

**Minutes  
Hospice and Palliative Care of Kodiak  
Regular Meeting of the Board of Directors  
July 19, 2022**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc. was called to order at 5:35 p.m. on the nineteenth day of July 2022. The following Board members participated: Alan Schmitt, Rick Kniazowski, Meghan Kelly, Scott Carver, Veronica Costa-Bolton, and Terrie Johnson. Also participating were HPCCK Executive Director Kate Paulson, PKIMC Administrator Karl Hertz, and former (and founding) Board member Kathy Nussbaum.

**1. Mission Moment**

Veronica shared a Mission Moment. Melissa will present next month's Mission Moment.

**2. Approval of Minutes for June 28, 2022**

The Board approved the minutes of the June 28, 2022, regular meeting.

**3. Operations Report**

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

**4. Financials/Treasurer's Report**

Scott presented the financial report for the second quarter.

**5. SOT Committee Update**

Kate updated the Board on the recent meeting of the SOT Committee.

**6. Board of Directors Application**

Mary Beth Loewen has applied to join the Board of Directors and will be invited to attend a future meeting.

**7. Annual Conflict of Interest Statement**

Board members were asked to sign the annual Conflict of Interest Statement.

**8. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed upcoming events. The annual raffle is underway. Our Donor Appreciation event is scheduled for September 8 at Rooted.

**9. Adjournment**

The next regular meeting of the Board will be Tuesday, August 16, 2022, at 5:30 PM. The meeting was adjourned at 6:05 PM.

ATTESTED to this 16 day of August, 2022.

  
M. Kelly (Feb 18, 2023 13:34 AKST)

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Meghan Kelly, Secretary

APPROVED:



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Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**August 16, 2022**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc. was called to order at 5:30 p.m. on the sixteenth day of August 2022. The following Board members participated: Alan Schmitt, Rick Kniazowski, Meghan Kelly, Melissa Haffeman, and Scott Carver. Also participating was HPCCK Executive Director Kate Paulson and Clinical Director Sarah Davidson, as well as Karissa Stoecker, Health Administrator of KANA, our new ex-officio Board Member.

**1. Mission Moment**

Melissa shared a Mission Moment through the reading of a poem. Judy will present next month's Mission Moment.

**2. Board Vacancy**

Mary Beth Loewen joined the meeting and was appointed by acclamation to the Board for a term to run through the April 2025 annual meeting.

**3. Approval of Minutes for July 19, 2022**

The Board approved the minutes of the July 19, 2022, regular meeting, as amended.

**4. Clinical Director's Presentation**

Clinical Director Sarah Davidson joined the meeting to share updates about organizational efforts underway at the office (and beyond), including new focused "end-of-life navigation" training for volunteers.

**5. Operations Report**

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

**6. Special Events Committee Update**

Kate provided an update on the exciting work being done by the Special Events Committee.

**7. Corporate Resolutions**

Resolution 2022-01 was approved by acclamation whereby President Alan and Secretary Meghan will sign the application on HPCCK's behalf for a Special Events Permit to be submitted to the Alaska Alcoholic Beverages Control Board for the upcoming Donor Appreciation Event at Rooted on September 9, 2022.

The Board discussed its investment plans, including Haven's request for a Board Resolution related to the investment. Scott and Alan will be working on the draft resolution for future consideration by the Board.

**8. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed upcoming events. Staff has been making tremendous community outreach efforts that are much appreciated. The Board discussed transitioning

the efforts related to the Annual Ball to the Events Committee (Board and volunteers), rather than it being the responsibility of staff.

**9. Adjournment**

The next regular meeting of the Board will be Tuesday, September 20, 2022, at 5:30 PM. The meeting was adjourned at 6:27 PM.

ATTESTED to this 20 day of September, 2022.

  
M. Kelly (Feb 16, 2023 13:34 AKST)

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Meghan Kelly, Secretary

APPROVED:



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Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**September 20, 2022**  
**Kodiak Fisheries Research Center**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc. was called to order at 5:30 p.m. on the twentieth day of September 2022. The following Board members participated: Alan Schmitt, Judy Starrett, Scott Carver, Meghan Kelly, Melissa Haffeman, Veronica Costa-Bolton, and Mary Beth Loewen. Also participating was HPCK Executive Director Kate Paulson.

**1. Mission Moment**

Judy shared a Mission Moment about the many ways in which people become involved in/connected to/passionate about Hospice. She encouraged other Board members to talk with volunteers to learn more about why they do the important work that they do. Alan will present next month's Mission Moment.

**2. Approval of Minutes for August 16, 2022**

The Board approved the minutes of the August 16, 2022, regular meeting, as presented.

**3. Operations Report**

The group reviewed and discussed the Operations Report, a copy of which is attached to these minutes. Kate will make some updates to the format for her future reports.

**4. Special Events Committee Update**

Veronica reported on the donor recognition event at Rooted, which everyone agreed was a success and which the group hopes to make an annual event.

**5. Strategic Plan Update**

The group reviewed progress toward Strategic Plan goals for Year Two. Kate will reach out to other Kodiak-area non-profits to see if another group has purchased the most recent Foraker Salary Survey.

**6. Executive Committee Update**

Alan summarized the history of the group's discussions related to investing funds for Hospice. The group discussed the potential appearance of impropriety in prior decisions related to investment with Haven Financial, and it being perceived as a conflict with the contemporaneous seating of a new Board member who is related to the owner of the firm. No funds have actually been transferred.

As a result, the Board accepted and adopted the Executive Committee's recommendation that the Board table indefinitely the investment of funds with Haven. We may still explore other investment options in the future. The group discussed Board training opportunities focused on Board development, fiduciary roles and responsibilities, and general best practices.

**7. Board Development Committee**

The Board agreed that the present composition of the Board is working well in terms of advancing our mission and goals, and to talk more about a staffing this Committee in the future.

**8. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed upcoming events. Kate is working to gather material for the upcoming Holiday On-line Auction (November 10-13). There will be a kick-off meeting for the Hearts for Hospice Gala on November 18. Alan would like to host a Board gathering on Sunday, December 4, at his home.

**9. Adjournment**

The next regular meeting of the Board will be Tuesday, October 18, 2022, at 5:30 PM. The meeting was adjourned at 6:42 PM.

ATTESTED to this 18 day of October, 2022.

  
M. Kelly (Feb 15, 2023 13:34 AKST)

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Meghan Kelly, Secretary

APPROVED:



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Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**October 18, 2022**  
**Kodiak Fisheries Research Center**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc. was called to order at 5:35 p.m. on the eighteenth day of October 2022. The following Board members participated: Alan Schmitt, Meghan Kelly, Rick Kniazowski, Melissa Haffeman, Veronica Costa-Bolton, and Terrie Johnson. Also participating was HPCK Executive Director Kate Paulson.

**1. Mission Moment**

Alan shared a Mission Moment, an article called “The Good Death.” Scott will present next month’s Mission Moment.

**2. Approval of Minutes for September 20, 2022**

The Board approved the minutes of the September 20, 2022, regular meeting, as presented.

**3. Operations Report**

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

Kate gave an update on her research related to training options for the Board. Foraker is available to provide training via Zoom or in person. The Board agreed to schedule training with Laurie Wolf for Spring 2023. In the meantime, Kate will include fiduciary responsibility and best practices training resources and reading in upcoming Board packets.

The recent grief altar building workshop with Bonnie Dillard was a great success and there is a waiting list in place for the next event.

**4. Quarterly Treasurer’s Report**

Kate presented a quarterly treasurer’s report for the period ending in September 2022.

**5. Executive Director Annual Review**

The Board discussed Kate’s stellar performance over the past year and conducted her annual review.

**6. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed upcoming events. Kate continues working to gather material for the upcoming Holiday On-line Auction (November 10-13). Kate is looking for Hospice Ball Committee volunteer members.

**7. Adjournment**

The final regular meetings of the year will be November 15 and December 13, 2022. The meeting was adjourned at 7:04 PM.

ATTESTED to this 15 day of November, 2022.

*M. Kelly*  
M. Kelly (Feb 18, 2023 13:34 AKST)

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Meghan Kelly, Secretary

APPROVED:

*Alan L. Schmitt*

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Alan L. Schmitt, President



Minutes  
Hospice and Palliative Care of Kodiak  
Regular Meeting of the Board of Directors  
November 15, 2022  
Kodiak Fisheries Research Center

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc. was called to order at 5:30 p.m. on the fifteenth day of November 2022. The following Board members participated: Alan Schmitt, Scott Carver, Meghan Kelly, Mary Beth Loewen, Judy Starrett, and Terrie Johnson. Also participating was HPCCK Executive Director Kate Paulson.

1. Mission Moment

Scott shared a Mission Moment, "Hope in Suffering" which focused on alleviating fear in our clients' daily lives and death. Meghan will present next month's Mission Moment.

2. Approval of Minutes for October 18, 2022

The Board approved the minutes of the October 18, 2022, regular meeting, as presented.

3. Operations Report

The group reviewed and discussed the Operations Report, a copy of which is attached to these minutes. Kate reports an increase in referrals which she attributes to the arrival of a palliative care nurse, as well as developing relationships with local clinics and providers. The office is seeking administrative support, so Kate is asking for volunteers.

4. 2023 Proposed Budget

Kate presented a proposed budget for 2023 for the group's review and discussion. The budget will come before the Board again at the December meeting for approval.

5. Special Events Committee Update

Kate gave a report on recent meetings of the Special Events Committee, as well as the success of the recent on-line auction. The group discussed the timing of the annual Ball in light of the busy Fall for the organization and staff. The Committee will meet again to discuss the to-do list and provide an update for the Board's consideration as to when the Ball should take place (February or later in the year).

6. Ball Honoree Nomination

Kate shared the Special Events Committee's recommendation for this year's Hearts for Hospice Ball Honoree, Jocene Warnecke. Kate will follow up with Jocene to confirm her willingness to accept the award.

7. Annual Calendar/Upcoming Events

The Board reviewed its annual calendar and discussed upcoming events. Alan is hosting a holiday gathering for the Board and staff at his home on December 4 at 3:00 PM.

8. Adjournment

The final regular meeting of the year will be December 13, 2022. The meeting was adjourned at 6:45 PM.

ATTESTED to this 13 day of December 2022.

  
M. Kelly (Feb 15, 2023 13:34 AKST)

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Meghan Kelly, Secretary

APPROVED:



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Alan L. Schmitt, President

Minutes  
Hospice and Palliative Care of Kodiak  
Regular Meeting of the Board of Directors  
December 13, 2022  
Kodiak Fisheries Research Center

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc. was called to order at 5:30 p.m. on the thirteenth day of December 2022. The following Board members participated: Alan Schmitt, Scott Carver, Judy Starrett, Melissa Haffeman, Terrie Johnson, Mary Beth Loewen, Veronica Costa-Bolton, and Rick Kniazowski. Also participating was HPCCK Executive Director Kate Paulson.

**1. Mission Moment**

Via email, Meghan shared her Mission Moment article, “Life and Death at the Inn Between” which highlighted a hospice homeless shelter in Salt Lake City who’s mission is to “end the tragic history of vulnerable people dying on the streets”. Kate will present next month’s Mission Moment.

**2. Approval of Minutes for November 15, 2022**

The Board approved the minutes of the November 15, 2022, regular meeting, as presented.

**3. Operations Report**

Kate presented the November Operations Report; Alan noting a sizable donations from a new donor.

**4. Ball Committee Update**

Veronica presented on behalf of the Hospice Ball Committee who met as a group on December 7. The committee recommends postponing the ball to October to utilize the new larger Kodiak Marketplace building.

In past years the Hospice Ball was used primarily as an awareness event. The committee feels that with more time and a larger venue they will be able to host a successful fundraiser charity gala.

Discussion followed to permanently change the gala to the fall should there be no conflicts with other community groups for either the first or second Saturday in October. Kate will present an update in January.

**5. 2023 Proposed Budget**

The board reviewed the 2023 proposed budget; Kate presented a few updates including new donor categories, updated grant funding goals, and a new accounting service.

The board approved the 2023 proposed budget.

**6. Annual Calendar/Upcoming Events**

Kate and Alan shared about successful holiday initiatives including Navigating the Holidays Care Packages, Client Christmas Cards, and Volunteer Holiday Drop In.

7. Adjournment

The meeting was adjourned at 6:20

The next regular meeting will be January 17, 2022. The meeting was adjourned at 6:20 PM.

ATTESTED to this 17 day of January 2022.

*M. Kelly*

M. Kelly (Feb 16, 2023 13:34 AKST)

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Meghan Kelly, Secretary

APPROVED:

*Alan L. Schmitt*

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Alan L. Schmitt, President