



Cranbrook ♥ Kimberley
HOSPICE SOCIETY

Hands that Serve | Hearts that Care

Board Meeting Minutes

Date: August 20, 2026

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

Regrets: Cheryl Savage

Recorder: Karolyn Fruncillo

Call to Order: 6:00 PM

Additions to Agenda: None

- **Adoption of Agenda:** Moved by Francine Guerrette-Smith, seconded by Diane Haley. CARRIED.
- **Minutes from Last Meeting:** Moved by Greg Sternig, seconded by Robin Cameron. CARRIED.

Business Arising from Minutes

- **Policy and Procedure Manual:** Ongoing updates focus on document accuracy prior to finalization and distribution.
- **Cybersecurity:** Board determined dedicated cybersecurity infrastructure is not required at this time; standard backup procedures remain sufficient.
- **Volunteer Recognition Program:** Discussion deferred to next meeting due to operational schedules.
- **Public Education Plan:** Discussed developing a PowerPoint presentation for social workers as an efficient alternative to in-person hospital meetings.

Treasurer Report

- **Budget Approvals:** Board formally approved the amended budget, including updated revenue projections for July Fest (\$2,000) and Opa Golf (\$10,000), an upcoming \$3,500 donation from the Birdie Juice tournament, and adjusted timelines for the quilt draw (October) and charity golf proceeds (September).
- **Allocations:** Feasibility study budget reduced to \$4,000; \$1,000 allocated for strategic planning.

- **Admin Fee Adjustment:** Voted to increase operational administrative allocation from 5% to 15% to offset lower summer donations and protect core operations.
- **Land Delays:** Ongoing city delays in confirming land acquisition are creating public relations hurdles and leading prospective donors to hold off until a site is formally secured.

Acceptance of Report Moved by Greg Sternig, seconded by Robin Cameron.
CARRIED.

Office Administrator Report

Statistics:

- **Volunteers:** 72 total (21 Kimberley / 51 Cranbrook; 5 new). Overall volunteer base has increased 89% since 2024.
- **Hours Logged:** June = 561 hrs | July = 352 hrs
- **Client Support:** 70 active clients (18 Kimberley / 52 Cranbrook). June Intake: 7 | July Intake: 3.
- **Palliative Care:** 25 clients completed their palliative journeys in 2026 to date.

Kamloops Hospice Association Consult: George, Francine, and Karolyn met with Executive Director Erin in July. Key takeaways for future 10-bed hospice planning:

- Hire a fund developer as soon as possible.
- Prioritize a warm, residential environment (keep medical carts, equipment, and supply boxes out of main hallways).
- Standard patient fee is \$49/day (waived or subsidized through Ministry applications or internal emergency funds when needed).

Operations & Public Relations:

- **Service Triage Policy:** Suggested during volunteer shortages, service priority will be: 1. Palliative, 2. Bereavement, 3. Companionship. OM to discuss with client intake coordinators Marla and Judi for discussion.
- **Chamber Award:** Nominated for 2026 Non-Profit Organization of the Year (Gala: Oct 24 at Key City Theatre).
- **Insurance:** Western Financial conducting market analysis; updates expected by January 2027.
- **Website Updates:** Added Q&A section and video explaining hospice care to address community misconceptions. Sponsor link updated.
- **PR Consultation:** Meeting scheduled with Amplify Consulting (Kamloops) for a preliminary campaign consultation.

- **Fundraising Updates:**
 - **Kimberley Dynamiters:** Selected hospice as recipient for 50% of silent jersey auction proceeds (dates TBD).
 - **Fuel Good Day (Sept 15):** Held at Cranbrook Gas Co-op (1216 Cranbrook St N) from 8 AM – 5 PM. Cranbrook Bucks and Kimberley Dynamiters attending. Includes \$100 gas card draw. Volunteers needed to man our booth (no fuel pumping permitted due to safety regulations).

Acceptance of Report Moved by Diane Haley, seconded by Robin Cameron.

Hospice House Update

- **Site Survey:** City council issuing a public survey regarding five potential sites (including Baker Park and Highland property); results expected November 23.
- **Property Analysis:** Baker Park remains preferred despite municipal hurdles; Slaterville and St. Mary's locations are less ideal due to location and floodplain constraints.
- **Business Plan:** Greg provided an updated internal business plan for committee review (confidential/not for public release).
- **Steering Committee TOR:** Reviewed draft document. Removed specific term-length limits to allow members to serve until project completion. TOR accepted upon revision.
- **Feasibility Study:** Board approved Brett Price as consultant; completed report expected early November.

In-Camera Session: 6:38 PM – 7:09 PM

New Business (Motions & Actions Approved)

- **AGM Date:** Formally set for **Thursday, October 22, 2026, at 6:00 PM** at McPherson Funeral Home (virtual link will be available).
- **Strategic Planning Consultant:** Board voted to engage Christopher Cameron to facilitate strategic planning; OM will meet with Mr. Cameron to map future goals.
- **Additional Office Staff:** Approved an additional 8 weekly support hours for the Office Manager. Recruitment will begin for an Office Administrator seeking growth within the society.
- **Vigil Coordinator Needed** Our vigil services have increased, with our volunteers already assisting three times this year. As awareness of our services continues to grow within the community, we anticipate this demand will only increase. Because our office strictly adheres to regular business hours and is closed on weekends, scheduling vigil coverage—specifically for night shifts between 10:00 PM and 6:00 AM—can be challenging. Having a dedicated volunteer step up as a Vigil Coordinator to manage these schedules would be a tremendous help. This role could also easily be shared between two volunteers to split the responsibilities. If you are interested in becoming a Vigil Coordinator (or co-coordinator), please contact the office.

Updates & Community Events

- **Trio on the Mountain:** Estimated revenue of \$18,000.
- **City Furniture BBQ:** Confirmed for August 28.
- **1st Annual CKHS Charity Mixed Golf Tournament (Aug 29):** Features hole-in-one prizes (Denham Ford car, Cranbrook Dodge car, Beachcomber hot tub, \$10,000 from Signal Collision) and auction items (Scotch, catered dinner, Holland America 7-day cruise).
- **Gran Fondo:** Volunteers needed for September 12 (3:00 PM – 5:00 PM at St. Eugene).
- **Grief Walks:** August walk cancelled (shortage); September/October proceeding as planned. November walk under consideration weather permitting.
- **New Volunteer Training:** Fall session runs Sept 29 – Oct 20 for 4 new recruits (Jocelyne Martin, Trudy Lakusta, Deanna Kemperman, Grant Lemke). Welcomed transfer volunteer Lauren Lindquist (formerly Elk Valley Hospice).

Upcoming Calendar

- **Sept 4:** Coffee, Cookies & Conversation (10:00 AM – 12:00 PM, Hospice Office)
- **Sept 10:** World Suicide Prevention Day (6:00 PM, Rotary Park Info Booth)
- **Sept 11–12:** Gran Fondo (St. Eugene; volunteers needed Sept 12, 3–5 PM)
- **Sept 15:** Fuel Good Day (8:00 AM – 5:00 PM, Cranbrook Gas Co-op)
- **Sept 16:** Grief Walk in Nature (10:00 AM, Location TBD)
- **Sept 17:** Board Meeting (6:00 PM)
- **Sept 21:** Volunteer Meeting (Kimberley, McPherson Funeral Home) at 10 am

Next Meeting: Thursday, September 17, 2026, at 6:00 PM

Adjourned: 7:58 PM