

Minutes
Hospice and Palliative Care of Kodiak
Regular Meeting of the Board of Directors
January 17, 2019

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at PKIMC at 5:30 p.m. on the seventeenth day of January 2019. The following Board members were present: Alan Schmitt; Mark Withrow; Carol Austerman; Jeff Larsen; and Scott Carver. HPCCK Executive Director Amy Durand and Volunteer Coordinator Domonique Ruiz were also present.

1. Mission Moment (Jeff)

Jeff shared a story about his family. In Jeff's experience, hospice has helped with family dynamics more than once and he is delighted to be able to suggest the option to his family.

2. Approval of Minutes for December 12, 2018

The Board approved the minutes of December 12, 2018.

3. Operations Report (Domonique, Amy)

The group discussed the operations report, a copy of which is attached to these minutes. Domonique talked about how HPCCK Staff and Volunteers helped a family after a family member had recently passed. Staff and Volunteers went above and beyond for the family, offering help with everything from coordinating funeral services to designing the obituary. Jeff questioned if this will cause issues if we are unable to provide such services for another family. Domonique stated we are always here and commit to what we can do.

4. Financial Report (Scott)

HPCCK has had a very good year. The organization spent \$172,000.00 and earned \$193,000.00. The Board staffed the Society of a Thousand fundraising committee for 2019: Alan Schmitt, Mark Withrow and Pat Branson.

5. Strategic Planning Review (Alan, ensemble)

Next month the group will set goals and objectives for the coming years. The Board holds a strategic planning event every 3 years and set priorities for the current year. The Board will look at and adjust the priorities for 2019 and review the list on a quarterly basis moving forward.

6. Approval of 2019 Budget (Alan, Scott)

The Board approved the 2019 Budget.

7. Palliative Care Provider Search and Advocacy (Mark, ensemble)

An offer of employment has been made, and the group expects to know within the coming week whether the palliative care provider accepted the position.

8. Hospice Ball Status (Staff, ensemble)

Staff updated the group on event planning: dinner, photography, music and a draft agenda for the event. Alan suggested moving dinner to begin earlier than 7:00pm. Set-up is at 9:00am on February 16, 2019. The group will be doing a "split the pot" raffle and Carol asked that the Board wear badges for the Ball, designating them as Board Members.

9. Reminder: Please Track It Forward

Alan reminded everyone to enter their volunteer hours into the Track It Forward platform.

10. Board Member Comment


Carol is excited about the Heart for Hospice Ball, is happy to volunteer, and happy to be a part of HPCK. Scott complimented Carol and Jeff on their participation with HPCK and how they have been huge assets for the organization. Scott also complimented Amy on an outstanding first year at HPCK, and Domonique on doing a fabulous job.

11. Next meeting

The next regular meeting of the Board will take place on February 12, 2019 at 5:30 p.m. in PKIMC Barometer Room.

The meeting was adjourned at 6:43 p.m.

ATTESTED to this 12th day of February 2019.



Meghan Kelly, Secretary

APPROVED:



Alan L. Schmitt, President

**Minutes
Hospice and Palliative Care of Kodiak
Regular Meeting of the Board of Directors
February 12, 2019**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at PKIMC at 5:30 p.m. on the twelfth day of February 2019. The following Board members were present: Alan Schmitt; Meghan Kelly; Judy Starrett; Carol Austerman and Scott Carver. HPCK Executive Director Amy Durand and Volunteer Coordinator Domonique Ruiz were also present.

1. Mission Moment (Judy)

Judy shared a reading: "What is Hospice." Scott will share a mission moment next month.

2. Approval of Minutes for January 17, 2019

The Board approved the minutes of January 17, 2019.

3. Operations Report (Domonique, Amy)

The group discussed the Operations Report, a copy of which is attached to these minutes.

4. Statement Regarding Conflict of Interest Bylaw (Alan, ensemble)

All present signed the Conflict of Interest Statement.

5. Strategic Planning Review (Alan, ensemble)

The group reviewed and adjusted the Organization's priorities for 2019-20.

6. Palliative Care Provider Search and Advocacy (Mark, ensemble)

This will continue to be an ongoing agenda item.

7. Hospice Ball Status (Staff, ensemble)

The group discussed the Ball and schedule. Everyone is looking forward to a great event.

8. ED Amy Durand Annual Review (Alan)

The Board approved Amy's annual review. One of her goals for the coming quarter is to develop a salary survey of local non-profit Executive Directors.

9. Board Member Comment

10. Next meeting

The next regular meeting of the Board will take place on March 12, 2019 at 5:30 p.m. in PKIMC Barometer Room.

The meeting was adjourned at 6:15 p.m.

ATTESTED to this 12th day of March 2019.



Meghan Kelly, Secretary

APPROVED:



Alan L. Schmitt, President

Minutes
Hospice and Palliative Care of Kodiak
Regular Meeting of the Board of Directors
March 12, 2019

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at PKIMC at 5:30 p.m. on the twelfth day of March 2019. The following Board members were present: Alan Schmitt; Mark Withrow; Meghan Kelly; Judy Starrett; Carol Austerman; Gina Bishop and Scott Carver. HPCCK Executive Director Amy Durand and Volunteer Coordinator Domonique Ruiz were also present.

1. Mission Moment

Scott shared reflections on HPCCK's mission statement. Mark will share a mission moment next month.

2. Approval of Minutes for February 12, 2019

The Board approved the minutes of February 12, 2019.

3. Operations Report (Domonique, Amy)

The group discussed the Operations Report, a copy of which is attached to these minutes. The Board asked for more information related to client services in future reports.

4. Hospice Ball Recap (ensemble)

The group discussed the 2019 Hospice Ball, which all agreed was a success. The group agreed to raise the price of tickets to \$60 for 2020. Suggestions for future events included: refining the table reservation system; posting notice when the event is sold out and reminding the community that Hospice accepts volunteer and monetary donations year-round; preparing for the silent auction on an on-going basis to avoid rushed collection of donations; proofing the program to ensure it is legible; sending "thank you" cards with tax forms to silent auction donors; passed or family style appetizers; and the need to identify an item to present to the 2020 Ball Honoree.

5. Donor Category Review (as defined in Policies and Procedures) (Alan, ensemble)

Carol and Amy will prepare revised language to this portion of the Policies and Procedures to present at a future Board meeting.

6. Palliative Care Provider Search and Advocacy (Mark, ensemble)

Gina reported that a provider who formerly worked in Kodiak is returning to the island and has expressed interest in the position. She hopes to be able to share more definite news at an

upcoming Board meeting. This will continue to be an ongoing agenda item.

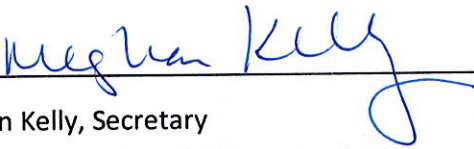
7. Board Member Comment

8. Next meeting

The next regular meeting of the Board will take place on April 2, 2019 at 5:30 p.m. in PKIMC Barometer Room.

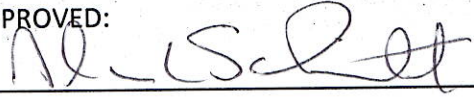
The meeting was adjourned at 6:20 p.m.

ATTESTED to this 2nd day of April 2019.



Meghan Kelly, Secretary

APPROVED:



Alan L. Schmitt, President

Minutes
Hospice and Palliative Care of Kodiak
Regular Meeting of the Board of Directors
August 13, 2019

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at PKIMC at 5:30 p.m. on the thirteenth day of August 2019. The following Board members were present: Alan Schmitt; Mark Withrow; Rick Kniazowski; Meghan Kelly; Scott Carver; Judy Starrett and Carol Austerman. HPCCK Executive Director Amy Durand and Barb Bundy, Volunteer Coordinator, were also present.

1. Mission Moment (Carol)

Carol shared a Mission Moment, "What a Doctor Wishes Patients Knew About the End," by hospice and palliative care physician BJ Miller. Next month Scott will share a Mission Moment.

2. Approval of Minutes for July 9, 2019 (Alan)

The group approved the minutes of July 9, 2019, a copy of which is attached to these minutes.

3. Operations and Volunteer Coordinator Reports (Amy, Barb)

The group discussed the Operations Volunteer Coordinator Reports, a copy of which is attached to these minutes. The Board appreciates the level of detail staff shares in these reports.

4. Quarterly Financial Report (Scott, Amy)

The group reviewed the quarterly financial report. The organization is in good financial health.

a. Executive Director line item (Alan, ensemble)

The group discussed spending authority for the Executive Director being incorporated as a new policy for the organization, perhaps as a percentage of the annual budget.

5. Raffle Update (Amy)

\$4,815 has been raised to-date; 223 tickets sold (out of 700). Directors will submit payment and ticket stubs as they are collected. Tickets and money are due to Amy by August 22 at 5PM. The winning ticket will be drawn shortly before music begins during the BBQ.

6. Hospice Harvest BBQ/5K Run (Amy)

The group reviewed the schedule and set up plan. There is a volunteer meeting set for August 15 at 11AM. The Board should meet at 9AM for set up the day of the event.

7. Palliative Care Provider Transition and Advocacy (ensemble)

Provider Becky Stockler hopes to join us at the BBQ. Scott and Amy have introduced themselves and invited her to join us for a future meeting.

8. Executive Director Comment (Amy)

Amy is traveling for the Foraker Leadership Training in Anchorage next week.

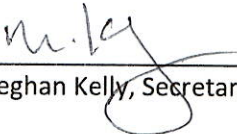
9. Board Member Comment

10. Next meeting

The next regular meetings of the Board will take place on September 12 and October 15 at 5:30 p.m. in PKIMC Barometer Conference Room.

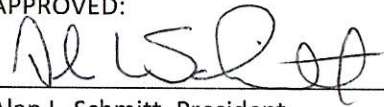
The meeting was adjourned at 6:37 PM.

ATTESTED to this 12th day of September 2019.



Meghan Kelly, Secretary

APPROVED:



Alan L. Schmitt, President

**Hospice and Palliative Care of Kodiak
Regular Meeting of the Board of Directors
Minutes
September 12, 2019**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was called to order at PKIMC at 5:35 p.m. on the twelfth day of August 2019. The following Board members were present: Mark Withrow; Rick Kniazowski; Meghan Kelly; Scott Carver; Judy Starrett and Jeff Larsen. HPCK Executive Director Amy Durand and Barb Bundy, Volunteer Coordinator, were also present.

1. Mission Moment (Scott)

Scott shared a Mission Moment, "Where Should a Child Die? Hospice Homes Help Families with the Unimaginable." Alan will share a Mission Moment in October.

2. Approval of Minutes for August 13, 2019 (Mark)

The group approved the minutes of July 9, 2019, a copy of which is attached to these minutes.

3. Operations Report (Amy)

The group discussed the Operations and Volunteer Coordinator Reports, a copy of which is attached to these minutes. The Board appreciates the level of detail staff shares in these reports. Staff discussed some of the "debriefing" and emotional processing techniques they utilize. The group encouraged staff to do an official "check in" with volunteers following the death of a client.

4. CHARR Event on October 12, 2019 (Amy)

CHARR has given HPCK a \$5,000 donation and invited the group and supporters to a dinner event where staff will make a brief presentation about our organization.

5. Policies and Procedures Update Intro (Mark, ensemble)

The group reviewed proposed updates to the Policies and Procedures. Amy will revise the language as discussed and the group will approve the revised document at a future time.

6. Hospice Harvest BBQ/5K run/Raffle Review (Amy)

Amy presented an overview of the revenue brought in from this year's event: \$7,045.48. Last year's raffle was more profitable, and the group agreed that future fundraising efforts should be increasingly diverse as there is increasing competition in the non-profit community in terms of fundraising.

7. Palliative Care Provider Transition and Advocacy (ensemble)

Scott reported that provider Becky Stockler hopes to join us for a future meeting.

8. Executive Director Comment (Amy)

Amy recently attended her first Foraker Leadership Program classes – she reports making great connections and learning a lot.

9. Board Member Comment

The Hospice Ball is approaching – Scott encouraged the group to prepare for more in-depth planning conversation at next month's meeting. The group is inclined to increase the ticket price to \$75/ticket.

The group agreed that the Executive Director should be added as a signatory on HPCK's bank accounts. We will add this procedural note to a future revision of the Policies and Procedures.

Jeff is relocating to Homer in November – he hopes to join the Board for one more meeting.

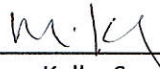
Mark shared some resources for volunteers and staff related to assessing wellbeing of clients (the Karnofsky Performance Status Scale and the Clinical Fragility Scale).

10. Next meeting

The next regular meeting of the Board will take place on October 15 at 5:30 p.m. in the PKIMC Barometer Conference Room.

The meeting was adjourned at 6:33 PM.

ATTESTED to this 15th day of October 2019.



Meghan Kelly, Secretary

APPROVED:



Alan L. Schmitt, President

**Hospice and Palliative Care of Kodiak Regular
Meeting of the Board of Directors Minutes
October 15, 2019**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was called to order at PKIMC at 5:27p.m. on the 15th day of October 2019. The following Board members were present: Alan Schmitt, Mark Withrow, Carol Austerman and Judy Starrett. HPCK Volunteer Coordinator Barb Bundy was also present. HPCK Executive Director Amy Durand phoned in from Anchorage.

1. Mission Moment (Alan)

Alan handed out an article titled "Choosing the Sustainable Death Option". It is regarding running out of land for regular burials. Going to a more natural approach without chemicals allowing the body to biodegrade. Barb will share a Mission Moment in November.

2. Approval of Minutes for September 12, 2019. (Mark)

The group approved the minutes of Sept. 12, 2019, a copy of which is attached to these minutes.

3. Operations Report (Amy & Barb)

The group discussed the Operations and Volunteer Coordinator Reports, a copy of which is attached to these minutes. Amy discussed her Foraker training. She is learning a lot and is enjoying the training. She is in her 3rd round of training this one is dealing with Budget and Finance.

4. Brewery Memorial Tree (Amy)

Ben, owner of the Brewery, agreed for HPCK to put up a Christmas tree Nov. 15-Jan 6. For a donation, one can purchase a card ornament for a loved one to hang on the tree. The Brewery Staff will pass out the information and collect the donations.

5. "Give Thanks to Hospice" Quilt Raffle (Amy)

Maggie Schmitt donated a beautiful quilt for Hospice to raffle. Price is \$10.00 per ticket or 6 for \$50.00. Tickets handed out to Board Members.

6. Policies & Procedures Update (Alan, ensemble)

They are approved October 15, 2019. The Board authorizes Executive Director to be a signer on the account.

7. Introduction to 2020 Budget (Amy)

Amy brought up she learned in her Foraker class, the budget should be one page to present to the Board. The Board agreed to the more detailed breakdown. Amy stated the 2020 Budget has increased due to the increase of GCI, Payroll and Payroll Taxes, Bookkeeping costs and IT support. Mark and Carol asked if we could see last years to see what the trend looks like. Will review and approve budget in November.

Amy also talked about requesting \$60,000 from Providence Grant. She is also waiting to hear if KANA will be making any donations. She will contact KANA to see who is managing their donations.

8. Executive Director – Bank Account Authorization (Alan)

Executive Director has been approved to be a signer on the account. (as mentioned above)
Need to do signature cards at the bank.

9. Hearts for Hospice Ball on Saturday, February 15, 2020 (Amy, Barb, Ensemble)

- a. **Finalize Price of Tickets.** Price will be \$75.00 There was a discussion on increasing the cost of tables as well. Table of eight will be \$700, table of ten will be \$850. Problems with attendees changing tables may want to escort people to their table. The Young Life group will be helping at the Ball.
- b. **Ball Honoree Discussion.** Names were discussed for the Honoree will decide at the November meeting.
- c. **Update by HPCK Staff.** Amy and Barb met with Robenett Sagalkin and Terry Johnson. Decided on the Great Gatsby theme. Catering by Melissa Burns. Use Henry's liquor license and music by DJ Marc.

10. HPCK Staff Comment

Amy stated she is getting a lot of information at the Foraker Training and appreciates the opportunity to attend.

11. Board Comment

Carol stated she has become extremely busy with her new position. She may not be able to attend or be present as much for Hospice. All agreed, whatever she can do is very helpful and would not like her to leave the Board.

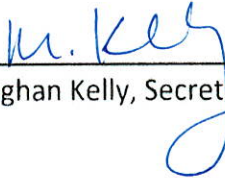
Mark thanks Amy for her remarks and her travel for the training.

Alan agreed with Mark. Alan also talked about reaching out to past volunteers for ideas of Hospice. And discussed finding 1 to 2 more Board members.

12. Next meeting – November 19, 2019 at 5:30PM in the PKIMC Barometer Conference Room

The meeting was adjourned at 7:00PM

ATTESTED to this 19th day of November 2019



Meghan Kelly, Secretary

APPROVED



Alan L Schmitt, President

**Hospice and Palliative Care of Kodiak
Regular Meeting of the Board of Directors Minutes
December 5, 2019**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was called to order at PKIMC at 5:30 p.m. on the fifth day of December 2019. The following Board members were present: Alan Schmitt, Mark Withrow; Rick Kniazowski; Scott Carver and Carol Austerman. HPCK Executive Director Amy Durand and Barb Bundy, Volunteer Coordinator, were also present.

1. Mission Moment (Amy)

Amy shared a Mission Moment regarding end of life care planning and how HPCK staff has been focusing a lot of time on educational outreach and the importance of it.

2. Approval of Minutes for November 19, 2019 (Alan)

The group approved the minutes of November 19, 2019 a copy of which is attached to these minutes.

3. Operations Report (staff)

The group discussed the Operations and Volunteer Coordinator Reports, a copy of which is attached to these minutes.

4. Hearts for Hospice Ball 2020 (Amy, ensemble)

Amy updated the group that there are only 14 tickets left to sell. The group also discussed having security at the event; HPCK staff will check into options.

5. Appointment of BOD member (Alan)

The BOD appointed Veronica Costa-Bolton to the Board, in which her term will end April 2021.

6. HPCK Staff Comments

No comments.

7. HPCK Board Member Comments

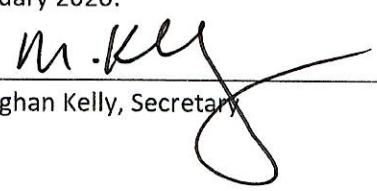
Carol updated the group that KCHC is working on offering caregiver support groups to assist those in getting selfcare. Scott shared that grief share is starting on January 16, 2020, once a week, for eight weeks. Mark reminded all of us that Christmas time is a time where people remember their loss, so please remember to reach out, see how they're doing and be there. Alan is happy things are going well.

8. Next meeting

The next regular meeting of the Board will take place on January 14, 2020 at 5:30 p.m. in the PKIMC Barometer Conference Room.

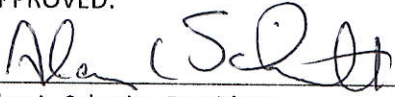
The meeting was adjourned at 6:15 PM.

ATTESTED to this 14th day of January 2020.



Meghan Kelly, Secretary

APPROVED:



A handwritten signature in black ink, appearing to read "Alan L. Schmitt", is written over a horizontal line.

Alan L. Schmitt, President