George, Francine, Marla and Karolyn met with Nav-Care coordinators Gail Potter and Brenda Hooper from Trail Hospice to gather information on what Nav-Care is all about. The board approved that we will continue to gather information to determine if we would like to consider offering nav-care as a service. George and Francine to reach out suggested contacts for more information.
- ❖ AGM Date - Our annual AGM meeting will be held Thursday, October 23 at 6:00pm, tentatively at McPhersons Funeral Home. Save the date please.

Next Meeting: Thursday, October 9 at 6:00 pm. There will be no board meeting in September.

Adjourn: 7:53

UPCOMING EVENTS REMINDERS:

-  **Friday, Sept 5 - Bridge Interior BBQ – 11:00-5:30**
-  **Friday, Sept 5 – Coffee, Cookies & Conversation** at CKHS office 10-12.
-  **Thursday, Sept 11th or Friday, Sept 12th** – tentative meeting with Sylvia Weir and David Wilks
-  **Friday, September 12 & Saturday, September 13th** – Kootenay Rockies Gran Fondo **Friday, Sept 12 (12:00-9:00 pm) Saturday (7:00 am to 3:00 pm)**
-  **Saturday, September 13– McPherson’s BBQ Fundraiser 11:00-3:00**
-  **Saturday, November 1 – EKFH Starlight Gala**

