



Cranbrook ♥ Kimberley  
HOSPICE SOCIETY

Hands that Serve | Hearts that Care

## **Board Meeting Minutes**

**Date:** January 20, 2026

**In attendance:** Cheryl Savage, Diane Haley, Francine Guerrette-Smith, Robin Cameron, George Watson via Teams

**Regrets:** Greg Sternig

**Recorder:** Karolyn Fruncillo

**Call to order:** 6:08 pm

**Adoption of Agenda:** Moved by Cheryl Savage, seconded by Diane Haley; CARRIED.

**Minutes form last meeting:** Moved by Robin Cameron, seconded by Diane Haley; CARRIED

**Additions to Agenda:** Memory Bears and the Media

## **Unfinished Business:**

**Website Management** – Andy Lewis from Digital Creative provided a slide deck for board consideration to upgrade our website donation payment options. Andy supplied information from 3 companies that we could use, including their pro's, cons and annual cost. Still under review.

**Signing Authority: Second Approval** – Board unsure if Greg has second signing authority. Greg to confirm when he is back.

**50/50 Fundraiser Update** – 50/50 raffle will run February 4- May 4. Winning ticket drawn Monday, May 4. Tickets are 3 for \$20.

**Status of MOU with EKFH (Draft #2)**- Waiting to hear back from EKFH board to see if they have approved the second draft.

**Interior Health Contract** – waiting for IH to contact us. They said they will present a contract to us before our contract ends, March 31,2026.

**Canopies** – have been ordered. We received generous offers from Selkirk Signs, who is providing with us a free canopy. Sidekick Printing will give us 50% off the canopy ordered.

**Facebook Ownership-** Still in progress

**Policy & Procedures** - Still in progress. The goal is to update the policies and procedures, remove antiquated data. Board will review and approve new P&P when complete.

**Business License Information** – We are currently awaiting written confirmation from Cranbrook Bylaw regarding the 'non-profit' status of our volunteers. This request pertains to individuals selling homemade items where 100% of proceeds are donated to hospice. While we have received verbal assurance that these activities fall under a non-profit designation, we have requested formal documentation to ensure full compliance.

### **Treasurer Report**

We continue to be in a healthy financial state.

### **Key Highlights for the period of April – December 2025**

**Net Income:** The organization earned \$89,777.26, a healthy \$6,494.90 increase over the previous period.

**Revenue Growth:** Total income rose to \$165,479, up about 5.5%.

### **Income Highlights**

- **Donation Surge:** Direct donations and new "Community Grant" donations increased by over \$53,000 combined.
- **Shift in Strategy:** Due to the fall/winter 50/50 raffle being cancelled fundraising and Raffle revenue dropped to \$0, but this was successfully offset by the increase in direct donations and grants.
- **Passive Income:** Interest income saw a modest gain of \$843.97.

### **Expense Highlights**

- **Payroll Increase:** Employment costs are the largest expense at \$38,260.50, rising significantly by \$12,349.01 compared to the last period.
- **Operational Savings:** By cutting out fundraising events, the organization saved \$11,511.39 in associated fundraising expenses.
- **New Program Spending:** New allocations were made for Hospice House (\$4,849.40) and Printing & Copying (\$2,383.85).

Moved by Cheryl Savage, seconded by Diane Haley; CARRIED

Financial reports to be sent in a separate email to volunteers.

## **Office Administrator Report**

### **Current Statistical Information:**

75 members

20 volunteers for Kimberley

55 volunteers for Cranbrook

December Volunteer Hours recorded = 459.5 hours

Recorded volunteer hours for 2025 are 5185.5 hours

December Intake = 5 clients

Kimberley Clients = 14 clients

Cranbrook Clients = 48 clients

BSG clients 14 from Cranbrook

Currently we are helping 76 clients including BSG clients.

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

### **Office Update**

**Grants** -Office Admin currently applying for grants through Columbia Basin Trust and Community Foundation for Kootenay Rockies. One grant has been submitted. Sunrise Rotary will once again be applying for a grant on our behalf.

**2026 Membership renewal is now open** – only 1 volunteer confirming that they will not be renewing.

**Calendar of Deadlines** – has been updated with Robin. This is an outlined calendar stating when reporting is due for gaming accounts, source deductions, AGM minutes, IH report and all other deadline requirements, etc.

**Bank Deposit procedure** – We have updated our bank deposit procedures, standardizing instructions for better clarity and accuracy

### **Donations**

We received another anonymous donation of \$75,000 for Hospice Home. The donor wishes to remain anonymous.

**Fundraising Thermometers** – are being designed, and two have been ordered so Kimberley will have one.

**Upcoming Primary Training** – We have 4 confirmed applicants that will be ready for in class training this spring. Two more applicants need to be interviewed.

Moved by Robin Cameron, seconded by Cheryl Savage; CARRIED

### **Hospice House Update**

Chair, George Watson presented a report on a prospective land donation in the RDEK. A 4.2-acre lot on King Street has been offered; due diligence regarding zoning and utilities is underway to confirm if this property will work for us.

College Way property - We are currently deterred by two major factors: the \$1.5–\$2 million servicing estimate provided in Cranbrook's engineering report and the unresolved uncertainties surrounding land ownership. These issues make proceeding with the college lot difficult at this stage.

### **New Business**

**CKHS Fundraising committees formed** - Zena Williams would like to be the lead for a Kimberley fundraising committee and suggests a lead for Cranbrook is needed as well. She suggests that the committees are kept small, with a chair, co chair and a couple of volunteers for each community. She would like to coordinate with Brenna from EKFH any fundraising events to prevent confusion. The primary goal would be to contact business people and ask for support for fundraising. There a lot of community events both in Cranbrook and Kimberley that we could have a table at the very least promoting our hospice home project and our current hospice services. The committees would then report to the board all fundraising activities. Zena suggests that each committee could have one committee designate to recruit new volunteers. The board will consider Zenas proposal for further discussions when Greg is back and with the steering committee.

**Cranbrook Lead for Advanced Care Planning in Cranbrook** - Office administrator Karolyn will be the new lead instructor for Cranbrook ACP. Please reach out to her in the office if you would like to learn more about ACP and be part of a launch workshop for Cranbrook.

**Save-on Fundraiser** – Brenna and Karolyn to approach Ted Murrell, manager of Save-on about fundraising ideas.

**Trio on the Mountain fundraiser June 26** – EKFH has confirmed this fundraiser. This will be a wine/cheese appetizer event at the Kimberley Ski Hill. Tickets will be \$40 per person, 200-300 tickets sold. There will be two musical performers for the night. Guests will ride the chair lift up to the event. More info to come.

**Mr. Mikes BBQ fundraiser May 7<sup>th</sup>**- held during hospice week to celebrate, educate and bring awareness to hospice home and our services. More info to come.

**Volunteer driver** – The Board reaffirmed that all volunteer drivers must meet standard organizational requirements—including active membership, a clear Criminal Record Check (CRC), and a clean driver's abstract—to ensure insurance compliance and organizational safety.

**Succession Planning & Strategic Planning** – CKHS will be growing exponentially in the very near future. Succession planning needs to be discussed to keep the society running smoothly. Strategic planning also needs to be addressed to answer key questions. Where are we now?

- ❖ Where do we want to go?
- ❖ How will we get there?
- ❖ How will we measure success?

Waiting for Gregs return so a planning meeting can be scheduled for board members. Board will review the Colombia Basin Trust assessment that was completed April 2024.

Moved by Diane Haley, seconded by Cheryl Savage; CARRIED

### **Addition to the Agenda**

Deb Smithurst (Memory Bears) has been approached from CBC; they will be filming a segment with Deb and Barb about the making of their memory bears.

CKHS Volunteers to be featured on CBC, volunteers Deb Smithurst and Barb Fenwick will appear in a CBC segment to discuss the growing popularity of the Memory Bears that they design. These bears, handcrafted from the clothing of deceased loved ones, provide a source of comfort and healing for grieving families. This feature highlights the compassionate care provided by CKHS as they work toward the EK Hospice Home Project.

Note on Airing: We will share the specific airing dates and times as soon as they are confirmed by the CBC.

Moved by Robin Cameron, seconded by Diane Haley; CARRIED

## **Upcoming Events**

**January 23** – Coffee, Cookies & Conversation – Guest speaker Dr. Greg Andreas

**Feb 4** – *50/50 Raffle* Fundraiser begins

**Feb 6**- Coffee, Cookies & Conversation (hosted by Jackie Jensen)

**Feb 10** – *BSG meeting* at 4:00 pm at the CKHS office boardroom

**Feb 20** - Coffee, Cookies & Conversation (hosted by the Cliffords)

**Feb 15** – *For the Love of Music fundraiser* sponsored by Kimberley Shared Ministry

**February 19<sup>th</sup>** – *CKHS Board Meeting* at 6pm

**March 2026** – **Burger of the Month** – multiple restaurants in Cranbrook will be offering a specialized burger at their restaurant. Most restaurants will be selling their 'burger of the month' for \$25, \$10 from each burger will go toward hospice home.

**March 6** - *Coffee, Cookies & Conversation* (hosted by Jeff Williams)

**March 20** - *Coffee, Cookies & Conversation* (hosted by Mark Cameron)

**April 18**- *Advanced Care Planning Symposium* at McPherson (more info to come)

**May 4<sup>th</sup>** – *50/50 Raffle* closes and winner is drawn

**May 7<sup>th</sup>** – *Mr. Mikes BBQ* 11:30-2:30 (more info to come)

**June 26** – *Trio on the Mountain* (more info to come)

**August 29<sup>th</sup>** – *Charity Golf Tournament* (more info to come)

**Next meeting:** Thursday, February 19 at 6:00 pm

**Adjourned:** 7:54 pm