



Cranbrook ♥ Kimberley  
HOSPICE SOCIETY

Hands that Serve | Hearts that Care

## **Board Meeting Minutes**

**Date:** February 19, 2026

**In attendance:** Diane Haley, Francine Guerrette-Smith, Robin Cameron, Greg Sternig

**Regrets:** Cheryl Savage, George Watson

**Recorder:** Karolyn Fruncillo

**Call to order:** 6:00 pm

**Adoption of Agenda:** Moved by Robin Cameron, seconded by Diane Haley; CARRIED.

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

**Additions to Agenda:** None

**Treasurer Report:** Presented by Robin Cameron

Current revenue exceeds the previous year's totals for the same period by \$88,000.

Final reconciliation of the Starlight Campaign is pending; meanwhile, a total of \$136,738.44 will be reallocated to GIC investments.

Moved by Greg Sternig, seconded by Diane Haley; CARRIED

**Fundraising:** Presented by Karolyn Fruncillo

Feb 15<sup>th</sup> event "For the Love of Music" event raised just under \$1200 for hospice house. Thank you to Zena Williams for attending on behalf of CKHS.

Burger of the Month is set to begin next week and run the whole month of March. Hospice is the chosen recipient of this fundraiser. There are 18 restaurants involved, 3 of them from Kimberley. EKFH put forth our name as the recipient of this year's fundraiser.

Kimberley Save-on Foods have confirmed that they will be running a fundraiser on our behalf. This fundraiser will be "round up" at the till, April 9-22. Waiting to confirm that Cranbrook Save-on is also part of this fundraiser.

Casino Night – will not be happening as we had hoped.

Moved by Greg Sternig, seconded by Robin Cameron; CARRIED

## **Office Administrators Report** Presented by Karolyn Fruncillo

### **Current Statistical Information:**

**Membership:** 74 total (44 renewed for 2026).

**Volunteer Hours:** 587.5 (January) | 5,185.5 (Total for 2025).

**Client Load:** 67 active clients (45 Cranbrook / 14 Kimberley / 8 BSG)

4 volunteers at this time will not be renewing for 2026

January Intake = 6 clients

9 of our clients have completed their palliative journeys in 2026 so far.

### **Office Update**

Grants have been applied for.

I expect to receive notification regarding our Community Foundation of the Kootenay Rockies grant application by April 12th.

RDEK Redi grant approval will be determined June 12<sup>th</sup>.

The discretionary grant through the RDEK, I am unsure of timeline.

### **50/50 Raffle**

50 of our 200 booklets have been signed out. Zena and Kimberley group will be selling 50/50 at the dynamiters games and Save-on. OA is applying for fundraising at the Tamarack Mall, but is currently waiting for an insurance certificate needed to book events.

Donorperfect – I was told onboarding would be a minimum of 2 weeks, however due to donorperfect schedule I can't even meet with the trainer until the first week of March, so safe to say we are looking at more like mid-March for startup.

Education- In class sessions scheduled for April. We have 5 new volunteer students that are excited to becoming face to face volunteers. They are all Cranbrook volunteers.

Interior Health Contract – waiting for a certificate of insurance from Marsh to complete our contract binding obligation. George has signed the contract on behalf of hospice. We now have a 3-year contract with them that is set to expire March 31,2029.

Memorial shadow box for Emily Lawes – will be a slow process due to the situation.

Overall, the office has become extremely busy with the 50/50, launching of the new nature grief walks, insurance renewal for CKHS and IH, scheduling upcoming training sessions, training for the donorperfect system, membership renewals and office communications of all types.

Moved by Greg Sternig, seconded by Diane Haley; CARRIED

**Bereavement Report:** Presented by Francine Guerrette-Smith

February 10<sup>th</sup> meeting that was for BSG instructors was successful. Additions for a Substance Abuse manual is based on our current facilitator's manual but with additions suitable for substance abuse group. The regular facilitator manual is untouched.

Two Women's BSG sessions have finished (Nov–Feb) with 12 total participants. This adds to the Kimberley Women's group that finished this past December with 4 participants. Men's BSG is still ongoing with two men currently involved.

The group decided that CKHS needs a better follow up for providing bereavement support for families of loved ones that have passed. Cards will be made and be available for all volunteers to give to families about our one-on-one bereavement support and BSG's.

CKHS is always looking for more BSG instructors. If this interests you, please let the office or Francine know. This would be open to volunteers that have completed their primary training and have some client experience.

Moved by Robin Cameron, seconded by Diane Haley; CARRIED.

**Hospice House Update:** Presented by Greg Sternig

Greg and the steering committee continue to have talks with Mayor Price about possible land available within the city of Cranbrook.

Greg has engaged several local realtors to identify suitable properties that align with our site requirements for potential purchase.

In Camera Discussion.

The board moved in camera at 7:00 pm and rose from in camera at 7:05 pm.

Moved by Diane Haley seconded by Robin Cameron; CARRIED.

**Unfinished Business:**

1. *Follow up from the presentation and discussion with Zena Williams in January*

Zena Williams has proposed establishing a small, community-focused fundraising committees for Kimberley and Cranbrook to support the hospice home project and current services. Zena has offered to lead the Kimberley group and recommends a similar lead be found for Cranbrook, with each team consisting of a chair, co-chair, and a few volunteers, including a designated recruiter. The primary strategy involves direct outreach to local businesses and maintaining a presence at community events to increase visibility. To ensure clear communication and avoid public confusion, Zena intends to coordinate all efforts with Brenna from EKFH, with both committees reporting their activities directly to the board.

The board votes yes in favour of this proposal. Moved by Greg Sternig seconded by Diane Haley; CARRIED.

Karolyn will send out an email to volunteers to see who may be interested in being a lead fundraising head for Cranbrook.

2. *Signing authority*- Greg officially now has signing authority. George and Karolyn also have signing authority on behalf of CKHS.
3. *MOU with EKFH* – because EKFH and CKHS are both charities a MOU is not required. EKFH lawyers deem this is not necessary.

Moved by Greg Sternig, seconded by Robin Cameron; CARRIED

**New Business** Presented by Karolyn Fruncillo

### **72-hour Community Fundraiser**

A new volunteer has brought forth a great suggestion of CKHS hosting a 72-hour fundraiser A high-urgency, 3-day digital and media blitz to fund the Cranbrook/Kimberley Hospice House. No events or sales; focus is purely on direct donations driven by a "72-hour window" and a clear, emotional message about the need of a hospice home and raising awareness. Broad community participation (e.g., 200 donors at \$50) to raise an initial \$10,000. We will try to secure corporate "matching gift" sponsors prior to launch.

Moved by Diane Haley seconded by Robin Cameron; CARRIED.

### **50/50 Raffle- are volunteers and spouses allowed to buy tickets?**

The board has reached the following decision regarding eligibility:

- **Volunteers:** Are allowed to purchase tickets (provided they are not actively selling them at the time of purchase).
- **Board Members & Spouses:** Are not allowed to purchase tickets. This restriction applies to all current board members, office staff and their respective spouses.
- **Family Members:** Relatives who do not reside in the same household as a board member or volunteers are allowed to purchase tickets.

Moved by Greg Sternig seconded by Diane Haley; CARRIED.

### **Administration 5% donation deduction**

The board has approved a 5% deduction that will be applied to all direct donations made to CKHS. The money will then be allocated towards our future hospice home staffing. The society will grow with the hospice home being built, and there will be various staffing positions to be

filled in the future, including an executive director. Moved by Greg Sternig seconded by Robin Cameron; CARRIED.

### **Square debit machine for Kimberley**

The board has decided at this time that Kimberley does not need a square machine to accept debit and credit card payments. In the future this may need to be reconsidered but for now, it's a no.

Moved by Greg Sternig seconded by Robin Cameron; CARRIED.

### **Marsh Insurance Renewal**

Karolyn and Robin are working together to complete our insurance application for 2026.

### **Grant Ideas and needs for CKHS**

Office admin has asked the board to identify high-priority items to feature in the next round of grant applications. This will be carried over to the next meeting for discussion.

### **Decision Making Process & Strategic Planning**

The board has voted in favour of Columbia Basin Trust assisting with developing a strategic plan for hospice. CBT was used 2 years ago to provide an organizational assessment. A grant will be applied for to cover the cost of the assessment and plan.

Moved by Robin Cameron, seconded by Diane Haley; CARRIED.

### **Upcoming Events**

**March 2026 – Burger of the Month** – 15 restaurants in Cranbrook and 3 in Kimberley 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* at CKHS 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, March 19 at 6:00 pm

**Adjourned:** 7:38 pm