



Cranbrook ♥ Kimberley

HOSPICE SOCIETY

Hands that Serve | Hearts that Care

CKHS Board Meeting Minutes

April 16, 2026

6:00 PM

In Attendance: George Watson, Francine Guerrette-Smith, Cheryl Savage, Robin Cameron, Diane Haley

Regrets: Greg Sternig

Recorder: Karolyn Fruncillo

Call to order: 6:00 pm

Adoption of Agenda

- Additions to Agenda – None

Moved by Diane Haley seconded by Cheryl Savage; CARRIED

Minutes from last meeting

Motion to approve minutes Moved by Robin Cameron seconded by Cheryl Savage; CARRIED

Treasurer's Report

We continue to remain in a healthy financial state. Robin announced that she is not closing March financials as we are waiting on final amounts from Burger of the Month from EKFH. Our budget remains on target, reflecting accurate forecasting.

MOVED by Diane Haley, SECONDED by Cheryl Savage, that the Treasurer's Report be accepted as presented. CARRIED.

Fundraising

Fundraising Report from Zena

- Kimberley Seniors' Society: Zena delivered a presentation resulting in their formal commitment to support future fundraisers and help raise community awareness.
- Save-On-Foods (Kimberley & Cranbrook):

- Secured 50/50 ticket sale dates at the Kimberley location (March 12, 26, and April 9, 23).
- Quilt Donation: Establishing a partnership with donors in Fernie (Kate Noakes and Elin Holvik) regarding a quilt donation; details are pending.
- Kimberley Rotary Club: * The Club is currently considering a major donation of approximately \$60,000. Proposed a "Gourmet Hot Dog" fundraiser using their BBQ trailer; President Kevin Redl expressed strong interest, with a formal proposal to follow. Kootenay Savings & Trio on The Mountain:
 - Coordinated with Marketing Manager Brent Jossy to secure a \$10,000 event sponsorship.
 - Collaborated with Jim Webster to organize the "Trio on The Mountain" event for June 26th.

50/50 Sales

115 of our 200 booklets have been signed out. Zena and Kimberley group have been 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. 52 booklets have been returned at this time for confirmed sales \$10,400. 107.5 is now advertising our raffle tickets are for sale.

Trio on the Mountain

Event taking place at the Kimberley Alpine Resort Friday, June 26 is *SOLD OUT*

Bridge BBQ – April 24

Running 10 am to 4 pm. All times slots have been filled. once again, it is burger and pop by donation.

Mr. Mikes BBQ – Thursday, May 7th

Mr. Mikes is hosting this BBQ on our behalf to help celebrate National Hospice Palliative Care week. The BBQ is being held at the CKHS office in the parking lot. Little volunteer requirement is needed.

Julyfest 50/50

Hospice will be receiving 20% of the 50/50 money received from the 3-day weekend

Charity golf tournament Saturday, August 29th

This event is being planned and hosted by Daryl Goss and Bill Crouch on behalf of hospice. Volunteers are needed, more information to come as details develop.

Gran Fondo – Sept 11 & Sept 12

The Sunrise Rotary of Cranbrook has selected our organization as the recipient of donations from the upcoming Gran Fondo. Similar to the previous year's agreement, these funds are specifically designated for the outdoor gardens of the future Hospice Home. To fulfill the terms of this partnership, hospice volunteer participation is required Friday, September 11 and Saturday, September 12.

Save on Round up at the till (April 9- April 22) CANCELLED

This event has been cancelled due to new management issues at both Save-on Foods. We will try to rebook this event again in the future.

Unfinished Business

Interior Health Contract

Our 3-year contract with Interior Health is now binding. We have received our first payment of \$6200. Karolyn working on the annual report to meet our yearly reporting obligation with them

MOU with EKFH (draft #2) discussion about agreement

The Board has determined that a formal MOU is not required. In its place, an operational working agreement will be established between the Treasurer (Robin), our bookkeeper, and Darlene (EKFH Bookkeeper) to facilitate financial reporting requirements.

Marsh Insurance Renewal & changing Insurance Carriers going forward

Awaiting documentation for the bound insurance policy and payment invoice. CKHS will be seeking local insurance coverage for 2027.

Grant proposal suggestions - ONGOING

Harassment Policy & Incident report form

Cheryl Savage and Karolyn will work together to complete

Education Instructors travelling for education

At the last board meeting, the board approved education instructors to travel to help other societies with primary training, this was specifically for Elk Valley Hospice. Several Saturdays in May were offered by our society, however scheduling conflicts among EVH participants prevented the selection of a viable date.

Meeting with Pablita Thomas ED from BCHPCA

George, Francine, Greg and Karolyn met with Pablita March 31 to provide an update on where we are in our quest in building a hospice home for the EK and securing a future Interior Health contract. Pablita offered the services of Daniel who is the data and research coordinator for BCHPCA. He will work with Karolyn to find accurate data to support our case for a much-needed hospice home for a rural area such as ours. Pablita will also reach out to Alix Adams a bureaucratic staffer to determine if current capital or service models already include hospice provisions. While existing long-term plans can sometimes delay the immediate consideration of

new proposals, she will focus on building strong evidence base and maintaining ongoing dialogue to move the project forward.

Annual Maintenance of Fire Safety Equipment

Completed. All safety lights and extinguisher have been safety verified.

Office Managers Report

Current Statistical Information:

66 members renewed for 2026; 3 renewals are pending.

19 volunteers for Kimberley

47 volunteers for Cranbrook

7 volunteers at this time will not be renewing for 2026

March Volunteer Hours recorded = 449 hours

March Intake = 4 clients

Kimberley Clients = 16 clients

Cranbrook Clients = 46 clients

BSG clients 6 from Cranbrook

Currently we are helping 68 clients including BSG clients.

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

Our current client services are evenly balanced, with bereavement support and companionship each accounting for approximately 50% of our client services.

Office Updates

1. **DonorPerfect** –

Up and running. Donation payouts will happen weekly on Wednesdays. All donations now made on our website go strictly to hospice house. Our financial hospice home building account is the direct link.

2. **Education-**

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

3. **Grants** –

Community Foundation for Kootenay Rockies approved a \$2500 grant for a new laptop computer for hospice. Office manager attended a RDEK meeting March 18th to make a presentation for our discretionary grant proposal. The proposal for this grant was to ask for them to pay for our donor management system contract with DonorPerfect for the next 2 years. Update we only got \$800 awarded from the discretionary grant. I will apply for another discretionary grant for area E.

4. CKHS Website Updates include:

Memory Bear page
Events page updated
Sponsors
Meeting minutes area has been cleaned up.

5. Interior Health conversation

I was encouraged by Pablita from BCHPCA to ask IH if they base their bed ratio by larger demographic areas. They do, we know they do from our meeting last July, but I wanted it laid out in an email. Lindsay Hetu, Clinical Operations ED for the East Kootenay confirmed they do. All surrounding towns are not included in their equations for estimating palliative bed needs. Our rural needs are not being considered. Our needs are based on populations of 100,000 people, and Cranbrook and Kimberley population is 32,000. Lindsay confirmed the 3 palliative beds at the Green Home are designated beds only. So, for the communities of Cranbrook and Kimberley in the future we will have 6 designated palliative beds, none our dedicated.

Key take away from the email discussion with Lindsay are:

- ❖ IH has allocated 3 palliative beds in the new F.W. Green build. Based on population projections for the 75+ demographic, IH asserts this will fully meet Cranbrook's needs for the next 20 years.
- ❖ To ensure localized care, residents of surrounding rural areas (Ferne, Golden, etc.) are excluded from Cranbrook's bed count, as they prefer to remain in their home communities according to IH.
- ❖ According to IH current IH hospices are underutilized, sitting at 75–85% occupancy.
- ❖ IH warns that units with fewer than 10 beds are not financially sustainable and requires heavy public fundraising.
- ❖ Ratios are set to improve from 1:6 to 1:3 once new provincial mandates are implemented.

Office manager will continue to work with Pablita and Daniel from BCHPCA to assist with any data required.

6. Meeting with Columbia Basin Trust (CBT)

George, Francine and Karolyn met with Wendy Booth, non profit advisor for an organizational assessment. When the assessment is complete, a copy will be provided to all members.

MOVED by, Cheryl Savage SECONDED by, Francine Guerrette-Smith that the Office Report be accepted as presented. CARRIED.

Grief Walks in Nature

The first walk of the 6-part series happened April 15 at Idlewild Park. Five volunteers and 4 walk participants attended on the rainy day. Each walk will host a theme, this walk highlighted

“CONNECTION”. Coordinator, Cherly Savage shared that a participant appreciated that the group is a safe place to talk about their grief and loss. Registration is still open for 1 more participant, and a waitlist will be offered for late interest in the program.
Report accepted and moved by Francine Guerrette-Smith seconded Diane Haley; CARRIED

Hospice House Update

In camera discussion

New Business

1. Volunteer Handbook

The board agrees that a volunteer handbook would be a great resource for new and current volunteers. There will be ongoing discussions around the information that needs to be included.

2. Pamphlet distribution

Following a discussion at the last volunteer meeting, we are seeking a volunteer to oversee our community outreach materials. This role involves the distribution of pamphlets to local businesses, clinics, and the library, as well as maintaining an organized record of their placement. The coordinator will also be responsible for monitoring these locations regularly to ensure that supplies are replenished as needed. If you are available to assist with this essential task, please contact Karolyn to coordinate.

Next Meeting: Thursday, May 21st at 6:00 pm.

Adjourn: 8:03 pm

UPCOMING EVENTS

April 24th Tamarack Mall 50/50 Sales (11:00 am – 3:00 pm)
Bridge BBQ (10:00-4:00 pm)

May 1st Tamarack Mall 50/50 Sales

May 4th – 50/50 Raffle closes and winner is drawn

May 7th – *Mr. Mikes BBQ* at CKHS 11:30-2:30

May 20th - Grief Walk in Nature (2nd of the series)

June 17th Grief Walk in Nature (3rd of the series)

June 26 – Trio on the Mountain *SOLD OUT EVENT*

July 17,18,19 – Julyfest

August 29th – Charity Golf Tournament at Cranbrook Golf Course.