



Cranbrook ♥ Kimberley
HOSPICE SOCIETY

Hands that Serve | Hearts that Care

October 8, 2025

Board Meeting Minutes

In attendance: Francine Guerrette-Smith, Greg Sternig, George Watson, Diane Haley,

Regrets from: Karolyn Fruncillo Robin Cameron

Call to order: 6:01 pm

Adoption of Agenda: Approved Greg & Diane

Additions to Agenda: Update on meeting with Golden Life
CRC policy & discussion

Minutes from last meeting: Approved Greg & Francine

Unfinished Business:

- **Policy & Procedures** – update ...on going
- **Portrait** – Portrait of hands is still being completed by artist Corrine Highwood
- **EFAP** (Employee and Family Assistance Program)

Provider Profile and Qualifications

The proposed EFAP (Employee and Family Assistance Program) support will be delivered by Chris Huston, a highly experienced clinician offering specialized clinical support.

- **Designation:** Registered Clinical Social Worker (BC College of Social Workers).
- **Education:** Holds a graduate degree in Social Work from UBC.
- **Experience:** Brings 30 years of clinical service to individuals and families.

- **Specialization:** Current focus on trauma and loss-based support, which is directly relevant to the hospice environment.

Proposed Service Structure and Compensation:

To increase accessibility and utilization, the service is offered through a tiered compensation model:

- Pro Bono Support: Chris Huston will provide up to two sessions per month for the volunteers at no financial cost.
- Reduced Rate: Any clinical visits required beyond the two complimentary sessions will be offered at a half-rate of \$70 per session (standard clinic rate is \$140/session).

Confidentiality and Reporting Commitments

All professional standards for privacy and data protection will be strictly upheld:

- Confidentiality: Strict confidentiality of all clinical/treatment information is required, adhering to BC College of Social Workers' guidelines and the FOIPPA (Freedom of Information and Protection of Privacy Act).
- Reporting: Chris Huston is prepared to provide non-identifying utilization statistics on an annual basis upon request by the hospice administration.

Treasure Report

A report will be provided for next meeting in November.

Office Administrators Report

Office Admin Report for October 2025

Current Statistical Information

70 members

16 volunteers for Kimberley (2 are in training)

54 volunteers for Cranbrook (3 are in training)

Volunteer hours for:

August = 413 hours recorded (29 responders)

September = 499 hours (33 responders)

Kimberley Clients = 19 clients

Cranbrook Clients = 47 clients, 3 on hold

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

August Intake=4

September= 3

October has proven to be a heavy intake month with 9 new clients in the first 2 weeks.

Starlight Gala donations

Little interest in help finding donations for the Starlight Gala. 18 people attending the gala on behalf of CKHS. Zena is helping in Kimberley approaching businesses for donations.

Canopy Tents

Still seeking quotes for a commercial 8 x 10 tent for our future outdoor fundraising events. Not a priority currently. Sidekick a local company has provided a quote, OA happy to have found someone local.

50/50 Raffle

Still waiting to hear back from the BC Gaming commission. Our application continues to **say in progress.** Emailed and waiting for a response. Confirmation is required so tickets can be ordered and venues booked to sell our 50/50.

Bereavement Report

Bereavement training sessions taking place this fall in Cranbrook. Oct 25 & Nov 8. Once the last session is complete this would make 15 newer volunteers trained in bereavement support in 2025.

Volunteer Report – Pot Luck Dinner

A pot luck dinner is planned for Cranbrook volunteers; this will be held at the Willowbrook community hall on Monday October 20 from 5-9. Dr, Greg Andreas will be making a presentation to volunteers. Thank you to all our volunteers our doors wouldn't be open without you!!! We want to express our profound, heartfelt appreciation to the

dedicated hospice volunteers for their selfless commitment, compassion, and truly invaluable service to the community.

Presidents Report

- George announced that Holland America will be donating a cruise again this year.
- Runners RV has donated 2 Kuma Chairs for the Gala
- Cranbrook Bucks has donated 4 tickets and a gift certificate for the restaurant
- The 1st annual CKHS golf tournament will take place Saturday, August 29, 2026.

New Business

- **Criminal Record Check:** In Camera discussion
- **Upcoming Events:**
 - October 15th** – CKHS meeting with MLA Pete Davis
 - October 17 & October 31** – Coffee, Cookies & Conversation
Held at CKHS office boardroom
 - October 17** – ACP workshop in Kimberley at library 11:00-12:15
 - October 20** – Potluck Dinner 5:00-9:00 Willowbrook community hall
 - October 23** - AGM at McPherson's Cranbrook 6-8 pm
 - November 1** – Starlight Gala
- **Nav- Care**
Still under investigation
- **Golden Life Management Update:**
Possibility of a partnership with CKHS for Hospice House. This may be on hold after the BC government announced they will no longer fund private care facilities respite beds. More information to come.
- **Kimberley & District Community Foundation Grant**
Karolyn is applying for a \$5000 grant in request of IT support, if approved this will help with financial payment to upgrade our website.
- **Website Management** – Board has approved independent contractor Andy Lewis to help maintain and improve our website. Stay tuned there will be big changes happening on our website.

AGM & Board Discussion

The current Board of Directors is looking to expand from five to seven members to better serve our community. We are excited to announce that a dedicated volunteer from Cranbrook has already expressed interest in joining. We are actively seeking an additional, committed individual from Kimberley to fill the remaining vacancy.

If you are interested, please contact George Watson gjwalrus@msn.com. Chair, George Watson and co-chair Francine Guerrette Smith are both up for re-election.

Adjourn: 7:45 pm

Next Board Meeting: To be determined.