



Cranbrook ♥ Kimberley  
HOSPICE SOCIETY

Hands that Serve | Hearts that Care

## **Board Meeting Minutes**

**Date: March 19, 2026**

**In attendance:** Francine Guerrette-Smith, Robin Carmeron, Diane Haley, Cheryl Savage, Greg Sternig, George Watson via Google Meet.

**Regrets:**

**Recorder:** Karolyn Fruncillo

**Call to order:** 6:01 pm

**Adoption of Agenda:** Cheryl S, Greg S

**Minutes form last meeting:** Approved Robin Cameron seconded by Diane Haley; CARRIED.

**Additions to Agenda:** In camera discussion and recognition from George.

## **Treasurer Report**

We continue to be in a healthy financial state. Investments that have recently matured have been reinvested. One term deposit of \$29,000 will be moved into our operations account. Financials will be sent to all members.

Moved by Greg Sternig seconded by Cheryl Savage; CARRIED.

## **Office Administrator Report**

### ***Current Statistical Information:***

74 members

19 volunteers for Kimberley

56 volunteers for Cranbrook

4 volunteers at this time will not be renewing for 2026

February Volunteer Hours recorded = 489 hours

54 of our 74 members have renewed for 2026

February Intake = 6 clients

2 intakes for March = 1 for Cranbrook and 1 for Kimberley very slow month

Kimberley Clients = 19 clients

Cranbrook Clients = 43 clients

BSG clients 4 from Cranbrook

Currently we are helping 66 clients including BSG clients.

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

#### Membership renewal

56 of our 74 members have renewed for 2026

4 volunteers at this time will not be renewing for 2026

Individual emails will be sent out next week reminding those that have not renewed for 2026 to renew before March 31.

Office admin attended a RDEK meeting March 18<sup>th</sup> to make a presentation for our discretionary grant proposal. The proposal for this grant was to ask for them to pay for the cost of our donor management system contract for the next 2 years. They have agreed to pay us \$800.

**Donorperfect** – It is all set to go waiting for Andy to link donorperfect to our website.

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

Updates to the new Substance Abuse Bereavement Support Group manual is almost complete. For those that don't know, the manual maintains all its original content only portions pertaining to substance abuse grief have been added. When coordinators are hosting substance abuse BSG's they will use this manual.

**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. I will begin working on our annual report to IH asap.

Our canopy tents (2 of them) are being stored at the office admins house due to their size. The hospice office does not have enough area to store them. 1468 Southview Drive

Moved by Robin Cameron seconded by Cheryl Savage; CARRIED.

#### **Bereavement Report**

Currently, there are two Bereavement Support Groups (BSG) in operation: a women's group and a men's group. These sessions are hosted by Brian Clifford, Gary Toyota, Chris Ondrik, and Rikki Dekkers.

Bereavements support groups planned for the fall are 2 women's BSG in Cranbrook, and 1 in Kimberley.

Moved by Greg Sternig seconded by Diane Haley; CARRIED.

## Grief Walks in Nature

The CKHS, in partnership with McPherson's Funeral Services, is launching a series of six-monthly outdoor walks starting April 15, 2026, and running until October 21. Walks will start at 10:00 am to 12:00 pm. The program features six core themed walks that will be repeated throughout the series, with participants receiving journals and specialized theme cards for reflection and journaling. Thanks to a partnership with McPherson Funeral Services, the program is fully equipped with essential gear, including backpacks and first aid kits. While three participants have already registered and two volunteers have committed to the project, the society is currently seeking additional volunteer support to ensure the program's success.

Moved by Greg Sternig seconded by Cheryl Savage; CARRIED.

## Fundraising

"Round up for Hospice" fundraiser will run from April 9 – April 22 at both Kimberley and Cranbrook Save-on Foods. Kimberley manger anticipates we will make roughly \$7,000 from the 2-week fundraiser from both stores. Thanks to Zena for initiating the conversation with Kimberley manager.

50/50 Raffle - 80 of our 200 50/50 booklets have been signed out. Zena and Kimberley group will be selling 50/50 at the dynamiters games and Save-on. Cranbrook volunteers will be selling 50/50 at the mall for six Fridays throughout March, April and beginning of May. 18 booklets have been returned at this time for confirmed sales \$3600. Poor sales, waiting to hear back from 107.5 to advertise our raffle tickets.

Burger of the Month

Still running! We hope to have a fundraising total by the end of April.

**CBM BURGER MONTH**  
A COMMUNITY CULINARY COLLAB  
.....for Charity!

Meet This Year's <b>PATTY Smashers</b>	<b>FIRE HALL</b> KITCHEN & TAP	<b>BRIXX</b> BREWHOUSE	<b>ENCORE</b> BREWING CO.
<b>FENWICK &amp; BAKER</b>	<b>HOTSHOTS</b> BY THE PUB	<b>MR. MIKES</b>	<b>BUCKHORN &amp; MAIN</b>
<b>MODERN OLIVE</b>	<b>FIRE &amp; OAK</b>	<b>BAYLEAF</b>	<b>HERITAGE LOUNGE</b>
<b>STEMWINDER</b>	<b>THE HEIDOUT</b>	<b>MARYSVILLE PUB</b>	<b>CASINO OF THE ROCKIES</b>
	<b>ELLA'S</b>	<b>MUNCH CAFE</b>	<b>ABC COUNTRY RESTAURANT</b>

\$10 FROM EVERY BURGER SOLD DONATED TO THE CRANBROOK KIMBERLEY HOSPICE SOCIETY

## **Memory Bears**

Donations made from the Memory Bear campaign initiated in February 2025 by Deb Smithurst and Barb Fenwick have brought in \$6000 in donations in one year's time. The bears continue to be popular. We hope to have them highlighted on our website.....soon. Thank you, Deb, and Barb!!

Moved by Diane Haley seconded by Robin Cameron; CARRIED.

## **Unfinished Business**

### **1. Strategic Planning with CBT and date discussion**

George, Francine and Karolyn will be meeting with Wendy Booth from Columbia Basin Trust, Friday, April 10<sup>th</sup> to take part in the assessment for hospice.

### **2. Interior Health Contract**

Waiting for Marsh Insurance to complete the insurance certificate needed to make our contract binding with IH.

### **3. MOU with EKFH (draft #2) discussion about agreement**

The board would still like to see a formal agreement signed with East Kootenay Foundation for Health.

### **4. 5% deduction for administration from donations – more clarity required**

The 5% administration fee will be applied to all donations made directly to hospice. The funds will go into our operational account that will be used presently. The 5% does not apply to any donations we receive from EKFH.

### **5. Marsh Insurance Renewal**

Hospice application was submitted. We are now waiting for our contract proposal.

### **6. Grant proposal suggestions**

Technical grants will continue to be applied for to help with our website. This will be an ongoing discussion.

## **7. 72-hour fundraiser**

The board of directors has reviewed the 72-hour fundraiser proposal submitted by new volunteer Debbie McPhee. While the Board expressed strong support for the concept, it has been decided that the organization will not move forward with the event during National Hospice Week (May 3–9) as originally hoped. The Board determined that the current timeline is too compressed to ensure a successful fundraiser. To properly facilitate this initiative in the future, the society must first focus on the formation of a dedicated Cranbrook fundraising committee. Consequently, the proposal has been deferred until the necessary infrastructure and planning periods are in place.

### **New Business**

#### **1. Policy on internal fundraising committees and reporting**

Debbie McPhee has drafted a fundraising and donation policy for consideration from the board. This is under review.

However, to ensure that all fundraising activities remain compliant with volunteer standards, insurance requirements, and branding standards, the board is issuing the following directive regarding external events and promotional materials effective immediately:

- Fundraising Approvals: All planned fundraising events or initiatives must be submitted to the board for formal review and approval prior to being scheduled, publicized, or executed.
- Logo Usage: Explicit permission must be requested and granted before the CKHS logo is used on any digital media, print materials, or merchandise.

#### **2. Harassment Policy**

The Board is currently reviewing the Bullying and Harassment policy. We would like to extend our thanks to new volunteer Carla for identifying a gap in our current documentation regarding hospice's accountability for follow-up on reported situations. The updated policy will ensure a clear, documented process for addressing and resolving all incident reports.

#### **3. Incident report form**

Under review by the board

#### **4. Education Instructors travelling for education**

The board agrees that they support education instructors travelling to smaller hospice societies to provide training to their new volunteers. Elk Valley Hospice is in a crisis and need to train 6 volunteers, but don't have any volunteers dedicated to training.

## **5. Future Hospice Home Land announcement**

Upon securing an official land donation agreement for the hospice home, the Board will convene to determine the strategic next steps for a formal community announcement.

## **6. Bill M 232**

*Long Term Care Access and Transparency Act* introduced by MLA Brennan Day (Conservative Party of BC) in early 2026, details in this bill aims to overhaul how data regarding seniors' care is shared with the public.

As of March 2026, the proposed legislation has successfully passed its second reading with unanimous support and has moved to the committee stage for further refinement. The bill introduces several key mandates to improve accountability within the long-term care sector, most notably requiring health authorities to provide monthly data regarding median wait times and active waitlists. Additionally, the bill emphasizes transparency by requiring the disclosure of outcomes for "alternate-level-of-care" patients—those currently occupying hospital beds while awaiting placement—as well as tracking the number of individuals who pass away while on a waitlist. To ensure long-term progress, the Minister of Health will be required to publish an annual plan focused on increasing bed capacity and systematically reducing wait times.

CKHS was asked by BCHPCA to consider making a consultation report about our thoughts on hospice and palliative care affecting our community. Office admin submitted a report to the BC legislative assembly in support of Bill M 232 but with recommendations stating that rural hospice areas such as ours should not be lumped into data and statistical information that is more relevant to larger centers such as Kelowna and Kamloops. We would like to see data focused on health service delivery areas instead.

## **7. BCHPCA meeting March 25<sup>th</sup> about the 2026 BC Budget**

No Dedicated Funding: Despite the \$36.1 billion health budget, community-based hospice and palliative care are not explicitly named as line items or priority highlights. Karolyn is attending BC Palliative meeting March 25<sup>th</sup> for a discussion about the 2026 budget.

## **8. Annual Maintenance of Fire Safety Equipment**

CKHS will have their annual emergency lighting and fire extinguisher inspection completed in April.

### **Hospice House Update**

Steering committee and board continue to pursue and consider viable land donations.

Moved by Robin Cameron seconded by Cheryl Savage; CARRIED.

## **Additions to the Agenda**

The Board has officially reclassified Karolyn's position from Office Administrator to Office Manager. This title change acknowledges the expanded scope of her current duties and distinguishes her management responsibilities from general administrative tasks. A revised set of duties will be established to reflect this new designation.

## **Upcoming Activities**

**March 1 – March 31, 2026 – Burger of the Month** – 15 restaurants in Cranbrook and 3 in Kimberley are 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 27<sup>th</sup> - Tamarack 50/50 Sales- March 27<sup>th</sup> -volunteers covered**

**April 10<sup>th</sup> - Tamarack 50/50 Sales**– volunteers covered

**April 17<sup>th</sup> - Tamarack 50/50 Sales** – New Date added – 2 volunteers still needed

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

**April 24<sup>th</sup> Tamarack Mall 50/50 Sales**– 2 volunteers still needed

**May 1<sup>st</sup> Tamarack Mall 50/50 Sales May 1<sup>st</sup> – one more volunteer needed**

**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, April 16 at 6:00 pm

**Adjourned:** 7:56 pm