



**Annual Report 2015**  
**A Report to the Membership**  
**on 2014 Finances and Activities**

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# **Hospice Society of Greater Halifax Mission, Vision, Guiding Principles and Purposes**

## **Mission**

Hospice Society of Greater Halifax (Hospice Halifax) supports people affected by a life-limiting illness, death and bereavement.

## **Vision**

All citizens of the Halifax Regional Municipality (HRM) affected by life-limiting illness have access to the programs and services needed to live fully and die well in a caring, compassionate environment of their choice.

## **Guiding Principles**

The focus of hospice care is on living fully and dying well.

The option to be cared for in a home-like setting is available to people in HRM.

The Society respects the uniqueness and diversity of all.

Families, friends and care-givers are included within the circle of care.

The hospice strives to support the physical, psychosocial and spiritual needs of people affected by life-limiting illness and bereavement.

The Society supports a team approach. Volunteers are seen as an integral part of the team.

## **The Hospice Society has two purposes:**

To establish residential hospices to provide the option to die in a home-like setting for those who cannot or choose not to die at home.

To increase community awareness of issues of death and dying.

## Report from the Chair, Fred McGinn

Ten years ago I joined a dedicated, hard-working group of volunteers who believed they could move mountains to accomplish a great task: Build and operate the first free-standing residential hospice in Nova Scotia. Since that day, many others have taken up the cause, via donations, volunteer labour and much needed spirit. We have achieved much – and we have much left to achieve.

In the past, the annual meeting was an opportunity to “rally the troops” and convince our membership that the preceding year had brought us significantly closer to our goal. While true, it was often difficult to present objective data to back this claim. This year I believe the data will speak for itself.

We have signed a letter of intent in the hopes of negotiating a potential land lease on the peninsula for the purpose of building our residential hospice. I will speak to this lease agreement at the annual meeting, but essentially, we have until mid-May to assess the two buildings, meet with Halifax Regional Municipality planners, survey the neighbours and determine whether we will proceed via renovations or tear-down or some other option. Once a formal lease is signed, the land will become the catalyst for our capital campaign.

Pryor House will continue to serve as the administrative and program centre for the Hospice Society. The old home has served us well, and represents the power of our community volunteers. At the annual meeting you will hear about long-time programs and fundraisers (e.g., Bereavement program, Hike for Hospice, Angel Tree), recent programs (Hearts for Hospice) and plans for the future (capital campaign). I look forward to sharing this exciting information with you and answering your questions.

To conclude: If it were not for our tremendous volunteers, we would still be meeting in living rooms, discussing our “pie-in-the-sky” dream to build and sustain a free-standing residential hospice, with little to show for it. You make the difference, and for that I am so very appreciative.

## Message from the CEO, Wendy Fraser

It has been a very exciting and eventful year for Hospice Halifax.

We are making significant headway toward our dream of building Nova Scotia's first free standing residential hospice. We are pursuing a spectacular property on the peninsula and as long as there are no major issues, we will be ready to publically announce the site as soon as due diligence is complete in early May.

I was once told that Hospice is in community, by community and for community and our progress over the last year bears this out. The support from business, all levels of government, volunteers, neighbours and other hospice societies has been invaluable in helping us to achieve our goals. Our relationship with the six HRM Rotary Clubs has formed the foundation of this growth. The Rotarians have become champions for hospice and this, along with their financial support, has been incredibly important to our progress.

Other financial support from the community in the form of donations and grants has allowed us to continue to provide bereavement support while preparing to create the volunteer infrastructure necessary to make Hospice Halifax a success.

We are very appreciative for the financial support of Domus Realty Limited and "The Hundred Men Who Give a Damn" (who provided grant funding to develop volunteer services in 2015) and to the many sponsors who made our Valentine's Feeling the Love Event such a huge success.

As part of the due diligence process related to the land we are pursuing, we received word in December that we will receive seed funding from the Canadian Mortgage and Housing Corporation (CMHC). Since CMHC grants typically support affordable housing initiatives, we were very appreciative that they worked 'outside the box' with us to make this funding available.

Over the past year there have been a number of staffing changes. After joining the organization one year ago, I had the pleasure of working with Doreen Cordeiro, our very capable office assistant. Doreen left in November to join her husband who had been transferred to Newfoundland. In the interim, we hired Erin Raine as our new Volunteer Coordinator. Erin has recently begun to wear a number of hats as she builds our volunteer base and assists in office management.

As a result of funding from the Rotary Clubs, in 2015 we will be hiring a fund development specialist to assist with funding and developing the capital campaign.

In June 2014, Dr. Stephanie Connidis (Ex-Officio Board Co-Chair), Gordon Neal (Hospice Steering Committee member) and I visited Bobby's Hospice in Saint John, New Brunswick to learn from their development and to brainstorm operational issues with their team.

Stephanie recently took part in the CMA Seniors Strategy framework where she had the opportunity to represent the Canadian Society of Palliative Care Physicians.

In October, we held a volunteer night and have begun to establish a number of volunteer committees to assist during this crucial time.

Over the year, I have had the pleasure of working with an array of incredible members on the following committees: the Hospice Steering Committee, Finance Committee, Program and Volunteer Committee, Communications Committee, Human Resources Committee, Rotary Hospice Committee, Hike for Hospice Committee and Feeling the Love Committees, Property Committee and Nominations Committee.

As we move forward, we will be establishing some new committees including those related to property development and building construction as well as policy and governance and web development and public relations.

We are also pleased to be sharing the Pryor House space with Alex's Safe Harbour, a non-profit group dedicated to supporting children, teens and families grieving a death through peer-led support groups, community outreach and education.

Over the past year, the social dialogue about end of life care has helped to increase community awareness about Hospice Palliative Care and has been incredibly beneficial in developing community support for residential hospice.

The next year promises to be very exciting. We will be announcing the Hospice site, launching the capital campaign and continuing to work with the community to promote residential hospice and end of life discussion.

Thanks to the long-term leadership of Fred McGinn, our Board Chair and the hardworking commitment of the Hospice Board of Directors, the Hospice Steering Committee and fantastic volunteers, we are very close to making residential hospice a reality in Halifax by 2017. They are an incredible group of people and I have been honoured to work with them.

# Treasurer's Report for the Year 2014

**Finance Committee members:** Wendy Fraser, Betty Morton, Michael Speraw  
**Report submitted by:** Michael Speraw, Treasurer

The following is a summary of the financial results of Hospice Halifax (HH) for the fiscal year 2014, with a comparison to 2013 actual and 2014 actual:

|                             | <b>2013A</b> | <b>2014A</b> | <b>Variance</b> |
|-----------------------------|--------------|--------------|-----------------|
| Revenue                     | \$ 95,320.   | \$195,130.   | \$ 99,810       |
| House General & Maintenance | 9,896.       | 12,660.      | (2,764)         |
| House Other                 | 3,369.       | 3,062.       | 307             |
| Administration              | 73,150.      | 118,665.     | (45,515)        |
| Programs & Services         | 444.         | 113.         | 313             |
| Fundraising                 | 3,744.       | 35,950.      | (32,306)        |
| Total Expenses              | 90,603.      | 170,450.     | (79,847)        |
|                             |              |              |                 |
| Excess/ (deficiency)        | 4,717.       | 24,680.      | 19,963          |

Revenue in 2014 was \$99,810 higher than 2013, an increase of over 100%! This was primarily due to the wildly successful first annual *Feeling The Love* (FTL) Valentine's Day fundraiser, which delivered \$91,583 in revenue (note: an additional \$25,000 was received and recognized in 2014 for a FTL sponsorship for FTL 2015). General donations were also up by 84% to \$22,385. There were many more general donations in 2014 and the amounts were larger compared to 2013, which indicates the gathering momentum and buzz around Hospice Halifax. Also, HH received grants of \$9,500 and received \$21,291 in donations from the Rotary Clubs. All of this more than offset the decline in proceeds from Hike for Hospice and Angel Tree, which were down by \$18,283 compared to 2013.

Overall, there was a surplus of \$24,680 in 2014 compared to a surplus of \$4,717 in 2013, an almost \$20,000 improvement year-over-year.

Expenses were \$79,847 higher in 2014. This increase in expenses was partially explained by the hiring of a professional CEO, an essential investment in HH's ability to grow and realize a residential hospice facility. HH also invested \$20,218 (see 'Profess Fees & Memberships') for a feasibility study prepared by RBR, a private capital campaign management company, which has become the action plan for the capital campaign. This report was funded by the Rotary Clubs of HRM. There was \$35,708 in expenses for FTL but since the revenue for the event was \$91,583 the event netted \$55,875.

Not reflected in the revenues or expenses are the contributions of time and talents of many volunteers and members of the community who have supported the improvements and maintenance of Pryor House, the programs and services offered there, fundraising activities

and the effort to establish a stand-alone residential hospice facility. A special thanks to the Hospice Steering Committee for its work on the latter and on FTL.

**Hospice Society of Greater Halifax  
Balance Sheet as at 12/31/2014**

**ASSET**

**Current Assets**

|                             |                  |                   |
|-----------------------------|------------------|-------------------|
| Clearing Acct               |                  | 0.00              |
| Petty Cash                  | 300.00           |                   |
| Royal Bank Account          | <u>32,923.87</u> |                   |
| Total Cash                  |                  | 33,223.87         |
| Investments                 |                  | 111,909.36        |
| Reserve For Sign            |                  | 0.00              |
| Reserve for Windows         |                  | <u>0.00</u>       |
| <b>Total Current Assets</b> |                  | <u>145,133.23</u> |

**Capital Assets**

|                               |                   |                   |
|-------------------------------|-------------------|-------------------|
| Office Furniture & Equipment  | 4,560.20          |                   |
| Accum. Amort. -Furn. & Equip. | <u>-1,510.50</u>  |                   |
| Net - Furniture & Equipment   |                   | 3,049.70          |
| Spring St House               | <u>250,000.00</u> |                   |
| Net - Spring St               |                   | <u>250,000.00</u> |
| <b>Total Capital Assets</b>   |                   | <u>253,049.70</u> |

|                    |  |                          |
|--------------------|--|--------------------------|
| <b>TOTAL ASSET</b> |  | <u><u>398,182.93</u></u> |
|--------------------|--|--------------------------|

**LIABILITY**

**Current Liabilities**

|                                  |                   |                   |
|----------------------------------|-------------------|-------------------|
| Accruals                         |                   | 18,000.00         |
| Reserve For Windows              |                   | 0.00              |
| Reserve For Sign                 |                   | 3,255.00          |
| Res,Hospice Fund Reserve         |                   | 25,000.00         |
| Corporate Taxes payable          |                   | 664.07            |
| HST Paid on Purchases            | <u>-11,006.95</u> |                   |
| HST Owing (Refund)               |                   | <u>-11,006.95</u> |
| <b>Total Current Liabilities</b> |                   | <u>35,912.12</u>  |

|                        |  |                  |
|------------------------|--|------------------|
| <b>TOTAL LIABILITY</b> |  | <u>35,912.12</u> |
|------------------------|--|------------------|

**EQUITY****Owners Equity**

|                                   |                   |
|-----------------------------------|-------------------|
| Retained Earnings - Previous Year | 87,591.55         |
| Contributed Assets                | 250,000.00        |
| Current Earnings                  | <u>24,679.26</u>  |
| <b>Total Owners Equity</b>        | <u>362,270.81</u> |

**TOTAL EQUITY** 362,270.81

**LIABILITIES AND EQUITY** 398,182.93

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**Hospice Society of Greater Halifax  
Income Statement 01/01/2014 to 12/31/2014**

**REVENUE****Sales Revenue**

|                                    |               |           |
|------------------------------------|---------------|-----------|
| Donation - General                 |               | 22,385.12 |
| Donations - Capital Campaign       |               | 500.00    |
| Donations - In Memoriam            |               | 1,700.00  |
| Donations - United Way             |               | 3,852.61  |
| Donations -Online                  |               | 1,540.00  |
| Donations -Grants and Corporate    |               | 9,500.00  |
| Fundraising - General              |               | 0.00      |
| Fundraising - Angel Tree Corporate | 1,000.00      |           |
| Fundraising - Angel Tree           | 2,435.37      |           |
| Fundraising - Angel Tree Online    | <u>360.00</u> |           |
| Fundraising - Angel Tree Total     |               | 3,795.37  |
| Fundraising - Hike Donations       | 5,084.00      |           |
| Fundraising - Hike On-Line         | 7,838.36      |           |
| Fundraising - Hike T-shirt Sales   | 0.00          |           |
| Fundraising - Hike Registration    | <u>0.00</u>   |           |
| Fundraising Hike Total             |               | 12,922.36 |
| Membership Dues                    |               | 1,060.00  |
| Windows Campaign                   |               | 0.00      |
| FundRaising-Valentine Event        |               | 0.00      |
| Auction Donations FMV              | 0.00          |           |
| Less; Loss on Disposition          | <u>0.00</u>   |           |
| Net Auction Proceeds               |               | 0.00      |

|                                     |                 |                   |
|-------------------------------------|-----------------|-------------------|
| Rotary Deposits General             | 18,091.16       |                   |
| ALS Art Auction Shar Proceeds       | 0.00            |                   |
| Wine Fund Raiser                    | <u>3,200.00</u> |                   |
| Rotary Club Fundraising for Hospice |                 | 21,291.16         |
| Residential Hospice Fund Donations  |                 | 0.00              |
| FTL - Tickets Sales                 | 31,210.00       |                   |
| FTL - Sponsorship                   | 81,500.00       |                   |
| FTL - General Donations             | 700.00          |                   |
| FTL - on-site fundraising           | 2,983.35        |                   |
| FTL - other                         | <u>190.00</u>   |                   |
| Feel The Love Event -Total Rev      |                 | <u>116,583.35</u> |
| <b>Net Sales</b>                    |                 | <u>195,129.97</u> |
| <br>                                |                 |                   |
| <b>TOTAL REVENUE</b>                |                 | <u>195,129.97</u> |

**EXPENSE**

**Payroll Expenses**

|                              |  |                  |
|------------------------------|--|------------------|
| Wages                        |  | 16,487.80        |
| Salaries                     |  | 58,737.99        |
| EI Expense                   |  | 1,791.86         |
| CPP Expense                  |  | 3,190.01         |
| Employee Tax Expense         |  | 0.00             |
| Group Med Insurance          |  | <u>680.68</u>    |
| <b>Total Payroll Expense</b> |  | <u>80,888.34</u> |

**General & Administrative Expenses**

|                              |               |           |
|------------------------------|---------------|-----------|
| Accounting & Legal           |               | 3,900.00  |
| Advertisement Purchases      | <u>352.00</u> |           |
| Communication Expenses Total |               | 352.00    |
| Business Transaction Fees    |               | 0.00      |
| Licensing Fees and Dues      |               | 696.92    |
| Courier Fees                 | 0.00          |           |
| Fundraising Postage          | 0.00          |           |
| Newsletter Postage           | 0.00          |           |
| General Postage              | <u>309.99</u> |           |
| Courier & Postage Total      |               | 309.99    |
| General Meeting Expenses     |               | 425.68    |
| Hike For Hospice Expenses    | 227.73        |           |
| General Fundraising Expense  | <u>14.49</u>  |           |
| Fundraising Expenses Total   |               | 242.22    |
| Valentine Event Exoense      |               | 35,707.78 |
| Insurance                    |               | 2,952.00  |

|  |                 |                         |
|--|-----------------|-------------------------|
| Interest & Bank Charges                    |                 | 1,610.48                |
| Admin Fees & Int.                          |                 | -176.05                 |
| Office Supplies                            |                 | 2,448.51                |
| House Supplies                             |                 | 51.59                   |
| Furnishing and Equipment                   |                 | 233.10                  |
| Windows Reserve Expense                    |                 | -26.09                  |
| Res Hospice Fund Reserve Exp.              |                 | 0.00                    |
| Consultant/Professional Fees               |                 | 20,218.02               |
| Property Taxes                             |                 | 4,418.26                |
| Conference Fees and Expenses               |                 | 325.00                  |
| Travel and Entertainment                   |                 | 278.12                  |
| Mileage                                    |                 | 564.72                  |
| Miscellaneous Expenses                     |                 | 3,665.23                |
| Rent                                       |                 | 0.00                    |
| Repair & Maintenance                       |                 | 3,010.05                |
| Telephone Spring Garden                    | 0.00            |                         |
| Telephone - Spring Street                  | 1,044.36        |                         |
| Security                                   | 200.00          |                         |
| Water                                      | 529.65          |                         |
| Lights                                     | 669.11          |                         |
| Oil  | <u>5,226.06</u> |                         |
| Utilities Total                            |                 | 7,669.18                |
| Internet fees                              |                 | 533.66                  |
| Website - hosting, maintenance etc         |                 | <u>39.10</u>            |
| <b>General &amp; Admin Expenses Total</b>  |                 | <u>89,449.47</u>        |
| <br>                                       |                 |                         |
| <b>Programs and Services Expenses</b>      |                 |                         |
| General Educational Resources              |                 | 10.00                   |
| General Bereavement Program Expense        | <u>21.19</u>    |                         |
| Bereavement Program Expense Total          |                 | 21.19                   |
| Living Room Program Exp                    | <u>81.71</u>    |                         |
| Palliative Care Prog. Expense Total        |                 | <u>81.71</u>            |
| <b>Programs &amp; Serv. Expenses Total</b> |                 | <u>112.90</u>           |
| <br>                                       |                 |                         |
| <b>TOTAL EXPENSE</b>                       |                 | <u>170,450.71</u>       |
| <br>                                       |                 |                         |
| <b>NET INCOME</b>                          |                 | <u><u>24,679.26</u></u> |

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## Fundraising events and grants

In addition to the success of Feel the Love in 2014, Hospice Halifax hosts regular fundraising events. The Hike for Hospice event, hosted in May 2014 along the Bedford waterfront, brought together enthusiastic community members despite the poor weather conditions. The event raised almost \$13,000. On May 3, 2015, Hike for Hospice will take place along the Halifax waterfront. We are excited to increase awareness about hospice at a new venue.

The Angels in Memory fundraising initiative, hosted November and December 2014 at the Dartmouth Farmer's Market, the Sobeys grocery store in Bedford and online through the Hospice Halifax website and Canadahelps.org raised almost \$3,800. This initiative helps bring awareness to hospice and helps reinforce Hospice Halifax's place in the community. In 2015 we plan to increase online donations and focus our energies on a single venue in town.

Hospice Halifax is thankful for the generous grants we've received this year. Seven thousand dollars from Domus Realty is being used in the development of our volunteer program. We've already put the grant into action, hiring a part-time volunteer coordinator and hosting a volunteer recruitment night in October 2014. The New Year has also gotten off to a great start as we learned that "One hundred Men Who Give a Damn" will contribute over \$20,000 to Hospice Halifax to further support volunteer development and Ten thousand dollars has been promised from the Canadian Mortgage and Housing Corporation to support initial construction planning for the potential property on the peninsula.

## Steering Committee

**Committee members:** Wendy Fraser, Robert Horton, Eric Jagger, Bob MacKinnon, Fred McGinn, Gordon Neal, Michael Speraw, Vicki Sullivan, Greg Van Den Hoogen

**Former committee members:** Kim Carter, Dr. Stephanie Connidis, Alex Handyside

**Land Subcommittee members:** Wendy Fraser, Chris Lirette, Bob MacKinnon, Gordon Neal, Michele Vyege-Fraser

**Report submitted by:** Bob MacKinnon, Chair

The Hospice Steering Committee (HSC) conducts efforts to plan, build and operationalize a free-standing residential hospice. The following are its current (March 2015) areas of focus:

| FOCUS                      | CURRENT OBJECTIVE   |
|----------------------------|---|
| <i>Land</i>                | <i>Obtain land in Halifax or Dartmouth.</i>   |
| <i>Communications</i>      | <i>Assist with establishing a high-functioning communications team that provides strategic advice and tactical execution to the HSC and HSGH.</i>                               |
| <i>Money</i>               | <i>Understand and procure operational funds (i.e., operational funds for the hospice when it opens);<br/>We have sufficient funds in place to continue our current efforts.</i> |
| <i>Strategic Prospects</i> | <i>Identify Strategic Prospects (donors to the capital campaign)<br/>Low level cultivation of existing Strategic Prospects whilst we are getting other pieces in place.</i>     |

Late 2013 and early 2014, the focus areas included:

1. Recruit, select and recommend to the Board, a CEO
2. Get a new fundraising stream in place to fund the work towards a residential hospice
3. Undertake a capital campaign feasibility report

The recruitment of a senior leader requires considerable time and thought, and it is vital that the right person be selected. The process resulted in a recommendation to the Board, with the outcome being that Wendy Fraser agreed to join the HSGH as the CEO.

The other major item from early in the year was the new fundraising event. Again, a major undertaking with the outcomes being increased community awareness and support of the residential hospice project, and approximately \$55,000 in funds raised to support the ongoing work to establish the residential hospice. I'll also note that the Feeling the Love 2014 committee was comprised of many people that are otherwise not involved in the hospice project. They are dedicated to offering a first class event to raise money for this important cause. They are encouraged by the strong attendance and positive feedback from last year's almost 500 attendees, and knowing that without the money they helped raise, that our project would not be anywhere where it is now. We owe the Feeling the Love 2014 committee

members our heartfelt thanks for organizing such a wonderful event and representing us so well. And, they nailed it again in 2015!

We retained a firm, RBR, to conduct a capital campaign feasibility study. The study was funded by the six Rotary clubs in metro Halifax, whom we thank immensely for their ongoing support and funding for this project. The study's report was useful in that it crystallized our thinking on the project, with the principal items being that we were not yet ready, needed to demonstrate something tangible about the project, and needed to build more community and stakeholder awareness and support. The HSC used the findings as the basis for the four priority areas that the HSC now uses to focus its efforts.

Other highlights from 2014 are:

- Presented to Minister of Health and Wellness, Leo Glavine
- Continued discussions with Capital District Health Authority (CDHA) regarding arrangements for a residential hospice
- Engaged CDHA on the memorandum of understanding (MOU) drafted in the prior year, for operational funds and model
- Conducted various stakeholder and public engagement activities, including with the media, and met with potential strategic parties
- Organized and planned for a meeting with QE II Foundation in early January 2015, to increase their knowledge and garner their support of this project
- Discussed and investigated various land options in Halifax and Dartmouth
- Quietly spoke with project supporters who chose to remain behind the scene, and encouraging of our efforts
- Considerable time, effort, thought and diligence into a draft Letter of Intent (LOI), with respect to a prime piece of real estate on peninsular Halifax, suitable for a residential hospice. The letter of intent was signed in February 2015, with due diligence efforts now underway.
- Solidified and strongly supported the Feeling the Love Committee (February 14, 2015)
- Met with a senior communications consultant, who will support the development of a Strategic Communications Plan in the spring of 2015

The letter of intent for a possible land lease was a major focus for the Land Subcommittee late 2014 and into February 2015. The importance of this item cannot be understated, because it is likely to lead to a piece of land which we can point to as being the location of the residential hospice. It will be the trigger to the capital campaign, and will drive the need to get in place the operational funds to operate the residential hospice. This effort is going to consume considerable financial resources of the Hospice Halifax, as prior to signing a lease, diligence needs to be done such as inspecting the land (environmental) and building (engineering, architectural). In addition, it will bind Hospice Halifax for annual lease payments for the next 99 years. The HSC has engaged Anne Sinclair, architect, at the initial stage of this work to organize engineering reports, concept drawings and a cost analysis.

We thank law firm McInnis Cooper who provided legal support and advice through the letter of intent process.

The HSC will make a recommendation to the Board in respect of signing a lease. If the Board does sign this lease, we are all going to have to step up, roll up our sleeves, and hunker down, as there will be much work to do, including increased requirements of new and existing volunteers not the least of which will be to ramp up our fundraising efforts by several degrees of magnitude and to increase community awareness. The good news, this is something we have all been working toward for many years!

## **Policy and Governance Committee**

**Committee members:** Wendy Fraser, Chris Lirette, Judy Simpson (former board member and member at large)

**Report submitted by:** Chris Lirette

In consultation with the Nova Scotia Hospice Palliative Care Association (“NSHPCA”) and a Provincial Court Judge, the committee and Judy Simpson have taken the initiative to amend the Hospice Society’s by-laws.

At this time, we are pleased to announce that the drafting of the new Hospice Society by-laws is nearing completion. In the coming weeks a final draft will be presented to the Board for review, discussion and endorsement. Once endorsed, the proposed new by-laws then will be presented to the members to be voted on.

## **Communication Committee**

**Committee members:** Carla Adams, Wendy Fraser, Bob MacKinnon, Donna McCarthy

The committee will deliver on a communications strategy that is being developed by the public relations firm Colours who have agreed to donate their services to assist Hospice Halifax with the strategy and branding.

## **Nomination Committee**

**Committee members:** Wendy Fraser, Dr. Jane Henderson, Fred McGinn

**Report submitted by:** Dr. Jane Henderson

The HSGH is entering a new phase of activity that will bring with it a need for specific expertise in planning, construction, fund-raising, community consultation, publicity, marketing and more, and the choice of appropriate experienced and enthusiastic people to help the HSGH on this journey will be critical.

The committee is presently reviewing the organizational structure of the Hospice Society of Greater Halifax and developing recruitment efforts to welcome new members to the board. Several names were discussed and recruitment efforts are underway.

## Volunteer Program

**Committee members:** Sandra Cook, Wendy Fraser, Kyla Friel, Erin Raine  
**Report submitted by:** Erin Raine

Volunteers play an integral role in any organization, but this is especially true for Hospice. Over the past year we have built and strengthened our relationships with our existing volunteers and have made many connections in the community to build our volunteer force.

In June 2014, Hospice Halifax was awarded the 2014 Domus Realty A Home for Everyone grant. The grant was awarded to provide volunteer support, education and training.

In late October 2014, Erin Raine was hired as Volunteer Coordinator for eight hours each week. Erin has ten years' experience working in non-profit, working with the Tri-County Women's Centre, YMCA, YWCA coordinating programs in development and employment. Erin is working towards creating a standard volunteer application, interview, screening and training processes, policies and procedures to ensure both volunteers and those accessing Hospice Halifax's services are safe and supported in the best possible way.

In early October 2015, a volunteer BBQ was held. Many new volunteers from that evening helped with the Angel Tree campaign. During our 2014 Angel Tree Campaign, 26 individual volunteers donated over 130 hours to make the fundraiser happen.

A small group of volunteers are working towards creating a hospice service map for the Halifax area. This will be a one-page information sheet, simply categorized so that service providers, patients, or caregivers can easily identify what services are available. Initial categories have been created and research has begun. The hope is that this will be a useful tool in the community and will help us to identify any gaps in service.

Since November 2014 an additional 4 volunteer counsellors have been recruited for the bereavement program. This has allowed us to increase the frequency of the bereavement support group from two to three times monthly.

We have also appreciated the hard work of an army of volunteers who again helped to make Feeling The Love an incredible success.

Hospice Halifax will continue to develop organizational committees and volunteer opportunities this year as we all work together to make residential hospice a reality in Halifax!

# Human Resources Committee

**Committee members:** Peter Delefes, Wendy Fraser, Marilyn Hicks  
**Report submitted by:** Peter Delefes, Chair

The committee prepared an employee policy and an employee code of conduct which the board approved in February 2015. These policy documents are important to have in place, in anticipation of hiring additional staff when the new residential hospice gets underway.

Our very able administrative assistant, Doreen Cordeiro resigned in November, to accompany her husband, Kevin, to St. John's where he is working on a long term project for Lindsay Construction.

Our Volunteer Coordinator, Erin Raine works at Pryor House Tuesdays and Thursdays (8:00 a.m. – 4:00 p.m.). We have been fortunate that a new volunteer, Sandi Corbin, will assist with office duties on Tuesdays (9:00 a.m. – noon).

## Programs and Services

**Committee members:** Sandra Cook, Kyla Friel and Wendy Fraser  
**Bereavement Group facilitators:** Alexandra Earle-Lambert, Kyla Friel, Nicole Hattie, Ken Penrose, Tina Ruel-Baksh, Jocelyne Tranquilla  
**Report submitted by:** Sandra Cook, Chair, Programs and Services  
Kyla Friel, Coordinator, Bereavement Group  
Trish Dominie, Coordinator, Alex's Safe Harbour

Hospice programs and services and the volunteers that deliver them are a vital part of reaching the full potential of hospice palliative care. Over the last year, day programs like The Living Room, previously offered at Pryor House, have been put on hold until we have increased interest..

### The Bereavement Group

Growth has been a theme for the Bereavement Group in 2014-2015! We've welcomed three new volunteers – Alexandra Earle-Lambert, Nicole Hattie, and Tina Ruel-Baksh – increasing our number of group facilitators to six people. We've also added a meeting time, bringing our group sessions to three Saturdays every month. Our group members have warmly received the changes and we are thrilled.

**Help increase awareness:** Bereavement group sessions take place the first three Saturdays of the month (with the exception of holiday weekends) from 10 a.m. to 11:30 a.m. at Pryor House, 9 Spring Street in Bedford. The group offers men and women grieving the death of a loved one a free, confidential drop-in time to share their concerns, triumphs, and day-to-day experiences as they make their way through grief.

### **Alex's Safe Harbour at Pryor House**

Alex's Safe Harbour is primarily located in Dartmouth and offers peer led grief support programs for children ages 3 and up, teens and adults. The groups are facilitated by extensively screened and trained volunteers; many of whom have often experienced a grief journey themselves and wish to be there for others.

Our Bereaved Parent Group, which accommodates up to 10 members, is offered at Pryor House for parents who have experienced the death of a child of any age or circumstance. We are very happy at this point with our partnership with Hospice Halifax and Pryor House; it is a wonderful comforting space to hold the group and we look forward to a long partnership. We would love to offer the rest of our groups at the Pryor House as we know the comforting environment would be very healing for our participants on their grief journey.

**Help increase awareness:** Alex's Safe Harbour Bereaved Parent Group takes place the second and fourth Monday evenings of the month at Pryor House, 9 Spring Street in Bedford. Bereaved parents can register for group sessions by contacting [info@alexssafeharbour.com](mailto:info@alexssafeharbour.com) or Trish Dominie, 902-448-8396, or [trishdominie@alexssafeharbour.com](mailto:trishdominie@alexssafeharbour.com)

## **Property Committee**

**Committee members:** Peter Delefes, Peggy McCalla, Remi Roy and Wendy Fraser  
**Report submitted by:** Peter Delefes, Chair

Committee members and Hospice Halifax volunteers have worked together through the seasons to maintain and protect Pryor House. This work includes cleaning up the grounds in June; planting rhododendrons and hydrangea along the driveway in September; raking and composting leaves in October; and performing general chores inside the building in the winter months. We thank everyone for their hard work.

The committee hired Green Arbour Landscaping to remove snow from Pryor House grounds during the winter months. The committee also hired Austin Parsons Lumber Co. to refurbish the windows in the library. J.W. Lindsay Construction kindly donated service and materials for repairing the chimney and re-shingling the porch roof and the library bay window roof.

Items which will require attention in 2015 are: planting, further window repairs, tree trimming, and exterior touch-up painting.

# Board of Officers and Directors

## **Additions to the Board of Directors in 2014-2015**

Dr. Jane Henderson joined the Hospice Halifax Board of Directors in November 2014. She is an anesthesiologist and has been with Capital Health and worked as an Associate Professor with Dalhousie Medical School for 13 years. She is a Dalhousie medical graduate and did postgraduate training in Ottawa. Dr. Henderson worked at the Montreal Children's Hospital for 10 years before moving back to Halifax. Aside from her 2 children, all of her extended family now live in Nova Scotia. Her aunt's death due to pancreatic cancer in Lisaard House in Ontario 5 years ago stimulated her desire to ensure that a similar wonderful service would be offered here in Nova Scotia.

## **Board of Officers and Directors 2014-2015**

### Officers

Fred McGinn, Chair

Kyla Friel, Secretary

Michael Speraw, Treasurer

Wendy Fraser CEO (non-voting)

### Directors

Sandra Cook

Peter Delefes

Dr. Jane Henderson

Chris Lirette

Robert (Bob) MacKinnon

## **Board Members Completing Term and Re-offering**

None

## **Board Members Resigning**

None

## **Board of Directors Nominations**

### Returning Officers/Directors

Fred McGinn

Kyla Friel

Michael Speraw

Sandra Cook

Peter Delefes

Dr. Jane Henderson

Chris Lirette

Robert (Bob) MacKinnon

New Nominee

Dr. Danielle Kain, Palliative Care Physician, QE II Health Sciences Centre

**Nominations of Board of Directors**

Nominations are accepted throughout the year and will be informed by a Hospice Halifax Strategic Planning meeting that will be held in April.

**Board sub-committees**

Board sub-committees are looking for volunteer committee members with the following expertise:

Property Development and Building Construction  
Public Relations, Social Media and Web Development  
Fundraising and Community Consultation  
Technical Support

**Please contact Wendy Fraser at 902-446-0929 or [care@hospicehalifax.org](mailto:care@hospicehalifax.org) if you are interested in joining one of our many busy committees.**

# 2014 Annual General Meeting – Meeting Minutes

March 27, 2014 from 7 p.m. to 9 p.m.  
Pryor House, 9 Spring Street, Bedford

For a copy of the annual general meeting minutes from March 27, 2014, please consult the Hospice Halifax website or consult the paper copies distributed at the annual general meeting on March 26, 2015.

## Standing Rules for Hospice Society of Greater Halifax Annual General Meeting

**Rule 1** – Quorum for the meeting is 50% plus one of paid voting members in attendance.

**Rule 2** – Although all present may speak to an issue, only the HPC NG Member delegates may vote.

**Rule 3** – Non-members at the Annual General Meeting cannot vote on a motion.

**Rule 4** – For each motion the chair will call for a mover and seconder. Once the motion is before the attendees it can be debated and modified if necessary.

**Rule 5** – For voting majority is 50% +1 of members present at AGM

**Rule 6** – A member desiring to address an issue shall rise, address the chair, and state his or her name. He or she must await recognition by the chair before addressing the meeting.

**Rule 7** – No member shall speak in debate more than twice to the same question, nor longer than two minutes, without permission of the members in attendance granted by a two-thirds vote without debate. Members may not speak for a second time during debate until all those wishing to speak for a first time have been recognized.

**Rule 8** – Total debate of any item of business shall not exceed 10 minutes.

**Rule 9** – No one may enter or leave the room during a vote.

**Rule 10** – Approved minutes shall be submitted to members. Those present at the previous AGM shall approve the minutes of the meeting.

**Rule 11** – Cell phones shall be turned off or to vibrate during the Annual General Meeting.