



Cranbrook ♥ Kimberley
HOSPICE SOCIETY

Hands that Serve | Hearts that Care

June Board Meeting Minutes

Date: June 18, 2026

Call to Order: 6:00 PM

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

Recorder: Karolyn Fruncillo

1. Welcome

- **Additions to Agenda:** None.
- **Adoption of Agenda:** Moved by Francine Guerrette-Smith, seconded by Cheryl Savage. CARRIED.
- **Minutes from Previous Meeting:** Moved by Diane Haley, seconded by Greg Sternig. CARRIED.

2. Business Arising from Minutes

- **Grant Proposals:** Ongoing.
- **Harassment Policy & Incident Report Form:** The third edited version was presented. The Board will review and potentially ratify the document at the next meeting.
- **Insurance Contract:** The Office Manager (OM) will contact Western Financial Group Insurance to explore utilizing them as a local, regional broker.
- **Columbia Basin Trust (CBT) / Hospice House:** George and Karolyn held a positive meet-and-greet with James Woodall (Community Liaison, CBT) regarding the future Hospice Home. He indicated that CBT could potentially assist with future building and structural grants. Hospice will keep CBT informed as plans progress.
- **Wendy Booth Report / Feasibility Survey:** Greg and Karolyn met with a recommended contact from Calgary; a formal quote is forthcoming. Karolyn is currently sourcing quotes from two additional consultants.

3. Officer & Committee Reports

Treasurer's Report

The Chair and Office Manager will collaborate with Robin to draft the 2026/2027 budget. The society remains in stable financial health.

Office Manager Report

The statistical information for May/June 2026:

Metric / Program	Current Status & Data
Total Active Volunteers	69 total (48 Cranbrook / 21 Kimberley — includes 2 new volunteers)
Volunteer Demographics	50 Female (72.5%) / 19 Male (27.5%)
May Volunteer Hours	521.5 hours recorded
Active Client Load	67 active clients (49 Cranbrook / 18 Kimberley) <i>May Intakes: 6</i>
Service Allocation	50% Bereavement Support / 50% Companionship & Respite
Palliative Journeys	19 clients have completed their journeys in 2026 to date

- **Fuel Good Day:** Scheduled for Tuesday, September 15 at the Cranbrook Co-op. While direct donations typically net around \$5,000, the primary long-term benefit comes from promoting the society's gas cards, which yield a 5% rebate at year-end via our member number. George and Bob Cartier are collaborating with A&W and Co-op on a burger special partnership to help promote the event.
- **Home Health Intake and Education:** To strengthen the referral pipeline, the Office Manager will meet with Interior Health social workers regarding proper referral processes. The Office Manager requested the development of a public educational video showcasing hospice services.

- **Project Work:**
 - *Policy & Procedure Manual:* Significant progress has been made by volunteer Carla Caron. Due to the document's 72-page length, it will be divided into six sections (12 pages per director) to streamline the review process. Revisions will be highlighted for ease of approval.
 - *Volunteer Handbook:* Judi Watson and Karolyn are compiling essential policies and practical resources. Special thanks to Debbie McPhee for providing the template example. The final handbook will be presented to the board for official approval.
- **Ktunaxa Health Fair:** Attended by George, Debbie McPhee, and Karolyn. Public outreach shifted toward Memory Bear brochures, which saw high interest, while core palliative services saw little public traction.
- **Cybersecurity:** Following a CBT assessment recommendation, AllSeven IT will provide a quote for upgraded cybersecurity infrastructure to protect sensitive client records.
- **Summer Hours (Friday Office Closure):** Due to a seasonal slowdown and a lack of active summer campaigns, a proposal was submitted to close the office on Fridays. The Office Manager will take these 4 weekly hours as unpaid time.

Motion: To approve the Friday office closure effective June 26.

Moved by Diane Haley, seconded by Greg Sternig. CARRIED.

4. Hospice House (HH) Update

- **In-Camera Session:** The board moved in-camera at 7:01 PM and moved out-of-camera at 7:14 PM.
- **Steering Committee:** George is currently drafting the Terms of Reference recommendations for upcoming board approval.

5. New Business & Community Events

- **Trio on the Mountain (June 26):** Sold out event at the Kimberley Ski Hill.
- **Charity Golf Tournament (August 29):** Vehicles have been secured from Denham Ford and Cranbrook Dodge. Signal Collision has generously donated \$10,000.
- **Julyfest (July 17–19):** Hospice will receive 20% of the proceeds from the 3-day 50/50 raffle.

- **Gran Fondo (Sept 11–12):** Cheryl will connect with the Rotary contact to coordinate our volunteer commitment.
- **Grief Walks in Nature:** The third of the six-part series at Kettle Lake was successful with 5 participants, fostering deep connections. The next walk is scheduled for August 19.
- **Farmers Market:** No dates will be booked for this season. Public outreach for the Hospice House will pivot to Spring 2027 market bookings.
- **Volunteer Recognition Program:** Following a review, the board decided to dissolve the "Honorary Lifetime Membership" designation. It will be replaced by a newly structured Volunteer Recognition Program, with policies currently under development.
- **Public Education Plan:** Cheryl Savage and Diane Haley will collaborate on an educational and outreach framework aimed at the public and Interior Health management.

6. Upcoming Activities

 June – October Schedule
Special Events & Activities

Date	Event	Details
June 26	Trio on the Mountain	Sold Out
July 17–19	Kimberley Julyfest	50/50 Event
Aug 19	Grief Walk in Nature	4th of series
Aug 29	Charity Golf Tournament	Cranbrook Golf Course
Sept 11–12	Gran Fondo	Volunteer Commitment Required
Sept 15	Fuel Good Day	
Sept 16	Grief Walk in Nature	5th of series
Oct 21	Grief Walk in Nature	6th & final of series

Coffee, Cookies & Conversation

- *All sessions run from **10:00 AM – 12:00 PM***

Date	Host
June 26	Judi Watson
July 10	Jackie Jensen
July 24	Brian Clarkson
Aug 7	Judi Watson
Aug 21	Jackie Jensen
Sept 4	Brian Clarkson
Sept 18	Karen Williams
Oct 2	Judi Watson
Oct 16	Jackie Jensen
Oct 30	Brian Clarkson

Adjournment: 7:45 PM

Next Meeting: Thursday, August 20, 2026 (No meeting scheduled for July)