

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**October 12, 2021**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at the Barometer Room at PKIMC and via Zoom and was called to order at 5:30 p.m. on the twelfth day of October 2021. The following Board members participated: Alan Schmitt, Carol Austerman, Meghan Kelly, Scott Carver, Rick Kniazowski, Judy Starrett, and Melissa Haffeman. Also participating were HPCK Executive Director Susan Smith, Volunteer Coordinator Barb Bundy, and Kate Paulson, who will soon be starting in her new role as Executive Director.

**1. Mission Moment**

Melissa shared a "Mission Moment" about teen volunteers for hospice programs in other states. She proposed exploring the possibility for future opportunities for working with teens at HPCK. Judy will present next month's Mission Moment.

**2. Approval of Minutes for September 14, 2021**

The Board approved the minutes of the Board's regular meeting of September 14, 2021.

**3. COVID-19 Update**

Next month the Board will discuss planning for the 2022 Hearts for Hospice Ball. The number of positive cases is down slightly this week in Kodiak. Hoping that this downward trend will continue, the group will hear an updated report on any limitations on the number of attendees that the Alutiiq Center has in place as the event date approaches.

**4. Operations Report**

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

**5. Hospice Harvest Raffle Report**

The 2021 raffle raised the most money (\$11,445) since its inception and Susan encouraged the full Board to engage in raffle sales in future years. She offered tips for successful sales and noted that the event can be a great way to share the word about the great work being done by HPCK.

**6. Board Meeting Procedures**

Alan reviewed Article VII, a Bylaw provision related to meeting procedures and discussed how it applies in the context of Board meetings.

**7. Board of Directors Application of Interest**

Ann-Marie Gould West has submitted an application of interest in joining the Board of Directors. Alan invited her to attend a future Board meeting. Scott noted that he has an acquaintance who is interested in applying to join the Board as well, and Alan encouraged him to invite her to apply, as well.

**8. Annual Calendar/Upcoming Events**

The Board continues to monitor COVID-19 numbers in the community and will consider whether to cancel or reschedule upcoming events. As noted above, the group will discuss the Ball at the November meeting.

**9. Transition Planning**


Kate will begin her work as Executive Director on Monday, October 18, and Susan's last day in the role will be Friday, October 15. Amy Durand will assist Susan in on-boarding Kate over the course of next week. The Board thanked Susan for her excellent work over the past few months and expressed appreciation for Barb's dedication and ongoing willingness to go above and beyond in her role.

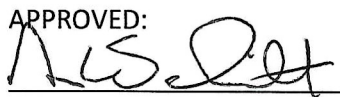
**10. Adjournment**

The next regular meeting of the Board will be Tuesday, November 9, 2021 at 5:30 PM at PKIMC in the Barometer Room and via Zoom.

The meeting was adjourned at 6:10 PM.

ATTESTED to this 9<sup>th</sup> day of November 2021.

  
\_\_\_\_\_  
Meghan Kelly, Secretary

APPROVED:  
  
\_\_\_\_\_  
Alan L. Schmitt, President

**DRAFT Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**November 9, 2021**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at the Barometer Room at PKIMC and via Zoom and was called to order at 5:30 p.m. on the ninth day of November 2021. The following Board members participated: Alan Schmitt, Carol Austerman, Meghan Kelly, Scott Carver, Judy Starrett, and Veronica Costa-Bolton. Also participating were HPCCK Executive Director Kate Paulson, HPCCK Volunteer Coordinator Barb Bundy, PKIMC Administrator Karl Hertz, and guests Ann-Marie Gould West, Terrie Johnson, and Craig Johnson.

**1. Mission Moment**

Judy shared a “Mission Moment” emphasizing her appreciation for the role of hospice during COVID, particularly the support the group can offer through grievance mailings and other bereavement services. Scott will present next month’s Mission Moment.

**2. Approval of Minutes for October 12, 2021**

The Board approved the minutes of the Board’s regular meeting of October 12, 2021.

**3. Finance/Investments with Craig Johnson**

Scott discussed the potential for creative investment of portions of our budget and Craig Johnson gave an overview of investment options (of variable risk appetites) with his firm.

**4. Q3 Financial Report**

Scott and Kate presented an overview of the organization’s financial status through Q3 2021.

**5. 2022 Budget Planning**

Kate provided an overview of proposed revisions to the budget development process for 2022. A draft budget will be presented to the Board for approval at the December meeting.

**6. COVID-19 Update**

The incidences of positive cases are trending down in Kodiak. Event spaces in town are continuing to limit capacity, but Kate is monitoring the situation as things evolve. The Board will discuss further plans for the ball at the December meeting. Carol noted the federal vaccine mandate may apply to HPCCK staff, volunteers, and Board members. Alan will meet with staff to explore the topic in more depth.

**7. Operations Report**

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

**8. Board of Directors Application of Interest**

Terrie Johnson and Ann-Marie Gould West attended the meeting and expressed their interest in joining the Board of Directors. The Board voted to appoint each of them to the Board for terms to expire in April

of 2025. Alan noted that the addition of a Board seat (now ten members) results in a quorum for meeting purposes of at least six Directors.

**9. Annual Calendar/Upcoming Events**

The Board continues to monitor COVID-19 numbers in the community and will consider whether to cancel or reschedule upcoming events. As noted above, the group will discuss the Ball at the December meeting.

**10. Transition Planning**

Kate recently met with Susan Smith to discuss fundraising and to plan for future funding opportunities. She noted that she is settling in and learning the role of Executive Director.


**11. Adjournment**

The next regular meeting of the Board will be Tuesday, December 14, 2021 at 5:30 PM at PKIMC in the Barometer Room and via Zoom.

The meeting was adjourned at 6:45 PM.

ATTESTED to this 14<sup>th</sup> day of December 2021.

  
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Meghan Kelly, Secretary

APPROVED:  
  
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Alan L. Schmitt, President



**HPCK | Regular Meeting Agenda**  
Barometer Conference Rm; PKIMC  
December 14, 2021 | 5:30 P.M.

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held at the Barometer Room at PKIMC and via Zoom and was called to order at 5:45 p.m. on the fourteenth day of December 2021. The following Board members participated: Alan Schmitt, Rick Kniazowski, Scott Carver, Veronica Costa-Bolton, Melissa Haffeman, Ann-Marie Gould West, and Terrie Johnson. Also participating were HPCK Executive Director Kate Paulson, HPCK Volunteer Coordinator Barb Bundy.

**1. Mission Moment (Scott)**

Scott talked about the challenges medical staff and patients are facing due to supply shortages and the stress caused by this ever-challenging situation we are all in with Covid. He shared a bible verse reminding the board to have a spirit not rooted in fear but in power.

**2. Approval of Minutes for November 9, 2021 (Alan)**

The Board approved the minutes of the Board's regular meeting of November 9, 2021.

**3. Haven Financial / Investment follow up (Scott)**

Scott asked how the board felt following Craig Johnson's presentation at the November meeting; expressing that he thinks Craig's suggestion of the high-yield bond fund is the right choice for us. Rick confirmed that working with Craig seemed like a right move. Veronica posed the question wondering if investing in bonds during an inflation economy was a good idea; Scott confirmed that bonds do better during inflation.

With that, the board agrees to move forward with the high yield bond fund. Alan poses the question of how much to invest. Rick says we should have at least 6 months of operating funds remain in our account. Scott then suggests the board move over \$35,000 from our savings account to Craig Johnson's firm, Haven Financial; the board approves. Kate will set up a meeting with Craig and Scott to move forward.

**4. Approval of 2022 Budget (Scott)**

The board reviewed the budget for 2022 created by Scott and Kate; Veronica asked if there is any buffer should expenses change this year – yes, Kate directed the board to the \$15,800 we have under "savings". Alan brought to the attention of the board that our donor database software is changing, as reflected in the new budget. The board approves the budget.

**5. COVID-19 Update (Alan, Ensemble)**

Alan updated the board on the meeting that Meghan Kelly, Alan, and Kate had discussing the federal vaccine mandate following the November board meeting. Scott updated the board on the status and position Providence is taking regarding the pandemic.

In regard to the concerns of volunteers interacting with medical staff, Veronica shares that in her experience, volunteers seem to interact minimally with direct medical professionals; expressing that she thinks it's not liability to the medical teams HPCK works with. Alan and the board agree to table the topic of vaccine status of new volunteers to the January meeting.

#### **6. Hearts for Hospice Ball (Alan, Kate)**

Kate gives an update on facilities and vendors tentatively scheduled for the Ball. Alan asks for board comment; the board expresses mixed feelings about hosting the ball in February. Rick thinks given our connection to the medical community that we are in a tricky spot; Melissa says that we are the type of organization that should show reverence to the challenging situation many are in; Terrie expresses that she doesn't think herself and others are ready to co-mingle and dance together.

Scott suggests we push the ball to May in hopes of having an event more people are comfortable with, and perhaps without masks. The board agrees to push the ball to May. Kate will look at the community calendar for a date in May. Kate mentions that she would still like to try for a small virtual Valentines fundraiser to increase awareness; Alan suggests this would be a good way to kick off the Society of a Thousand campaign.

#### **7. Operations Report (Kate/Barb)**

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

#### **8. Annual Calendar / Upcoming Events (Alan)**

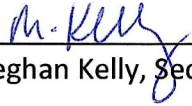
Kate presented the 2022 annual calendar noting some event dates are still TBD.

#### **9. Adjournment**

The next regular meeting of the Board will be Tuesday, January 11, 2022 at 5:30 PM at PKIMC in the Barometer Room and via Zoom.

The meeting was adjourned at 6:40 p.m.

ATTESTED to this 11th day of January 2022.

  
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Meghan Kelly, Secretary

APPROVED:

  
\_\_\_\_\_  
Alan L. Schmitt, President

**DRAFT Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**January 11, 2022**

The duly noticed meeting of the Board of Directors of Hospice and Palliative Care of Kodiak, Inc., was held via Zoom and was called to order at 5:30 p.m. on the eleventh day of January 2022. The following Board members participated: Alan Schmitt, Meghan Kelly, Scott Carver, Rick Kniazowski, Judy Starrett, Melissa Haffeman, Terrie Johnson, Ann-Marie West, and Veronica Costa-Bolton. Also participating were HPCK Executive Director Kate Paulson, and PKIMC Administrator Karl Hertz.

**1. Mission Moment**

Kate shared a “Mission Moment” by reflecting on her recent experience of working alongside her neighbor to provide direct care to another neighbor, literally as “neighbors helping neighbors”, embodying HPCK’s mission. Anne-Marie will present next month’s Mission Moment.

**2. Approval of Minutes for December 14, 2021**

The Board discussed the minutes of December 14, 2021.

The Board reviewed its Bylaws provision related to conflicts of interest. Terrie Johnson is married to Craig Johnson, owner of Haven Financial, an investment firm with which HPCK is considering doing business. Veronica Costa-Bolton and Rick Kniazowski do business with Haven Financial outside of their roles on the Board of Directors for HPCK. These three Directors excused themselves from the meeting and the Board discussed the investment opportunity and whether any conflict exists. Two members of the Board, Meghan and Alan, voted that a financial conflict of interest was present, while three Directors, Scott, Judy and Melissa, voted that there was no conflict. Terrie and Rick rejoined the meeting at 5:55 PM.

Following these discussions, the Board approved the minutes of the Board’s regular meeting of December 14, 2021.

**3. Operations Report**

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

**4. COVID-19 Update**

Karl provided an update on the status of COVID-19 at PKIMC and in the community, generally. The Board discussed the impact of the federal vaccine requirement in the context of the upcoming volunteer training in March. Kate will prepare more information for the Board’s consideration on this topic at an upcoming meeting.

**5. Policy and Procedure Review: Articles I-IV**

Alan encouraged the Board to review Articles I-IV of the Policies and Procedures in preparation for the annual review slated to take place in early Summer.

**6. Strategic Planning Q4 Update**

Kate and Melissa will work together outside the meeting to summarize progress achieved under the Strategic Plan for 2021 and present this report to the Board at an upcoming meeting.

**7. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed staffing and upcoming events.

**8. Executive Session: 90-Day Evaluation for Executive Director**


Karl left the meeting, and the Board went into executive session to discuss Kate's 90-Day evaluation. Ann-Marie West joined the meeting at this time. The Board gave Kate an excellent review.

**9. Adjournment**

The next regular meeting of the Board will be Tuesday, February 8, 2022, at 5:30 PM via Zoom.

The meeting was adjourned at 6:32 PM.

ATTESTED to this 8<sup>th</sup> day of February, 2022.

  
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Meghan Kelly, Secretary

APPROVED:  
  
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Alan L. Schmitt, President

Alan L. Schmitt, President



**DRAFT Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**February 8, 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 eighth day of February 2022. The following Board members participated: Alan Schmitt, Carol Austerman, Meghan Kelly, Scott Carver, Rick Kniazowski, Judy Starrett, Terrie Johnson, and Veronica Costa-Bolton. Also participating was HPCK Executive Director Kate Paulson.

**1. Mission Moment**

Ann-Marie was not present to share a Mission Moment. Rick will present next month's Mission Moment.

**2. Approval of Minutes for January 11, 2022**

The Board approved the minutes of January 11, 2022.

**3. Operations Report**

The group reviewed and discussed the Operations Report, a copy of which is attached to these minutes. The Board will hold a special meeting on February 22, 2022, to discuss the Volunteer Coordinator position vacancy.

**4. 2021 Year-End Financial Report**

Scott presented the year-end financial report for 2021. He noted that HPCK finished the year with healthy books, thanks in large part to the receipt of several grants, which particularly helped in yet another financial year without the income usually generated by the Hearts for Hospice Ball.

**5. COVID-19 Update**

The group discussed a draft vaccine mandate policy document and discussed other health care providers' approaches to compliance. Kate is working to develop forms for religious and health exemptions for employees, volunteers, and Board members. The group will explore adding language to its Policies and Procedures regarding its compliance with Federal mandates when it undertakes its annual policy review in early summer. Scott noted that he is not in favor of requiring compliance with a vaccine mandate.

**6. Policy and Procedure Review: Articles VII-VIII**

Alan encouraged the Board to review Articles VII-VIII of the Policies and Procedures in preparation for the annual review.

**7. Strategic Planning Year Two Goals and Action Items**

Kate summarized progress achieved under the Strategic Plan for 2021. She's looking forward to pursuing Year Two goals.



**8. Board Development Committee**

Two Board seats are coming up for re-election/re-appointment at the annual meeting in April. At the time of the meeting, both Scott and Judy report that they plan to run for another three-year term, and so it may not be necessary for the Development Committee to identify potential candidates or perform outreach to candidates prior to the Annual Meeting.

**9. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed staffing and upcoming events. The group will discuss rescheduling the Ball at its March meeting.

**10. Board Discussion**

The group discussed the financial conflict of interest vote that took place at the January 11, 2022, meeting related to the Board's December 14, 2021, decision to invest with Haven Financial. Citing the Board's Bylaws and its fiduciary responsibility regarding conflicts of interest, Carol made a motion to rescind the Board's December 14, 2021, decision to invest with Haven Financial, Meghan seconded the motion. Following discussion about what constitutes a financial conflict of interest under the Bylaws, Terri excused herself from the meeting. The group discussed the motion and conducted a roll call vote.

"No" votes: Alan, Meghan, Scott, Judy, Rick

"Yes" votes: Carol

The motion to rescind the Board's December 14, 2021, decision to invest with Haven Financial failed. Alan reiterated that Board members are responsible being familiar with the organization's Bylaws and Policies and Procedures.


**11. Adjournment**

The next regular meeting of the Board will be Tuesday, March 8, 2022, at 7:06 PM. The meeting was adjourned at 6:32 PM.

ATTESTED to this 8<sup>th</sup> day of March, 2022.

  
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Meghan Kelly, Secretary

APPROVED:

  
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Alan L. Schmitt, President

Alan L. Schmitt, President

**DRAFT Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Special Meeting of the Board of Directors**  
**February 22, 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 twenty-second day of February 2022. The following Board members participated: Alan Schmitt, Meghan Kelly, Scott Carver, Judy, Starrett, Rick Kniazowski, Ann-Marie West, and Veronica Costa-Bolton. Also participating was HPCCK Executive Director Kate Paulson.

**1. Volunteer Coordinator**

Kate introduced her preferred candidate and summarized why she feels the candidate would be a great addition to her team. She recommends not revising the Volunteer Coordinator job position description in the HPCCK policies and procedures at this time, but to hire the candidate under existing policies, with a plan to review the position description in the future. The group appreciates the skill and experience the candidate could bring to HPCCK.

**2. Clinical Employee**

The group discussed the insurance implications of hiring a clinical or credentialed employee.

**3. Salary/Finances**

The group discussed the candidate's request for a higher salary. Kate will proceed with offering the candidate the Volunteer Coordinator position at the higher salary with the Board's support.

**4. Adjournment**

The next regular meeting of the Board will be Tuesday, March 8, 2022, at 5:30 PM. The meeting was adjourned at 6:02 PM.

ATTESTED to this 8<sup>th</sup> day of March, 2022.

  
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Meghan Kelly, Secretary

APPROVED:  
  
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Alan L. Schmitt, President

Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Regular Meeting of the Board of Directors**  
**June 28, 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 twenty-eighth day of June 2022. The following Board members participated: Alan Schmitt, Judy Starrett, Rick Kniazowski, Meghan Kelly, Melissa Haffeman, Scott Carver, Veronica Costa-Bolton, and Terrie Johnson. Also participating was HPCK Executive Director Kate Paulson.

**1. Mission Moment**

Rick shared a Mission Moment related to a practice of an annual death meditation (as mentioned in the book "Think Like a Monk" by Jay Shetty). Veronica will present next month's Mission Moment.

**2. Approval of Minutes for May 17, 2022**

The Board approved the minutes of the May 17, 2022, regular meeting.

**3. Operations Report**

The group reviewed and discussed the Operations Report, a copy of which is attached to these minutes. Kate recently completed her Foraker Leadership Cohort and reported that it was a valuable undertaking. Kate also reported that the staff is seeking more storage space and exploring the possibility of a new office space.

**4. Policies & Procedures Final Review**

The Board approved the revised Policies and Procedures. Kate will post the documents on the HPCK website. Next year's review will focus on updating the role of the Clinical Director as set out in the policies.

**5. COVID-19 Update**

The group discussed proposed revisions to the Tier Guidelines to address changes in testing requirements for volunteers (Attachment C and Precautionary Measures). Kate will circulate a final copy of the updates for Board approval by email.

**6. SOT/Fundraising Committee Update**

The Committee reported that staff's current workload does not allow for them to fully coordinate and host the community BBQ this year. The Board agreed that without a Board champion for the event that it might be best to forgo it. The annual raffle drawing could take place on an agreed upon date separate from an event.

The Board discussed establishing a Special Events Committee (Terrie, Veronica, Melissa) and a SOT Committee (Scott, Alan, Meghan), both of which would take the place of the Fundraising Committee. Kate will circulate any existing "job description" for the Events Committee and the group will talk more about its role at the July Board meeting.

**7. FY22 Budget Q3 Suggested Adjustments**

The Board reviewed an amended budget for FY22. Meghan moved to approve the amended budget for 2022 and Scott seconded the motion. The motion passed.

**8. Board Resignation**

Ann-Marie Gould West is leaving Kodiak Island and has submitted her resignation from the HPCK Board of Directors. The Board accepted her resignation with regret. Alan reminded the Board that we endeavor to maintain an odd number of Directors and so should actively recruit an additional member.

**9. Non-profit Corporation Updates (Notice of Change of Officials)**

The Board reviewed the process/requirements for the Notice of Change of Officials which will be due in early 2023.

**10. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed upcoming events. Kate will remove the Harvest BBQ from the calendar.

**11. Adjournment**

The next regular meeting of the Board will be Tuesday, July 19, 2022, at 5:30 PM. The meeting was adjourned at 6:49 PM.

ATTESTED to this 19<sup>th</sup> day of July, 2022.

  
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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**  
**May 17, 2022**

The duly noticed regular 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 seventeenth day of May 2022. The following Board members participated: Alan Schmitt, Rick Kniazowski, Meghan Kelly, Scott Carver, Veronica Costa-Bolton, and Terrie Johnson. Also participating was HPCCK Executive Director Kate Paulson.

**1. Mission Moment**

Terrie shared a Mission Moment. Rick will present next month's Mission Moment.

**2. Approval of Minutes for April 12, 2022**

The Board approved the minutes of the April 12, 2022, regular meeting.

**3. Operations Report**

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

**4. Treasurer's Report**

Scott presented a Treasurer's Report. The Board agreed to discuss re-activating the SOT Committee of the Board at the June meeting. The Board authorized the Treasurer to maintain \$100,000 in our HPCCK checking account and to transfer the remainder of the funds to our savings account. Kate is also researching how to best position the funds in our gaming permit account with the State.

Kate requested health coverage by stipend. The Board approved Kate receiving \$581 per month for health care costs.

Scott provided an update on HPCCK's investment with Haven Financial – the funds will be moved from our accounts to the firm soon.

**5. Policy and Procedure Review**

The group reviewed the suggested revisions to the Policies and Procedures. The Board will consider final revisions at the June meeting for adoption.

**6. COVID-19 Update**

The group discussed the Tier Guidelines. All agreed that volunteers and clients should be able to meet (provide direct care services) without donning a mask if all parties agree masking is not necessary. Kate and Meghan will work to develop language to incorporate into the Guidelines that acknowledges this situation. There is also a need to understand the availability of tests for volunteers – the Board does not intend for the financial onus of testing to be borne by volunteers.



**7. Strategic Plan Update**

Kate and Sarah have been familiarizing themselves with the strategic plan document. We presently have a low number of Direct Care volunteers, and Kate has encouraged volunteers (and Board Members) to invite potential candidates to upcoming trainings.


**8. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed upcoming events. Alan encouraged the Board to consider how to best prepare for and successfully execute the upcoming Harvest BBQ Event. Kate will reach out to Mark Withrow to learn more.

**9. Adjournment**

The next regular meeting of the Board will be Tuesday, June 21, 2022, at 5:30 PM. The meeting was adjourned at 6:59 PM.

ATTESTED to this 28<sup>th</sup> day of June, 2022.

  
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Meghan Kelly, Secretary

APPROVED:  
  
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Alan L. Schmitt, President

**Minutes**  
**Hospice and Palliative Care of Kodiak**  
**Annual Meeting of the Board of Directors**  
**April 12, 2022**

The duly noticed annual 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 twelfth day of March 2022. The following Board members participated: Alan Schmitt, Rick Kniazowski, Meghan Kelly, Scott Carver, Melissa Haffeman, Ann Marie West, and Terrie Johnson. Also participating was HPCK Executive Director Kate Paulson.

**1. Mission Moment**

Meghan shared a Mission Moment related to a recently departed dear friend who was a long-time supporter of HPCK. Terrie will present next month's Mission Moment.

**2. Approval of Minutes for March 8, 2022**

The Board approved the minutes of the March 8, 2022, regular meeting.

**3. Operations Report**

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

**4. Policy and Procedure Review: Pages 34-44**

Alan encouraged the Board to review these final pages of the Policies and Procedures in preparation for the annual review.

**5. Hospice Ball/Ball Committee Update**

The consensus is that May is too soon and too busy in Kodiak in terms of other events happening during that time. The Board declined to choose a new date for the Ball at this time.

**6. SOT/Fundraising Committee Recommendations**

The Board discussed an online auction, a walk/run, and a Jeffersonian Dinner event, among other possibilities for fundraisers. There will be more discussion on this point at an upcoming meeting.

**7. BOD Member Appointments**

Carol Austerman has resigned from the Board. Scott was re-appointed for a one-year term on the Board (through 2023). Judy was reappointed for a three-year term (through 2025). The Board's ex officio members include KANA's new CEO, Mike Pfeffer, and Kate will inquire whether he desires to maintain his ex officio position, or to name another KANA representative in his place.

**8. Election of Officers**

Scott nominated Judy for the role of Vice President and Meghan seconded the nominate. Judy was named Vice President. Alan will continue as President, Meghan will continue in the role of Secretary, and Scott will continue as Treasurer.

**9. Board Succession Planning**

Alan encouraged the Board to consider candidates for a Vice President/President-Elect role. He also reminded the group that a history of 100% Board-giving can be an important factor in grant applications. The Board discussed and agreed upon moving the monthly meetings to the third Tuesday of the month.

**10. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed upcoming events. Kate will update the annual calendar to reflect the moving of the monthly regular meetings. The Volunteer Appreciation Dinner is scheduled for Thursday April 21, 6-8 PM (Board members are asked to arrive to help with set-up at 5), at Springhill Hall. The Board agreed to sponsor the cost of the meal (approximately \$600), which can be accomplished via online donation on our website, or by delivery of a check to Kate.

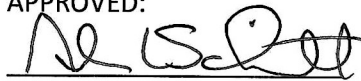
**11. Adjournment**

The next regular meeting of the Board will be Tuesday, May 17, 2022, at 5:30 PM. The meeting was adjourned at 6:32 PM.

ATTESTED to this 17<sup>th</sup> day of May, 2022.

  
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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**  
**March 8, 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 eighth day of March 2022. The following Board members participated: Alan Schmitt, Meghan Kelly, Scott Carver, Judy Starrett, Melissa Haffeman, Ann-Marie West, and Terrie Johnson. Also participating were HPCCK Executive Director Kate Paulson and PKIMC Administrator Karl Hertz.

**1. Mission Moment**

Ann-Marie West shared a Mission Moment related to a recently departed client of the Elder House, emphasizing the meaningfulness of being able to experience a “good death” for both the dying and the survivors. Meghan will present next month’s Mission Moment.

**2. Approval of Minutes for February 8 and February 22, 2022**

The Board approved the minutes of the February 8, 2022 regular meeting and the February 22, 2022 special meeting.

**3. Operations Report**

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

**4. Policy and Procedure Review: Articles VIII-X**

Alan encouraged the Board to review Articles VIII-X of the Policies and Procedures in preparation for the annual review.

**5. SOT/Fundraising Committee**

Alan asked for volunteers to work with Kate on an SOT/Fundraising Committee and Scott and Karl offered to join. Kate will contact Susan Smith to invite her to participate as well.

**6. Hospice Ball/Ball Committee**

The group discussed hosting the event in May or potentially postponing the event until the fall. The group agreed to revisit the topic again in April, but the consensus seems to be that May is too soon and too busy in Kodiak in terms of other events happening during that time.

**7. Volunteer Appreciation Week April 17-23**

The group agreed up on Thursday, April 21 at 6PM at Springhill Hall for the annual Volunteer Appreciation potluck dinner (dishes to be provided by the Board).

**8. Annual Calendar/Upcoming Events**

The Board reviewed its annual calendar and discussed upcoming events. April 12 will be the annual meeting when Board members are re-appointed, and officers are elected.

**9. Adjournment**

The next regular meeting of the Board will be Tuesday, April 12, 2022, at 5:30 PM. The meeting was adjourned at 6:11 PM.

ATTESTED to this 12<sup>th</sup> day of April, 2022.

m. Kelly

Meghan Kelly, Secretary

APPROVED:

ALS

Alan L. Schmitt, President