



**Hospice Southeast New Brunswick/  
Hospice Sud-est Nouveau Brunswick**

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**Hospice Palliative Care of Southeast New Brunswick/  
Hospice de Soins Palliatifs du sud-est New Brunswick**

## **2019 Annual Report January-December, 2019**

**Presented at the Annual General Meeting**

**June 16, 2020 at 7PM**

**Via Conference call**

**640 Mountain Rd, Moncton, NB E1C 2P3**

**Hospice Southeast NB  
Hospice sud-est NB  
2020 Annual General Meeting  
June 16, 2020  
Dial-in Number 1-855-342-6455  
Conference ID 2779709  
640 Mountain Rd, Moncton, NB E1C 2P3**

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Nominating Committee

Constitution and Bylaws Amendments

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2019 Financial Statements (under separate cover)

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*"Compassionate care, celebrating life... even when there is no cure."*

164 Collishaw Street, Moncton NB E1C 9R3  
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**Hospice Southeast New Brunswick/Hospice sud-est Nouveau-Brunswick**  
**2019 Annual General Meeting**  
**7:00 PM June 16, 2020**  
**Local Dial-in number 1-855-342-6455**  
**Conference Id: 2779709**

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**AGENDA**

Call the meeting to order; establish Quorum .....	Dennis Cochrane, Chair
Welcome, introduction, and announcements.....	Dennis Cochrane, Chair
Proof of Notice of Annual General Meeting.....	Bill Lane, Secretary
Motion to Adopt Minutes of June 11, 2019 AGM .....	Dennis Cochrane, Chair
Introduction of Board Members.....	Board members
Chair's Report and Comments.....	Dennis Cochrane, Chair
Financial Report.....	Bill Lane, Treasurer
Appointment of Accounting Review Firm.....	Bill Lane, Treasurer
Executive Director Report summary .....	Tradina Meadows-Forgeron, Executive Director
Capital Campaign Report .....	Dennis Cochrane
Building Committee Report .....	Jim Vaughan
Nominating Committee Report.....	Dennis Cochrane, Chair
Constitution and Bylaws .....	Sandra Wallace
Question and Answer.....	Audience and Board members
Thanks and Closing Remarks.....	Dennis Cochrane, Chair
Motion to Adjourn	
Meet and Greet	

**Hospice Southeast New Brunswick/  
Hospice sud-est Nouveau-Brunswick  
Annual General Meeting  
Minutes of 2019 AGM**

**June 11, 2019 7:00PM**

**Royal Oaks Golf Club**

**401 Royal Oaks Blvd, Moncton, NB E1H 3S7**

The Annual General Meeting was held at Royal Oaks Golf Club, 401 Royal Oaks Blvd, Moncton, commencing at 7:00 PM.

The meeting was called to order by the Chair, Dennis Cochrane who established a quorum and welcomed all the volunteers, staff and Hospice supporters in attendance. Dennis welcomed the current Board members

**Proof of Notice:**

The Secretary advised that the notice of meeting had been published, as required in our by-laws, in the Times & Transcript on Friday, June 8<sup>th</sup> and posted in the Hospice Shoppe and on Facebook.

**Minutes:**

The Minutes of the last Annual General Meeting were adopted as circulated.

**Bill Lane/Jim Vaughan**

**Nominating Committee Report:**

The Chair presented the Nominating Committee Report.

**Introduction of Board Members:**

The Chair introduced the Board members for 2019-2020. New Board members, Rénée Bourque, Manon Aubin were absent

**Executive**

Chair –Dennis Cochrane

1<sup>st</sup> Vice –James Vaughan

2<sup>nd</sup> Vice – Valerie Roy

Treasurer – Bill Lane

Past Chair – Jamie Penfold

Secretary - Tradina Meadows-Forgeron –Executive Director

**Directors**

Brian Cormier

Dr. Peter Lightfoot

Greg Turner

Lourdes O'Reilly

Sandra Wallace

Sharon Thivierge



**Chair's Report:**

Dennis Cochrane reviewed the accomplishments of Hospice Greater Moncton during 2018 and spoke about the Capital Campaign.

**Financial Report:**

Treasurer Bill Lane reviewed the financial statements for the year ending December  
**Bill/Valerie**

**Appointment of Accounting Review Firm:**

LeBlanc Scott CPA was appointed for the year ending December 31, 2019  
**Bill/Greg**

**Executive Director's Report**

Tradina delivered her report. It was a very busy year but wonderful things are happening at Hospice.

**Shoppe**

The Hospice Shoppe is not big enough. We are looking for a new location for the Shoppe. Our lease ends in 2020.

We are looking into a Pop-Up Shoppe – 1 or 2 nights per week

**Building Committee Report**

Jim delivered his report. He had the floor plan available for everyone to view after the adjournment of the meeting. Engineering is being completed. The contractor is Acadian Construction.

**Nominating Committee Report**

No vacancies on the Board of Directors  
We added 2 new positions on the board  
Manon Aubin  
Irénée Bourque

Dennis moved to accept the nominating committee report. Seconded by Peter  
**Dennis/Peter**

**Question and Answer Period:**

A very informative and supportive discussion then ensued with many thoughtful and encouraging ideas suggested from the floor.

**Adjournment and Social:**

At 8:00 PM the meeting adjourned upon the motion of Bill Lane.

Refreshments and conversation were then enjoyed by everyone present.

Respectfully submitted,

Tradina Meadows-Forgeron, Secretary

Dennis Cochrane, Chair

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**Hospice Southeast New Brunswick/  
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Annual General Meeting  
June 16, 2020**

**Dial-in Number 1-855-342-6455**

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**Chair's Report**

I will attempt to keep this report fairly brief as the reports of the various committees, on the agenda, tell much about the activity of the past year.

The Annual General meeting of June 2019 saw two new members join the Board - Rene Bourque and Manon Aubin. They and the existing Board members have been kept busy this past year.

I am pleased to welcome our new members, who are being nominated by the Nominating Committee - Sue Murray, Dr. Janice Cormier, Carla Vautour and Alexandre Vigneault. I would like to thank Valerie Roy and Jim Vaughan, who are leaving the executive committee, for their work as 2nd and 1st Vice-chairs respectively. Both are remaining on the board to complete their terms. Jim is, thankfully, remaining as Chair of the Building Committee. I would like to express our thanks and appreciation to Sharon Thivierge who is leaving the Board after 5 years of service.

Our committees have been very busy this past year as we have moved forward with a number of initiatives, the Building project and the efforts to raise capital funds in the Celebration Campaign being the foremost. Additionally, we have established a Foundation due to the work of Sandra Wallace and her committee.

The Building project has been a bit of a roller coaster ride with the Board regrouping and sending the plans back to the drawing board after the tenders came in at approximately \$4.7 million. The new layout is now completed and the consultants are working on the details so tenders can be called in July. Jim and his committee of Sandra Wallace, Greg Turner and I have been meeting regularly, moving the project quickly along, with hopes of having ground work on the site in August. Our goal is to have the facility opened in May of 2021.

The Celebration Campaign has done much work in the past year and our current total is approximately \$5.8 million. Julie McKenna has been an actively engaged Honourary Chair and joins Dr. Janice Cormier and me as co-chairs. J.P. Desjardins has been our consultant and is working hard to bring the work of the diligent cabinet members to a conclusion later this fall.

Our fundraising activities have been seriously impacted by the Covid-19 pandemic and we have been searching for alternative funding options. Our prime source of income, the Hospice Shoppe, had been closed for three months and is now up and running, under the direction of Michele and Ann. Revenues are down, but we are serving our customers and supporters with the fine level of service they have come to

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know and appreciate. We clearly need a new and larger location for our Shoppe, as our lease ends in November of this year. The executive committee has been assigned with this task and I am confident we will be successful in locating and developing a new site for an expanded Shoppe. The guidance and advice of Greg Turner and the support of staff and volunteers enabled us to open a Pop-up Shoppe for a period of 4 months and we were able to sell additional merchandise and generate a profit of over \$20,000 for Hospice. The search for new sources of revenue has caused us to think beyond our traditional fund raising activities. Additionally, our new fundraising staffer Germaine, under the direction of JP and I, has begun to research the viability of establishing a regional 50/50 lottery. Our sources of revenue are changing and we must be diligent in keeping our efforts viable, energetic and successful as there will be huge financial demands on our organization as the residence opens and begins operation.

Rene Bourque and Dr. Peter Lightfoot are joining the executive committee as 1st and 2nd Vice-chairs respectively, and I want to welcome them as they join Bill Lane, our efficient and professional Treasurer and me, as we attempt to move our organization forward to accomplish our mission for the residents of Southeast New Brunswick. I want to thank the Board of Directors who has worked so hard this past year. Never have I called upon any of them, to perform a task, which they have ever refused nor done it without complete enthusiasm and competence.

I want to thank Tradina Meadows Forgeron, our Executive Director, and her staff for the excellent work this past year. They, and our excellent team of volunteers, have been busy and have all contributed in moving Hospice SENB forward in serving our citizens.

It has been a busy year, fraught with new challenges, but with the support of our active Board, staff and volunteers we are ready to continue our work in the year ahead. Much has been achieved, but so much more needs to be done and, I invite everyone, to work together to accomplish our objectives and mission.

Respectfully submitted Dennis Cochrane, Chair

# **Hospice Southeast New Brunswick**

## **Hospice Sud-est Nouveau Brunswick**

**AGM Report June, 2020**

### **TREASURER'S REPORT**

Hospice SouthEast New Brunswick (HSENB) made excellent progress in some elements of its financial world and encountered challenges in other areas.

The Celebration campaign made great progress in 2019 and finished the year with over \$1 million in the bank and pledges for an additional \$3 million plus. Progress on the new Residence is moving forward and we have paid over \$400,000 in costs associated with the Campaign and Residence, as reflected in the Prepaid category on the Balance Sheet..

Our operating bank balance and investments decreased by \$227,000 reflecting part of our contribution towards the new Residence and related costs.

The Deferred revenue represents the Celebration donations received to date. We will recognize the revenue as the project nears completion.

Donations to the operations show a decrease of \$13,000 which is more than offset by the contributions to the Residence campaign.

Fundraising revenue reflects our 5<sup>th</sup> successful event at Rossano's and a significant increase in the Hike for Hospice revenue as well as a return of the Johnny Books. Our largest event we had planned for the year was postponed and with the current challenges will most likely only be held in 2021.

Shoppe revenue increased \$42,000 in addition to the Pop-up Shoppe revenue of \$47,000 and combined contributed \$36,000 more than in 2018.

Our net overall was \$62,000 which is a decrease of \$27,000 compared to 2018 and a significant shortfall from our plan, with a large share due to the postponement of the major fundraiser.

2020's original financial plan was to improve all three key revenues – Shoppe, Fundraising, and Donations. The challenges presented by Covid-19 have impacted us similar to many retail operations. We have to conduct business differently and look for new creative ways to operate our Shoppe as well as generate fundraising revenue.

The 2019 Financial Statements as prepared by the accounting firm Leblanc Scott CPA provide more detail in terms of the balance sheet and operations. The external accountants confirmed the books and records were in good order which provides comfort that management is handling the financial aspects of the organization in a prudent manner.

Respectfully Submitted,

William Lane

Treasurer

## 2019 Building Committee Report

The 10 bed Hospice was managed through the design process and planning stages and presented to tender in early May of this year. Unfortunately the cost of the facility was in excess of \$1 million above the planned expenditure and budget. It was decided mid-May that a redesign eliminating the prefabricated approach would provide opportunity to reduce overall cost and allow the project to proceed within the planned expenditure parameters. A move to capitalize on some cost saving approaches such as insulated concrete forms and propane fired heating source has potential to reduce facility costs by 15% +-. This redesign does not compromise the intent of patient services and family support; it takes advantage of more cost effective approach to construction and utility source and ultimate reduction in ongoing operational costs. The project delay is estimated to be minor (approximately 2 months) and mostly impacted by the current Pandemic situation, where face to face meeting opportunities were not something that could occur. The path forward has the foundation planned to be installed in early August with the facility buttoned up (weather tight) prior to winter conditions. Interior completion can and should occur and estimated facility availability to begin the staffing and operation would occur early 2021. The building committee is focused to ensure the most cost effective approach and ensuring the original goal of superior patient care and family support is maintained and forefront in every decision.

Respectfully submitted,

Jim Vaughan

1<sup>st</sup> Vice-Chair, Board of Directors

Building Committee Chair

# Hospice Southeast New Brunswick

## 2019 Annual General Meeting

Tuesday, June 16th, 2020

### Executive Director's Report

Hospice Southeast New Brunswick is committed to our mission to **“support individuals and their families through their end-of-life journey by providing compassionate care, celebrating life even when there is no cure”**.

It is with great pleasure that I deliver my Executive Director's report in this our 16<sup>th</sup> year since the inception of Hospice SENB. Once again this year, I have had the honor and privilege of working with a great team of people which includes a very dedicated board chair, Mr. Dennis Cochrane, Mr. Jim Vaughn, and Chair of the Building Committee, dedicated Board Members, volunteers, staff and the Capital Team. These people help make this organization a truly compassionate and caring not-for-profit for people and their families that are going through or have gone through the end of life journey.

Hospice SENB has seen a truly amazing year. The highlights include a 50% growth for in-home palliative clients from the previous year. In total 42 clients received Hospice SENB services in 2019 and the numbers in 2020 continue to steadily increase which proves the need for a Hospice Residence in the area to accommodate these growing numbers. Hospitals continue to do the best they can but clients and their families continue to spend their end of life journey in rooms with 2-3 other patients.

In 2019 not only did our client in-take increase but also the need for in-home volunteers. In 2019 we saw 24 active volunteers provide support with in-home clients and their families. With the new increase in palliative patients came the need for more skilled and trained volunteers. Seventeen new in-home volunteers were trained in the fall of 2019 to accommodate this increase in clients.

In 2019 we were fortunate to receive a grant through the New Horizon for seniors program. For the first time Hospice SENB was able to offer Caregiver Support Groups in rural areas like Petitscodiac, Salisbury, Hillsborough and Riverside-Albert. A big thank you to volunteer licensed counseling therapist, Eleanor Kreplin, for helping with the training of new volunteers from these areas and helping to facilitate these sessions all while continuing to facilitate Hospice SENB's Caregiver Support Group in Moncton in the spring and the fall.

We are very thankful to Ruth Johnstone, who has been our volunteer Grief and Bereavement facilitator for 15 years. Every spring and fall Ruth offers a 7 week course for up to 20 plus clients. These clients often refer to Ruth as “Mama Ruth” for her patience, kindness and empathy while they transition through the grieving period in their



lives. With her two dedicated helpers Diana Tingley and Rose Hubley they offer compassionate sessions to clients in need.

For the first time Hospice SENB offered a free Holiday Party to children and their families who have lost either a parent or a grandparent. These families were able to spend time together through pool time and craft time. At the end of the event pizza and Santa Claus were the highlight of the afternoon. We reached over 20 parents and 35 kids for this event.

Hospice SENB offered 4 sessions of Dying to Knit. Thank you to Donna-Lynn Steeves for helping facilitate these sessions. Similar to a Death Café, people gather and discuss end of life aspects while knitting.

The Hospice Shoppe saw many highs through 2019. With the opening of the discount location, the Pop Up Shoppe brought in new customers all the while selling off our excess stock which increased our profits..

A new storage facility has allowed staff and volunteers the ability to sort, manage and move excess stock more efficiently.

I would also like to thank all the Shoppe volunteers who dedicate their time and energize to the Hospice SENB organization.

Other highlights of 2019 were in thanks to the many events that were held throughout the year. These events include Angels Remembered, Hike for Hospice, Curl for Hospice, Hospice Wonderland Tea, Kelley Mooney Concert and a Charity Concert by Vivian Ni.

Public awareness continues to be raised through the numerous presentations that were made to the community throughout the year, cheque presentations and event pictures in Snapd, Times and Transcript and L'Acadie Nouvelle.

I am in my last year of a second two year term with the New Brunswick Palliative Care Association and a representative for Zone 1. With the building of our Hospice Residence, I and Dr. Jamie Penfold represent the organization at the Department of Health, EMP and Hospice SENB Steering Committee where I am also a co-chair with Marise Auffrey, Director for Eastern Operations with Extra Mural New Brunswick. I would like to thank Dr. Jamie Penfold and Sandra Wallace for their time, and commitment this past year to the sub working committee for the building committee.

We are forever thankful for the continued support and partnerships from the various donors, volunteers, businesses and stakeholders in Southern New Brunswick and other areas. It is with their continued support that Hospice SENB continues to offer free programs and services to palliative clients.



Thank you to our amazing staff who are very dedicated to our cause: Linda Rickert, Debbie Landry-Jaillet, Krysta Janson, Bonnie Bartlett, Michelle Tupy, Kathy Isaac, Anne McLaughlin, Germaine Robichaud.

I would like to take this opportunity to thank our very dedicated Board of Directors and our Capital Team. It was a very busy year for this dedicated group of volunteers and we cannot thank them enough for helping make this dream of a 10 bed bilingual Hospice facility a reality for Hospice SENB.

A special thank you also goes out to our Building Committee Chair, Mr. Jim Vaughn, for his dedication and time devoted to this project. We are thankful for his guidance and perseverance in helping make sure this project moves forward in a positive and timely manner. A thank you to Dr. Jamie Penfold and Sandra Wallace for their time, commitment and devotion this past year to the sub-working committee of the building committee.

I would like to take this time to thank our very dedicated Board Chair, Mr. Dennis Cochrane for his guidance, commitment and never ending support and positivity with the vision of a 10 bed Residential facility for South Eastern New Brunswick. Mr. Cochrane has spent many dedicated hours making sure that this project moves in the appropriate direction and that we will soon see a 10 bed Residential Hospice Built in SENB for those that need it the most. Patients, clients and their families will soon be able to spend their last few weeks of life in a home like environment with a compassionate and caring team ready to assist them and their families during their finals days.

Moving into our 16th year, we remain fiercely committed to helping palliative care clients in our community, seeing our Hospice Shoppe grow and raising public awareness. It is an honor to serve as the Executive Director of Hospice Southeast New Brunswick and I look forward to another rewarding year ahead!

Respectfully Submitted,

Tradina Meadows-Forgeron

# **Hospice Greater Moncton**

Annual General Meeting for 2019

Tuesday June 16, 2020

## **Programs and Services Reports**

### **Community Coordinator report**

In 2019, Hospice had 21 active clients who benefited from the friendly and caring services of our in home palliative care volunteers which amounts to a 50% increase from year 2018. Twenty new referrals were received. We received many other inquiries about the services. Hospice had 42 clients for the year including the grieving families. Fifteen clients passed away in 2019. Condolences cards were sent to the families informing them of our Grief & Bereavement Support Group.

We had 24 active in home volunteers offering their services of respite care to the families, companionship to the clients and transportation for the clients to their appointments or errands for 496 hours of volunteering in 2019 which amounts to a 50% increase of active volunteers from year 2018. Seventeen new volunteers started the in home palliative care training in the fall of 2019. Fourteen of them completed their training in November of 2019. Two volunteers can complete their training by attending two or three sessions of the next training being offered. Five of these new volunteers were assigned their first clients. Another volunteer offered a Caregiver Support group in a rural area. We have many trained volunteers who are available to work with in home clients.

For Bereavement Care in Rural Areas, we had 2 volunteers who facilitated and provided 7 weeks of Grief & Bereavement Support Groups in spring of 2019 in Riverside-Albert. Our usual Grief & Bereavement Support Groups were offered in Moncton in spring and fall of 2019. Getting through the Holidays was once again offered to the grievers.

A New Horizon Seniors project was granted which started in 2019, and will continue through 2020 Caregiver Support Groups. Eleanor Kreplin mentored 7 volunteers to facilitate Caregiver Support Groups. She offered 3 training sessions. A Resource Manual for Caregiver Support Group was started. Caregiver Support Groups of 5 weeks were offered for the first time in the fall of 2019 in Petitcodiac/Salisbury, Hillsborough and Riverside-Albert. Eleanor Kreplin offered her regular Caregiver Support Groups in Moncton in the spring and the fall. She also offered a session on Coping with the Holidays for 3 caregivers. A presentation was offered in Riverside-Albert and Petitcodiac with volunteers to promote the Caregiver Support Groups in rural areas as well as our other Hospice services and programs.

A conference offered to volunteers, staff of Hospice Greater Moncton and professionals from the community working in palliative care was held in April, 2019 entitled Hope & Healing - A Journey Through Caregiving, Grief and Bereavement.

A Hospice Holiday Gathering was offered for the first time for children and families at the Days Inn. Hospice participated in 4 Dying to Knit to encourage discussions on death and dying.

A total of 1640.85 volunteer hours were offered by the in home palliative care volunteers and support groups volunteers in 2019 tripling the 2018 hours. We are so thankful to all our volunteers who contribute their compassionate time to our clientele, their families, the Hospice Shoppe and fundraising events.

At the Shoppe level we continued to have the faithful volunteers who came in each week, working on sorting, organizing, cleaning and selling. We had 70 volunteering at the Shoppe doing 6,469 volunteer hours in the year which is over 648 more hours from 2018.

We also had over 50 faithful event volunteers helping to prepare and helping on the day of the events with 376, 5 hours of volunteering, raising again the volunteer hours from last year. Bringing our total volunteer hours from the different programs to 8,486.35 hours for 2019.

Some of the events included:

- Curl for Hospice held in April
- Hike for Hospice held in May
- Appreciation evening for the volunteers in June
- An Evening at Rosanno's held in June
- Barbecues in the summer for volunteers and staff and potlucks during the year
- Barbecue and training for volunteers in September including Communicating with persons with Dementia and Anxiety and Depression.
- New in home volunteer training started in October
- Angels Remembered campaign at various locations in November and December.
- Volunteer Christmas Party in December
- Christmas concert with Kelley Mooney

Lastly, other presentations were offered in the community to the Quilters & Club d'Age d'Or in Elmwood, Sunrise Rotary, Hospice orientation for new Board members & staff.

Submitted

Debbie Landry-Jaillet, RSW

Community Coordinator

## Caregiver's Support Report for Hospice

2019

A caregiver group is an opportunity for caregivers to meet and share emotional support and to gather practical information. It is a place to discuss their challenges and stories, and be with others who understand what they are going through.

In these groups we talk about self-care, anticipatory grief and depression, boundaries, and community resources.

In 2019 we offered two caregiver support groups in Moncton, NB. In May 2019 we had 11 participants register for the sessions. We had four sessions which were 1.5 hours in length. The second caregiver group started in November with 4 people registered. We had 3 sessions which were 1.5 hours in length.

We received a grant this past year which allowed us to develop a manual, train volunteers to run groups in rural areas, and organize a 1 day conference. Unfortunately due to COVID 19 some of those plans for 2020 were postponed or reorganized.

I attended 8 committee meetings connected to the grant.

We also went to Riverside Albert and did a presentation about Hospice to help raise awareness.

I prepared a manual which took approximately between 15 - 20 hours to develop. This involved reviewing material used in the previous years, reading books on caregiving, reviewing resources, and material available online.

After preparation of the manual I trained volunteers to be able to run the groups in rural communities. We had three trainings, September 11<sup>th</sup>, and 18<sup>th</sup>, and October 7<sup>th</sup>. The trainings were 2 hours in length.

Each year I provide an evening during the Christmas season. called Coping with the Holidays, which is an opportunity for caregivers to come together and talk about Christmas and ways to cope with the season.

The evening was 1.5 hours in length and we had 3 participants.

Total number of volunteer hours 81.5

It was a very busy year but very rewarding. When you sit in group and hear caregivers talk about how the group has helped them and that they don't feel so isolated or alone, you know that it is worth the time and effort that we as volunteers contribute to this organization and particularly for me the caregivers group.

I close with sharing one of my favourite quotes which I repeat often to my groups: "The care you give to yourself is the care you give to your loved ones" Family Caregiver Alliance

Respect submitted

Eleanor Kreplin MA, CCC, LCT

## **Grief Group Report**

We had 11 attend with my 2 helpers

In May, we had a group supper at Swiss chalet with 27 attending. I had 3 speakers in...Rev. Doug and Carolle. In June we had a pizza party with 12 attending.

September 2019

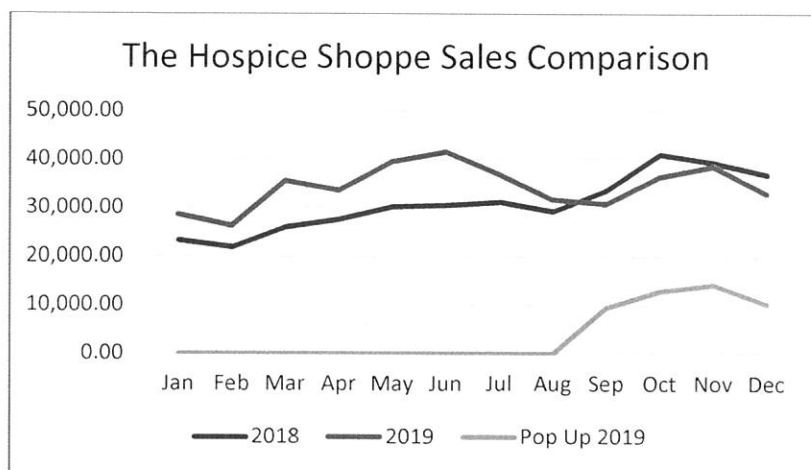
We had 10 attend and 2 helpers and 2 speakers. October, we had a group supper at Swiss chalet with 25 attending. Thanks to Tradina for attending with her busy job In December. We had a Christmas party with 27 attending. Lots of great singing and good food and storytelling. Thanks to my helpers Rose and Dianne. Thanks to Swiss chalet for giving us a private room and great service.

Submitted:  
Ruth Johnstone  
Coping with Grief Facilitator

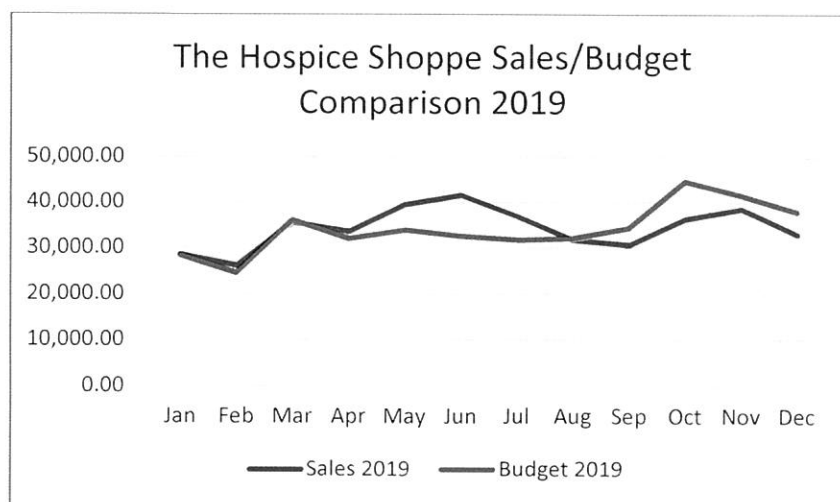
## Shoppe Report - 2019

The Hospice Shoppe saw record sales throughout 2019 particularly around the middle of year, namely May, June and July.

Sales were lower at the store in the latter part of 2019 in comparison to 2018, but this was mainly due to the creation of the discount Pop-Up Shoppe as many of our shoppers opted to buy our items at discounted prices instead of full price at the main store. As 2019 saw an increase in donors and donations, the store was created ultimately as a way to get rid of excess stock and increase profits exponentially.



Looking at 2019 at a glance, the store operated equal to or above projections with the exception of August through to December. However the Pop-Up Shoppe sales again made up for this deficit.



As a lot of hours were spent organizing the Pop-Up Shoppe, the focus in the latter part of the year was taken away from the main store. On a positive note, expenses,

particularly in the early part of the year were under budget but, of course, the Pop-Up Shoppe's operational expenses were not budgeted for in 2019 projections from August through to December.

2019 saw a changeover of management and a new Assistant Manager, Michelle Tupy, was hired in October of 2019.

Staff and volunteers worked exceptionally hard in the management and storing of goods although methods need to be refined and more training given to ensure that donations are stored with donor numbers intact.

Additional storage was sought in December of 2019 on Halifax Street to store any excess furniture that was held at Apple Storage as well as unsold stock from the Pop-Up Shoppe and rental will continue on this building throughout 2020 until new Shoppe premises are sought.

Moving into 2020, we had a strong January with a slower February, and because of Covid-19, the store had to close from mid-March through to mid-May. A Covid-19 Operation Plan was created offering limited store hours with fewer staff and volunteers. Social distancing, mask wearing and hand sanitation are expected from all shoppers, volunteers and staff. Although the number of shoppers is down, we anticipate a steady flow in June and July with many of our regulars returning to the store once they feel comfortable to venture out shopping.

While turnover of stock was not a priority in the latter part of 2019, it remains at the forefront of 2020 to provide a fresh boutique environment for both our regular visitors and new shoppers. Facebook marketing has certainly enhanced awareness although more marketing outside of Facebook will need to be sought to take the store to the next level. Further focus will also be placed on the training of volunteers to better handle the goods at the donation door under the new conditions.

Michelle Tupy  
Acting Manager

## FUNDRAISING 2019

### **Events Fundraising**

**A total \$72,902 was raised by Hospice SENB during the 2019 fiscal year.**

### **Events Volunteers**

**More than 50+ volunteers contributed 376.5 hours to Events for Hospice SENB.**

### **The following events were held in 2019**

- |                                      |
|--------------------------------------|
| • Hike for Hospice                   |
| • Hurry Hard for Hospice             |
| • An Evening at Rossano's            |
| • Wonderland Tea and Fashion Show    |
| • Dancing with the Stars (postponed) |
| • Angels Remembered                  |
| • 50/50                              |
| • Johnny Coupon Books                |
| • Charity Concert - Kelley Mooney    |
| • Charity Concert – Vivian Ni        |

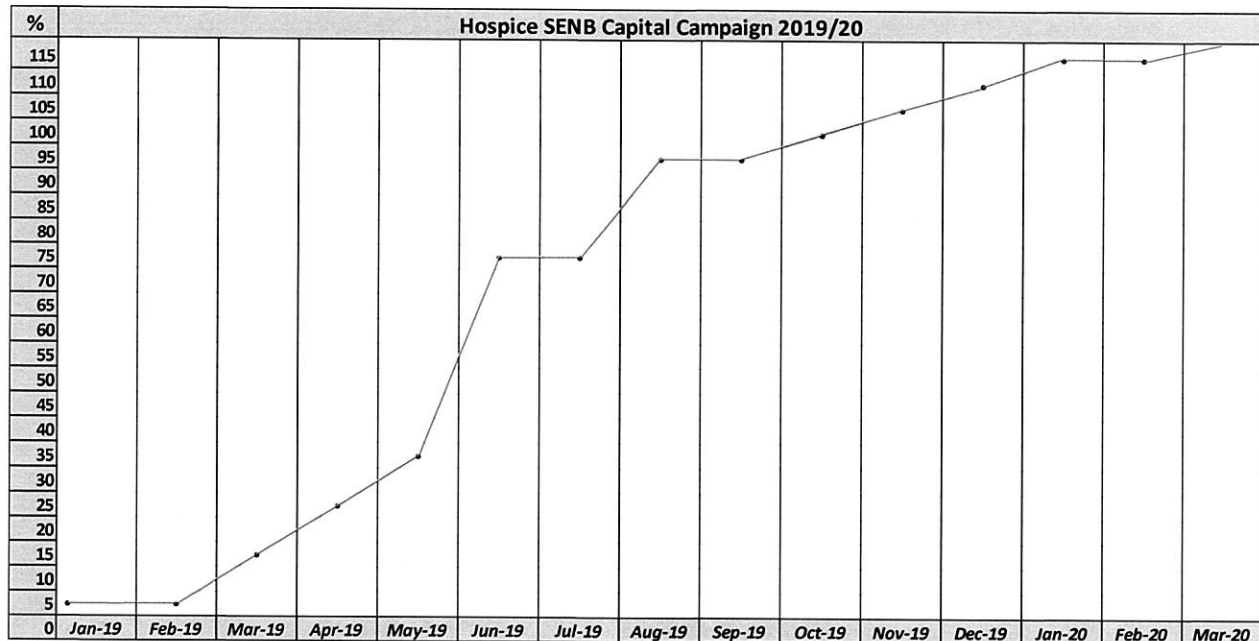
Germaine Robichaud  
Events & Fundraising Coordinator – 2020

*(Submitted on behalf of Krysta Janssen, Events Coordinator for Hospice SENB, on maternity leave effective December 31, 2019)*



**HOSPICE SENB'S 'CELEBRATION' CAPITAL CAMPAIGN REPORT**  
**to March 31, 2020**

In October 2018, Hospice SENB's 'Celebration' Capital Campaign started with an objective of \$4.5 million. The objective was moved up to \$5 million in January 2019. This report shows the progress of the campaign from January 1, 2019 to March 31, 2020.



**SOLICITATION REPORT**

On March 1, 2020 the Celebration capital campaign reached \$5,808,307 in donations – almost 15% over its \$5 million objective. We have done well.

However, the Covid-19 crisis and the resulting economic slow-down are having a detrimental impact on fundraising activities for all non-profit organizations, including Hospice SENB. Therefore, it will be more difficult for our capital campaign to solicit major gifts, at least in the short term, until potential donors know how deep the economic crisis will affect their finances.

Regardless of the obstacles, the Celebration capital campaign will continue to pursue the over \$4 million in donation requests that are awaiting an answer. For the next couple months, the Hospice SENB Capital Campaign Cabinet will focus on following up on those files. Many prospects should come through in spite of the current economic situation.

# SOLICITATION REPORT

March 31, 2020

## Results

Divisions	Objective	Prospects	Assigned	Visits	Refusals	Gifts (#)	Gifts (\$)	% of Obj.
Exceptional	\$2,500,000	14	14	13	0	8	\$3,875,000	155%
Lead	\$1,200,000	64	62	46	17	13	\$925,000	77%
Major	\$400,000	125	90	37	7	14	\$317,183	79%
Special	\$400,000	170	44	50	0	44	\$79,140	20%
Municipalities	\$500,000	26	26	26	0	24	\$259,971	52%
Family (Internal)	\$0	197	192	35	1	15	\$219,573	N/A
<b>Total</b>	<b>\$5,000,000</b>	<b>596</b>	<b>428</b>	<b>207</b>	<b>25</b>	<b>118</b>	<b>\$5,675,867</b>	<b>114%</b>
Verbal pledges to be confirmed						3	132,304 \$	
Total confirmed & verbal pledges						121	5,808,171 \$	

## Analysis of the external campaign only

Prospects assigned but not visited

64

Total amount of gifts requested

\$15,881,616

Total of refusals

\$2,475,000

Total requests awaiting an answer

\$4,356,700

Gifts inferior to askings

\$3,328,307

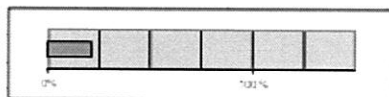
Number of visits awaiting an answer

34

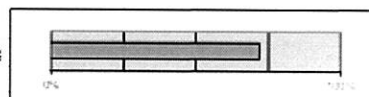
Gifts superior to askings

\$79,410

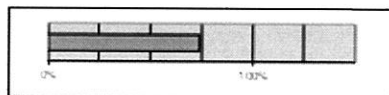
Number of prospects  
Re Plan



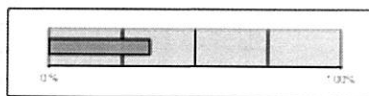
Assignments  
Re List



Prospect dollars  
Re Plan



Visits  
Re List



**Hospice Southeast New Brunswick  
Hospice sud-est New Brunswick  
2019 Annual General Meeting  
June 16, 2020  
Dial-in Number 1-855-342-6455  
Conference ID: 2779709**

**NOMINATING COMMITTEE REPORT**

The nominating committee was comprised of the following directors:

- Dennis Cochrane
- Brian Cormier
- Greg Turner
- Sandra Wallace

The nominating committee submits the following slate of individuals to serve as Officers and Directors of the Board of Hospice SENB/Hospice Sud-est Nouveau Brunswick for 2020-2021

***Officers and members of the Executive Committee***

Chair – Dennis Cochrane

1<sup>st</sup> Vice-Chair – Irénée Bourque

2<sup>nd</sup> Vice-Chair – Dr. Peter Lightfoot

Secretary-Treasurer – Bill Lane

***Directors***

Manon Aubin

Brian Cormier

Dr. Janice Cormier

Sue Murray

Lourdes O'Reilly

Valerie Roy

Greg Turner

Jim Vaughan

Alexandre Vigneault

Carla Vautour

Sandra Wallace

***Committee Chairs***

Nominating Committee – Dennis Cochrane

Residential Building Committee – Jim Vaughan

Fundraising Committee – Board of Directors

Professional Standards Committee – Dr. Peter Lightfoot

HR Committee – Manon Aubin

Communications Committee – Brian Cormier

MOU – Dr. Peter Lightfoot

**Hospice Southeast New Brunswick**  
**Hospice sud-est New Brunswick**  
**2019 Annual General Meeting**  
**June 16, 2020**  
**Dial-in Number 1-855-342-6455**  
**Conference ID: 2779709**

**Terms of Officers and Directors elected at the Annual General Meeting of Hospice Southeast  
New Brunswick Inc./Hospice Sud-est Nouveau-Brunswick Inc.  
June 2020**

<b>Name</b>	<b>Office</b>	<b>Year Elected to Board</b>	<b>Year First Term Completed</b>	<b>Year Second Term Completed</b>
Dennis Cochrane	Chair	2015	2018	2021
Irénée Bourque	1st Vice-Chair	2019	2022	2024
Dr. Peter Lightfoot	2nd Vice-Chair	2018	2021	2023
Bill Lane	Treasurer	2015	2018	2021
Greg Turner	Director	2017	2020	2022
Lourdes O'Reilly	Director	2017	2020	2022
Sandra Wallace	Director	2018	2021	2023
Brian Cormier	Director	2018	2021	2023
Manon Aubin	Director	2019	2022	2024
Jim Vaughan	Director	2016	2019	2022
Valerie Roy	Director	2018	2021	2021
<b>New Directors</b>				
Sue Murray	Director	2020	2022	2024
Dr. Janice Cormier	Director	2020	2022	2024
Alexandre Vigneault	Director	2020	2022	2024
Carla Vautour	Director	2020	2021	2023
<b>Other:</b>				
Dr. Jamie Pennfold	Past-Chair			

**Note: With passing of the new Bylaws at the June 2020 AGM, all new terms from 2020 forward are two years only versus the former three years. This chart has been modified to reflect this important change.**

**I.E. Directors being elected for a second term or new directors**

**HOSPICE SOUTHEAST NEW BRUNSWICK INC.  
HOSPICE SUD-EST NOUVEAU-BRUNSWICK INC.  
BYLAWS**

**BYLAW 1 - NAME**

The name of the Corporation shall be Hospice Southeast New Brunswick Inc. / Hospice Sud-Est Nouveau-Brunswick inc.

**BYLAW 2 - DEFINITIONS AND INTERPRETATION**

In these general bylaws of the Corporation:

- The "Corporation" means Hospice Southeast New Brunswick Inc. / Hospice du Sud-Est Nouveau-Brunswick inc.
- Hospice SENB means Hospice Southeast New Brunswick Inc./Hospice du Sud-Est Nouveau-Brunswick inc.
- "AGM" means the Annual General Meeting;
- The singular shall include the plural, and the plural shall include the singular;
- "Board" means the Board of Directors of the Corporation;
- "Person" shall include firm, syndicate, association, partnership or corporation.

**BYLAW 3 - PURPOSE AND OBJECTIVES**

3.1 The purpose of the Corporation shall be to:

- Provide quality, comprehensive and compassionate palliative care and bereavement programs and services to individuals and families faced with dying, death and bereavement in accordance with the standards set by the New Brunswick Hospice Palliative Care Association, and any regulations set by the federal and provincial governments.
- Operate a 10-bed residential, bilingual hospice in the City of Moncton to serve individuals who are referred through the New Brunswick Extra Mural program and who live in communities found within the geographic boundaries of Westmorland, Albert and Kent Counties.

3.2 The Corporation shall exemplify and promote in all its operations, actions and statements:

- Awareness of life-limiting illnesses and end of life issues;
- Provision of grief and bereavement services and support to clients and their families;
- Training and support of volunteers in hospice-related activities;
- The encouragement of legacies, donations, gifts, bequests and endowments to the Hospice Southeast New Brunswick Foundation.

3.3 The Corporation shall receive funds from the Hospice Southeast New Brunswick Foundation, the Hospice Shoppe, various levels of government and other sources for use in the achievement of its purpose and objectives.

3.4 Hospice palliative care programs and services shall be free and confidential.

**BYLAW 4 - HEAD OFFICE**

4.1 The Head Office of the Corporation shall be in the City of Moncton, in the Province of New Brunswick.

## **BYLAW 5 – CORPORATE SEAL AND RECORDS**

- 5.1 The corporate seal of the Corporation shall have inscribed thereon the name of the Corporation and the year of its incorporation.
- 5.2 The corporate seal shall not be used except under the signature of the officer(s) duly authorized to sign documents under the provisions of these bylaws.
- 5.3 The corporate seal shall be kept at the Head Office of the Corporation.
- 5.4 Official Corporation records, including Minutes and Financial records, shall be maintained and kept at the Head Office of the Corporation.

## **BYLAW 6 - MEMBERSHIP**

### **6.1 Members**

The members of the Corporation shall be the voting directors of the Corporation.

### **6.2 Resignation**

A member may resign from the Corporation by delivering a written resignation to the Secretary-Treasurer. A resignation shall be effective at the time it is received or at the time specified in the resignation, whichever is the later.

## **BYLAW 7 - ANNUAL GENERAL MEETING**

- 7.1 The Annual General Meeting (AGM) of the Corporation shall be held no later than six (6) months after the end of the fiscal year, at the Head Office or a location approved by the Board of Directors.
- 7.2 The AGM agenda shall include the:
  - a) Approval of the previous Annual General Meeting minutes;
  - b) Reports of the Chair and the Executive Director;
  - c) Report of the auditor, including audited financial statements;
  - d) Appointment of the auditor;
  - e) Amendments to bylaws, if any;
  - f) Report of the Nominating Committee;
  - g) Election of Directors.
- 7.3 No item of other business shall be considered at the Annual General Meeting unless notice in writing has been given to the Secretary-Treasurer in advance of giving notice.
- 7.4 Directors, employees, volunteers, community supporters and partners in the community shall be notified of the AGM at least two (2) weeks in advance, by publication of "Notice of Annual General Meeting" in local newspapers, and via electronic invitation, posting on the Hospice SENB website and notice at Hospice SENB facilities.
- 7.5 The chair of the AGM shall be the Chair of the Corporation or in his or her absence, a Vice-Chair or designate.
- 7.6 Quorum for the AGM shall be a majority of the voting members.
- 7.7 Each Director shall be entitled to one vote at the AGM. Votes shall be by show of hands.

- 7.8 Business shall be decided by a majority of votes. In the event of a tie, the Chair shall cast the deciding vote. All resolutions will be recorded in the AGM Minutes.

#### **BYLAW 8 – NOMINATIONS TO THE BOARD OF DIRECTORS**

- 8.1 Directors shall be nominated by a committee (the "Nominating Committee"), established by the Board each January, for the purpose of selecting and recommending to the Board qualified individuals who wish to serve as officers and directors.
- 8.2 The Nominating Committee shall be comprised of the Past Chair, who shall serve as the Nominating Committee chair, the First and Second Vice-Chairs and two members of the Board of Directors.
- 8.3 The Nominating Committee shall determine the number of Officer and Director Positions vacant at least 60 days in advance of the Annual General Meeting.
- 8.4 In considering the qualifications of prospective Officers and Directors, the Nominating Committee shall look for persons whose personality, profession, experience and skills will make a positive contribution to the Board, and further the goals of the Corporation in a co-operative and respectful manner. Additionally, the Committee will strive to achieve a balance with respect to gender and language in order to reflect the region served by Hospice SENB.
- 8.5 A director shall be an individual who:-
- Is nineteen (19) or more years of age;
  - Is a resident of Westmorland, Albert or Kent counties in the Province of New Brunswick;
  - Is committed to the purpose and objectives of the Corporation;
  - Has not committed any offenses related to financial dishonesty or any dishonesty relevant to the operation of a charity.
- 8.6 The Nominating Committee shall be responsible for presenting the slate of nominees to the Board no later than 30 days prior to the Annual General Meeting.
- 8.7 The approved slate of nominees shall be presented for election at the Annual General Meeting.

#### **BYLAW 9 – HONORARY BOARD MEMBERS**

- 9.1 The Board may, from time to time, appoint individuals as Honorary Board Members, who are non-voting members and shall not have or hold any rights, duties or responsibilities of office, except as may be assigned to them by the Board. The primary purpose of appointing Honorary Board Members is to recognize or express appreciation for their expressed or demonstrated commitment or contribution of a significant nature to the material well-being, reputation or best interest of the Corporation.
- 9.2 The Board may revoke or rescind such honorary appointment(s) at any time, with or without cause, by resolution passed by at least two-thirds (2/3) of the votes cast at a meeting of the Board of Directors.



## **BYLAW 10 - BOARD OF DIRECTORS**

### **10.1 Numbers and Powers**

The affairs of the Corporation shall be governed by the Board of Directors, consisting of not more than 15 (fifteen) and no fewer than five (5) elected persons, and the Executive Director who shall sit ex-officio.

### **10.2 Role of the Board of Directors**

The role of the Board of Directors is to provide governance and over-all policy direction for the Corporation and to ensure its financial integrity, the fulfillment of its legal responsibilities, the pursuit of its objectives and the quality of its programs. The Board of Directors will ensure that the Corporation:

- Adheres to the purpose and objectives it has set for itself;
- Respects the laws that apply to it (tax, health and safety, etc.);
- Oversees the financial affairs of the organization, including but not limited to budgets, spending and investments;
- Oversees the proper care of buildings, equipment and other assets;
- Hires competent senior employees and establishes appropriate management tools such as position descriptions and evaluation tools;
- Establishes rules for the oversight of important issues e.g. privacy and confidentiality;
- Keeps any records required by law.

### **10.3 Role of the Executive Director**

The Board is responsible to hire and manage an Executive Director who shall serve as the Chief Administrative Officer of the Corporation, and shall be responsible and accountable to the Board for the Corporation's activities and business including, but not limited to:

- Sound financial, administration and organizational management;
- Program development, delivery and evaluation;
- Safekeeping and repair of all physical assets of the Corporation;
- Acting as a spokesperson to both internal and external audiences;
- Providing support to the Board, Executive, Committees, staff and volunteers;
- Adhering to all legal requirements, applicable bylaws and resolutions of the Board.

### **10.4 Validity of actions**

All acts done at any meeting of the Board of Directors shall be valid, notwithstanding that it be afterwards discovered that there was some defect in the election or appointment of any Director.

### **10.5 Management of assets**

The Directors of the Corporation may, from time to time, purchase, lease or otherwise acquire, alienate sell, exchange or otherwise dispose of lands, buildings or other property movable or immovable, real or personal, or any interest therein for such consideration, and upon such terms and conditions they deem advisable.



### **10.6 Terms of Office**

**Board:** A Director shall hold office for a period of two (2) years from the Annual General Meeting at which they are elected. Upon the expiry of the first two-year term, a Director is eligible for re-election for a second two-year term as a Director.

Directors must observe a one (1) year leave after the completion of a second two (2) year term before being re-offered a position on the Board unless elected as an Officer, in which case continuous service is permitted.

**Executive Committee:** Officers may serve consecutive two-year terms in each position from the time they are first elected as an Officer until such time they have served two years in the position of Past Chair.

**Vacancies:** In the event that any Director or Officer should die, resign or be removed from office, the ensuing vacancy may be filled by the Board for the unexpired portion of their term.

**Extensions:** In order to avoid gaps in succession the Board may, on a one time basis, extend the term of any member of the Executive Committee for one additional year.

**Staggering:** As far as possible, the terms of Board members shall be staggered so that at least two-thirds (2/3rds) of the members are eligible for re-election every year.

### **10.7 Vacation of Office**

A person ceases to be a Director of the Corporation if he/she:-

- Completes his or her terms of office;
- Resigns from the Board in writing;
- Fails to diligently and faithfully carry out their duties as a Director or Officer, including failure to attend three consecutive meetings without reasonable cause;
- Displays conduct detrimental to the Corporation;
- Is in violation of any provision of the Articles, Bylaws or Policies of the Corporation;
- Is incapable of carrying out any of their duties;
- Is removed from office by resolution of at least two-thirds (2/3) of the votes cast at a meeting of the Board of Directors;
- Dies.

### **10.8 Conflicts**

If a Director has any conflict of interest, direct or indirect, pecuniary or non-pecuniary in any matter that comes before the Board, that member will fully disclose those interests, and shall not take part in the discussion or any decisions related to those interests. Every declaration of conflict of interest shall be recorded in the Board Minutes.

Failure to disclose conflicts of interest may be considered grounds for termination as a Director, in addition to any remedies available to the Corporation under statute, equity or common law.

#### **10.9 Removal of Directors**

The Board may, by resolution passed by at least two-thirds (2/3) of the votes cast by the Board of Directors at a meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his/her term of office.

#### **10.10 Remuneration of Directors**

The Directors and Officers of the Corporation shall serve without remuneration, and no Director shall directly or indirectly receive any profit from his/her position. A Director may be reimbursed for pre-approved, reasonable expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the Corporation.

#### **10.11 Confidentiality**

Every Director shall respect the confidentiality of matters that come before the Board or Committee, or coming to his or her attention while carrying out their duties.

#### **10.12 Public Relations**

Unauthorized communications may adversely affect the Corporation. The Chair of the Board is the official spokesperson for the Corporation and responsible for Board Communications. The Chair may delegate authority to another Officer, Director or senior staff person from time to time and at his or her discretion.

#### **10.13 Indemnification and Protection of Directors**

Every Director and Officer of the Corporation and his/her heirs, executors and administrators and estate respectively, shall, from time to time, and at all times, be indemnified and saved harmless out of the funds of the Corporation from and against:-

- All costs, charges and expenses whatsoever which such Directors or Officers may sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for, or in respect of any act, deed, matter or thing whatsoever, made done or permitted by him/her in or about the execution of the duties of his/her office.
- All other costs, charges and expenses which he/she may sustain or incur in or about, or in relation to the affairs of the Corporation.

#### **10.14 Meetings of Directors**

The Board of Directors shall hold a **minimum** of six (6) regular meetings a year plus any additional meetings that might be determined necessary to ensure the good governance of the Corporation. Notice of any special meetings shall be given at least five (5) days prior to the date fixed for the meeting.

#### **10.15 Quorum**

A quorum for the transaction of business at any meeting of the Board shall be a simple majority of fifty percent plus one (50% plus 1) of the total number of voting Board members.

### **10.16 Voting**

Questions arising at any meeting of the Board or Executive Committee, whether in person or held electronically shall be decided by a majority of votes. Each Director shall have one (1) vote only. In the event of a tie, the Chair shall cast the deciding vote. All resolutions will be recorded in the official Board or Executive Committee Minutes.

## **BYLAW 11 - OFFICERS OF THE CORPORATION**

### **11.1 Officers**

The Officers of the Corporation shall be known as the "Executive Committee" and shall consist of the:

- Chair
- Past Chair
- A First Vice-Chair and a Second Vice-Chair
- Secretary-Treasurer
- Executive Director (Ex-Officio)

All voting Officers shall be active Directors of the Corporation and elected by the Board of Directors. Any two (2) of the aforesaid positions may not be held by the same person.

### **11. 2 Executive Committee**

The Executive Committee shall be responsible to:

- Oversee the timely implementation of Board policies and adherence to all legal requirements;
- Provide leadership and governance for the strategic direction of the Corporation;
- Act on urgent matters between Board meetings;
- Screen and recommend a candidate for the position of Executive Director for approval by the Board;
- Review and recommend budgets and financial statements for Board approval.

### **11. 3 Duties of the Chair**

The Chair shall:

- Preside over meetings of the Board, the Executive Committee and the Corporation;
- Sign all instruments which require his/her signature;
- Provide leadership to the governance of the Corporation, and ensure that its governance responsibilities are effectively addressed, and that the Corporation's bylaws are followed;
- Guide the work of the Board and see that all orders and resolutions of the Board are carried into effect;
- Act as the official spokesperson for the Corporation;

- Sit as an ex-officio member of all Committees and assist the Board and Committees to reach consensus on fundamental policy issues;
- Provide an annual report on the business and affairs of the Corporation at the Annual General Meeting;
- Direct and support the work of the Executive Director;
- Have such powers and duties as may from time to time be assigned by the Board.

#### **11.4 Duties of a Vice-Chair**

A Vice-Chair shall be vested with all powers and shall perform all the duties of the Chair in the absence or disability of the Chair.

#### **11.5 Duties of the Secretary-Treasurer**

The Secretary-Treasurer shall:

- Sign all instruments which require his/her signature;
- Ensure that appropriate financial management policies are in place to protect the interests of the Corporation and staff;
- Be responsible for regular reviews of the Corporation's accounts and for reporting to the Board on the financial status of the Corporation, as well as all financial transactions of the Corporation of relevance to the Board;
- Assist the Executive Director in the preparation and presentation of the annual budget for Board approval;
- Recommend the appointment of an auditor at the Annual General Meeting;
- Ensure that proper Minutes and records are kept of all meetings of the Executive and Board.

### **BYLAW 12 - COMMITTEES**

#### **12.1 Structure**

The Board of Directors may, from time to time as deemed necessary, appoint standing and ad hoc committees. Any committee so appointed shall meet for the transaction of business, adjourn and otherwise regulate its meetings in accordance with the articles, policies, purpose and vision of Hospice SENB, and at the direction of the Board.

Each committee shall have a clear purpose, objectives and timelines to complete its mandate.

The Board shall review the committee structure annually, and may dissolve committees that are no longer required and/or add committees to support the work of the Board.

#### **12.2 Membership and Term**

At least one Board member shall serve on each standing committee and ad hoc committee.

The Chair and the Executive Director shall be an ex-officio members of all committees of the Corporation.

Other members shall be recruited and invited to serve, based on their personalities, professions, community connections, experience and skills that will make a positive contribution to the committee and further the goals of the committee and the Corporation.

Members of committees shall be appointed for a term of one (1) year, which is renewable should the committee continue to serve at the will of the Board.

### **12.3 Duties of Committee Chairpersons**

The Committee shall name a chairperson who shall:

- Preside at all meetings of the Committee;
- Provide leadership in delivering on the Committee's mandate; recruit additional Committee members;
- Guide and oversee the work of the Committee;
- Provide regular reports to the Board.

### **12.4 Remuneration**

No member of a committee of the Corporation shall receive any remuneration for their services as a member of the committee, but shall be entitled to pre-approved, reasonable expenses necessarily and reasonably incurred while engaged in the affairs of the committee on behalf of the Corporation.

### **12.5 Conflicts**

If a committee member has any conflict of interest, direct or indirect, pecuniary or non-pecuniary in any matter that comes before the Committee, that member will fully disclose those interests and shall not take part in the discussion or any decisions related to those interests. Every declaration of interest conflict shall be recorded in the Committee minutes.

### **12.6 Meetings**

The committee shall set regular meetings. Approved regular meetings require no notice. Notice of any special meetings shall be given at least five (5) days prior to the date fixed for the meeting.

### **12.7 Quorum**

Unless otherwise determined by the Board of Directors, a majority of members of a committee shall be a quorum.

### **12.8 Voting**

Questions arising at any meeting of a committee, whether in person or held electronically shall be decided by a majority of votes. Each committee member shall have one (1) vote only.

In the event of a tie, the committee Chair shall cast the deciding vote.

### **12.9 Reporting**

Committees shall report regularly to the Board through the Chair of the committee or a delegated member.

### **BYLAW 13 - FINANCIAL MATTERS**

The fiscal period of the Corporation shall terminate on the 31st day of December in each year.

The auditor of the Corporation shall be an independent accountant or firm of accountants, and shall be appointed annually by the Board of Directors. The auditor shall make the examination of and have access to such records, Minutes, accounts, books, documents and vouchers that are, in his/her opinion, necessary to enable him/her to report on the financial statements of the Corporation.

All cheques, drafts or orders for the payment of money, and all notes and acceptances and bills of exchange, shall be signed by such officers, and in such manner as the Board of Directors may, from time to time, designate.

In order to carry out the purposes of the Corporation, the Board of Directors may, from time to time:-

- Borrow money upon the credit and/or assets of the Corporation in such manner as they decide is in the best interest of the Corporation;
- Limit or increase the amount to be borrowed;
- Invest funds in such manner as they decide is in the best interest of the Corporation.

All required annual returns shall be made to Provincial and Federal regulatory departments.

### **BYLAW 14 - EXECUTION OF DOCUMENTS**

All contracts, documents or instruments in writing, requiring the signature of the Corporation, shall be signed by any two (2) of the following: Chair, a Vice-Chair, Secretary-Treasurer, Executive Director.

All contracts, documents and instruments in writing so signed shall be binding upon the Corporation, without any further authorization or formality.

The Board of Directors may, from time to time, by resolution, appoint any Officer or Officers, or any person or persons to sign contracts, documents and other instruments in writing on behalf of the Corporation.

### **BYLAW 15 - AMENDMENTS TO BYLAWS**

The bylaws of the Corporation shall be reviewed annually by a committee of the Board of Directors, which may recommend to the Board the repeal, amendment, addition or re-enactment of these bylaws or any prior ones.

The Bylaw Review Committee shall be established by the Board each January and complete their review 60 days in advance of the Annual General Meeting.

Proposed bylaw changes shall be presented for approval at the Annual General Meeting of the Corporation.

Advance notice of bylaw changes shall be given at the same time as the Notice of Annual General Meeting.

**BYLAW 16 - RULES OF ORDER**

All meetings of the Corporations shall be guided by Roberts Rules of Order, Newly Revised.

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**ENACTED by the Directors of HOSPICE SOUTHEAST NEW BRUNSWICK INC. /  
HOSPICE SUD-EST NOUVEAU-BRUNSWICK INC. on the \_\_ day of \_\_, 2020.**

**AS WITNESS the corporate seal of the Corporation.**



**Hospice Southeast New Brunswick/  
Hospice sud-est New Brunswick  
2019 Annual General Meeting  
2020**

## **In-Memorium Donations and Sponsors**

**Our Supporters** - All gifts are important and all are appreciated. By honouring the life of a loved one, you are helping us provide support in the homes to palliative clients and bereavement care to their families – all at no charge - and to our residential hospice building fund.

***We are honoured to be named as the “In Memory of” charity for the following people in 2019.***

Joe Allain	Jorma Lappi
Evelyn Anderson	Donald LeBlanc
Roderick Anketell	Janet Longaphie
Rita Atkinson	Gail Lyons
Doris Atkinson	Warren MacDonald
William Lloyd Bauer	R MacIntyre
Donald Belliveau	Marie Carmelle Maillet
Bernadette Boudreau	Judith McCagherty
Nancy Brown	Jack McDermott
Bedford C Buck	Felix McLean
Alfred Bureaux	Walter McQuinn
Antoni Burzynski	Maureen Moonie
N Carter	Don Morton
Aurore Cavanaugh	B Murray
James Chase	Ann Nickerson
Jean-Claude Chenard	Russ Nixon
Geraldine Christie	Donna Ouellette
H Costner	Emily Pauley
John Couillard	Susan Pickett
Claude Curwin	Tom Pollock
Gerald Dawson	Claudette Robichaud
Arlene Dernier	Eleanor Rose
Anna Dineen	Carl Ross
Doug Frances	Jill Smith
Romeo Gallant	Joan Smith
Flora Gallant	Caroline Steeves
Eldon Geddes	Dr Margaret Steven
Charles Gillespie	Donna Styles
Vince Girouard	Harris Sullivan
Bob Hardwick	Al Thomas
Janet Hebert	Bob Turner
Carter Hollis	Debbie Ward
Audrey Jonah	Ross Weatherby
George Kay	James Wilson
Anne Kerman	Doug Winsor

***Thanks to our corporate sponsors in 2019.***

Rossano's Italian Grill  
Westjet  
Ferguson's Funeral Home  
Mapleton Pharmacy  
Shoppers Drug Mart  
Mountain View United Church  
David's Tea  
Running Room Ltd.  
Papa John's Pizza  
Subway  
Bayshore Home Care Solutions  
Lions

***Thanks to our monetary support in 2019***

Cavendish Farms



**Hospice Southeast New Brunswick/  
Hospice sud-est New Brunswick  
2019 Annual General Meeting  
2020**

St. John's United Church  
Visions United Church  
Medavie Blue Cross  
Freshi  
Station 42  
Sobeys  
MBS Radio  
Kelley Moonie

*Thanks to our in-kind support in 2019.*

Advocate Printing  
Jagoes' Fine  
Liquid Gold Moncton  
Krysta Jays DJ Service  
L'Acadie country FM 99.9  
K94.5  
Max FM 103.9  
Front Porch Mercantile  
Boutique Mystral  
Glass Roots  
Close to the Heart

**Dennis Cochrane**Education

Moncton Public Schools

Graduated 1968 - Harrison Trimble High School

Teachers' College 1970

University of New Brunswick - BA 1972

University of Moncton - B.Ed. 1976

University of Moncton - M. Ed. 1981

Teaching Experience

Teacher - Forest Glen, RHS, Queen Elizabeth

Vice Principal - Riverview Junior High School 1978-79

Principal – Bessborough School 1982-84

Principal - Magnetic Hill School 1989-91

Administrative Experience

Superintendent - Districts 6 & 8 - 1995 to 1998

Superintendent - Districts 2 & 4 - 1998

Deputy Minister of Education, Province of NB - 1998-2000

Deputy Minister of Education - Province of NS - 2000-2010

President of St Thomas University - 2010 - 2011

President of Atlantic Education International - 2011 to present

Public Service

Councillor - City of Moncton - 1977-1979

Mayor - City of Moncton - 1979-1983

Deputy Mayor - City of Moncton - 1983-84

Member of Parliament - Moncton Riding - 1984-1988

Public Office Experience

Councillor - City of Moncton - 1977 to 1979

Mayor - City of Moncton - 1979 to 1983

Deputy Mayor - City of Moncton – 1983 to 1984

Member of Parliament - Riding of Moncton – 1984 to 1988

Member of the Legislative Assembly of NB - Riding of Petitcodiac – 1991 to 1995

Leader of NB Progressive Conservative Party – 1991 to 1995

Honorary Designations

Honorary Fellow - St Thomas University 2002

Honorary Doctor of Laws Degree - UNB - 2003

Order of Canada Member - 2014

**William (Bill) Lane, CPA, CMA**

Retired after a 33 year career with Imvescor Restaurant Group Inc. As Chief Financial Officer and Executive Vice President, Bill was responsible for financial management and reporting for a private then public entity. Bill was the primary contact for financial institutions, lawyers, and company auditors.

As Corporate Secretary for 25 years he maintained the corporate records for several entities. Experience included working with over 150 franchisees, four restaurant brands with sales in excess of \$400 million, budgets and strategic planning.

Bill also served as a Director of the Greater Moncton International Airport 2000-2008.

### **James (Jim) Vaughan CET, CHSC, CRSP, OMM**

Jim has significant experience in major project management, planning oversight and budget control, in the military and with JD Irving. His areas of experience include administrative management, personnel management and the Safety and Environmental fields.

Now retired, Jim was with the Military for 26 years, receiving several commendations and finishing as a senior officer. He was a senior executive with J D Irving for the next 17 years.

He has been involved in community aspects where ever he lived.

On military commendation included "...Capt. Vaughan's accomplishments to date it would have to be his unrelenting concern for a job well done, be it at the work place or with his countless hours as a community volunteer."

### **Greg Turner**

Elected in May 2016, Greg Turner is serving his first term as Councillor at Large for the City of Moncton. A respected entrepreneur, he brings more than 45 years of business experience to his position with Council.

For many years, Greg owned and operated Colpitts Men's Wear in downtown Moncton. He is also well known in the community for spearheading many seasonal shows and events, including Turner's Christmas at the Coliseum, Speed Sport Car Show, Victoria Park Arts & Crafts Fair, as well as the Magic Hands Festival of Fine Arts. He was also instrumental in bringing the Quebec Major Junior Hockey League to Moncton.

A passionate supporter of downtown revitalization, Greg looks forward to using his expertise to help local businesses to grow and thrive.

Greg has served on numerous boards and organizations, including the City of Moncton's Downtown Development and Revitalization Committees. He is a past president of the Moncton West & Riverview Rotary Club, and has been an active member of the Fundy Trail Development Authority for the last 17 years, including a term as president.

Greg lives with his wife, Claudette in the city's downtown core. A passionate hockey fan, he has been involved with junior hockey for more than 20 years.

Advisory Board and Committee Appointments

Advisory Committee on Downtown Development and Revitalization

Development and Construction Permitting Advisory Committee

Downtown Moncton Centre-ville Inc. - Board of Directors

Events Moncton

Marché Moncton Market Complex Commission

### **Lourdes O'Reilly**

B.A, B.Ed., PHF

Lourdes, a retired teacher has been actively involved in community volunteerism for most of her adult life. She served as President of Resurgo Board of Directors assisting with major fundraising projects and the publication of a book, "Greater Moncton Then and Now." She is very proud that the City of Moncton recognized her volunteerism by planting a tree on Jones Lake in her honour. Lourdes is the recipient of a Paul Harris Fellowship medal, Rotary International's highest award, for outstanding contribution to the community.

Presently, Lourdes remains on the Board of Directors of Hospice Greater Moncton, the Capitol Theatre Foundation Board, Vice President Moncton South Liberal Association and President of Alliance Francaise after serving as a director for five years.

She is looking forward to new challenges and plans for a bright future working alongside the Director and members of the Board.

"I will continue to be an ambassador for this wonderful organization which offers excellent programs to people from all over the world as well as our local citizens to learn how to speak French. "I have taken several French courses with Alliance Française and am proud to say that as a result of patient and well trained facilitators, I am able to partake in a conversation in French without fear."

Lourdes has three sons and two granddaughters. Her husband, Peter McIntyre is involved in community volunteerism as well.

### **Valerie Roy**

Valerie was born and raised in Southampton, England. She migrated to Canada in June 1971 and over the years, has lived and worked in a number of towns and cities in Nova Scotia, Quebec and New Brunswick.

In 1983, she was transferred to Moncton when Office Concepts moved its head office from Bathurst. From this position as Administrative Manager, she held a number of roles in the ensuing Coordinator of Moncton's Centennial (1989 – 1990); Director of Economic Commission (1991 – 2000); CEO Greater Moncton Chamber of Commerce

(2000 – 2010); CEO Atlantic Chamber of Commerce (2010 – 2017). Valerie retired in June 2017.

During the course of her career, Valerie participated on boards and committees at local, provincial, regional, national and international levels. She is active with her church (St. John's United in downtown Moncton) and Hospice Greater Moncton. In recognition of her work and volunteer contributions, Valerie was the recipient of a Moncton 100 medal, Canada 125 medal and more recently, the Queen's Diamond Jubilee Medal. Valerie and her husband David live in Lower Coverdale. A blended family, they have five children and four grandchildren who all live in the area.

### **Brian Cormier**

As a communications professional, strategist, writer, editor and newspaper columnist, Brian has enjoyed a successful career that has spanned more than 30 years. He has worked in a number of senior communications and public affairs roles for a variety of organizations in both the private and public sectors.

From 2005 to 2017, he wrote Hump Day, a general interest weekly column for the Moncton Times and Transcript. From 2010 – 2013, he also wrote a social media column called Social Media Matters for the newspaper. Throughout his career, he has written nearly 1,000 individual newspaper columns on subjects ranging from social media, entertainment, general interest, humour and restaurant reviews.

He was an English editor of the Canadian bestseller, *Ten Needles* (translation of "Dix aiguilles" by Marin Latulippe), a book on the life of Sean Collins, a courageous and thoughtful boy who passed away from cancer in July 2007 at the age of 13. The book became a Canadian bestseller, selling more than 10,000 copies and raising more than \$100,000 to benefit sick children.

He's a member of the Professional Writers Association of Canada (PWAC), National Society of Newspaper Columnists, Canadian Association of Journalists, Writers' Federation of New Brunswick, Greater Moncton Chamber of Commerce and Conseil économique du Nouveau-Brunswick. A dedicated community volunteer, he has served on a number of boards of directors, including Food Depot Alimentaire (2012 – 2017), Greater Moncton Chamber of Commerce (2013 – 2017), Moncton Regional Learning Council (2012 – 2016), and Greater Moncton SPCA (2006 – 2011). Currently, he is a member of the board of directors of the Alma City Club. He is also a charter member of the Greater Moncton Sunrise Rotary Club and serves as chair of the public relations and Irishtown Bingo committees – and will serve as president in 2019 – 2020. He was a member of the District Education Council for New Brunswick's School District 2 from 2010 – 2012.

In past years, he has been active with the Fredericton Junior Chamber/Jaycees, Chimo Help Centre and Moncton Kinsmen Club. Fluently bilingual, he is a graduate of the University of King's College with an honours degree in journalism and is an active member of the university's alumni association. In 2013, he was awarded the Order of the Ancient Commoner from King's in recognition of "selfless dedication to the university." Today, he is president of his own communications consulting agency, Bricor Communications and works for a number of major clients in the areas of strategic communications, government relations, writing, editing, translation and social media, including Elsipogtog First Nation, Atlantic Chamber of Commerce, Encorp Atlantic,

Public Affairs Atlantic, Atlantic Ballet Theatre of Canada, New Brunswick Podiatry Association, Université de Moncton, David Hawkins Stratégie, TransAqua (Greater Moncton Wastewater Commission), Imperial Manufacturing Group and the Greater Moncton Roméo LeBlanc International Airport, among others. His “Brian Cormier’s Weekly Update” newsletter is distributed every Monday to 600 subscribers.

### **Dr. Peter Lightfoot**

Dr. Peter Lightfoot is originally from Bedford, Nova Scotia but has been practising at the Moncton Hospital as a general internist since 1975. He has specialized throughout his career as a Gastroenterologist and recently has retired from his practice but does continue to consult in his area of expertise.

He is involved as a volunteer with numerous organizations such as the United Church of Canada, the Moncton Hospital and serves as a Director of the National Endoscopic. He and his wife, Glenna, have three children and four grandchildren and reside in Ammon North of Moncton.

### **Sandra Wallace**

Born and raised in Moncton, New Brunswick.

Educated and then taught at all levels in New Brunswick, Ontario and Alberta.

- ED studies at OISE/University of Toronto
- Focus on Adult Education (Women’s Studies)

Specializations – Guidance and Career Education, Special Education, Co-operative Education, Family Studies, Adult Education and Educational Administration.

Volunteered and held leadership positions on several boards and organizations such as Tantamar Seniors’ College, Resurgo Place – Greater Moncton, Basic Income New Brunswick, Women’s PROBUS of South East NB, the PROBUS Club of Shédiac Shores, The TD Friends of the Environment Foundation in Ontario and New Brunswick, VON Niagara, Ontario Secondary Schools Certification Appeal Board, Social Action Committee – YWCA Regional Niagara, Women into Trades and Technology Advisory Committee, Niagara College, District 7090 Rotary International, Partnership with Welland/Pelham Chamber of Commerce, Niagara Health System – Welland Hospital Foundation, Public Relations for Women’s Place Regional Niagara, Canadian Federation of University Women, Niagara Region Student Debating Society, Local Architectural Conservation Advisory Committee for the City of St. Catharines, ON, Shédiac Bay Bridge for Charity, Project Linus, and Shédiac Area Grandmothers for Africa.

### **Manon Aubin**

Highly motivated, success-driven professional, offering more than seven years of experience in the financial services industry

Reliably effective in communicating with various stakeholders as well as in determining and addressing their every need

Known as an energetic and enthusiastic individual with broad-based knowledge in Business Administration

MBA university of Moncton



Bachelor of Arts, Management concentration

Commercial Account Manager/Business Development Bank of Canada

Team Instructor, Business Administration/NBCC

Associate, Licensed Investment Representative/RBC Wealth Management

Business Development Consultant/ North Claybelt CFDC

Associate, Licensed Investment Representative/RBC Wealth Management

Fluent in both English and French (spoken and written)

Very good knowledge of the MS Office suite

#### Community Involvement

- Greater Moncton Sunrise Rotary Club/member
- GM Local Immigration Partnership Entrepreneurial Group/ member
- Business and Professional Women of Greater Member/treasurer
- Big Brothers Big Sisters of Greater Moncton/mentor
- Centre régional de Loisirs culturels/ board member
- Regroupement étudiant franco-ontarien/ board member
- Academic Senate, Université de Hearst/ student representative

### **René Bourqueé**

I'm retired as Vice- President and co-owner of Assurance Goguen Champlain Insurance after 35 years in the insurance industry.

Married to Gisele for 47 years with two children Yves and Nadia.

During my insurance career I served as Pres of the Insurance Brokers Assoc of NB, director of the Insurance Brokers of Canada as well as chair of many insurers brokers advisory group.

In the community I have served amongst many other roles as directors of the CHU Dumont Foundation, director of Palliative Care Beausejour, Pres of the Dieppe Industrial Park, director of the Dieppe Economic Commission, SEED board for 12 years, GMEC board and Pres of Dieppe Assoc for People with Special Needs.

### **Susan Murray**

Sue Murray is a long-time volunteer in Greater Moncton, having served 19 years as a School Board member at both the local and provincial levels; as a member and President of the Moncton Headstart Board, and as a member of the Board of the YMCA of Greater Moncton. Sue also served on the Board of Directors of the Southeast Regional Hospital Association (now Horizon; and has for over 25 years been involved with the health care system through an organization mandated by the Medical Act of New Brunswick to assess physicians for the quality of patient care they provide. She is

a member of the Rotary Club of Moncton West & Riverview and Chair of their Community Service Committee, which includes - since 2011 - providing a lunch program three days a week to students in need at Edith Cavell School in centre-city Moncton.

**Dr. Janice Cormier**

Dr. Janice Cormier is a family physician who has worked in oncology at the Dr. George L.-Dumont University Hospital for 25 years. She is also a clinical teacher at Université de Sherbrooke (since 2006).

A graduate of Université de Moncton (Bachelor of Science) and Université Laval (Doctor of Medicine, Family Medicine Residency Program), Dr. Cormier resides in Moncton and is the proud mother of sons Maxime and Caleb, and daughter Eve.

In addition to being a founder and long-time Board Member of the Canadian Association of General Practitioners in Oncology, Dr. Cormier is very active in her local community. Her volunteer experience includes:

- Co-Chair, Hospice SENB Capital Campaign 2019/2020;
- Active member of the Alma City Club Board of Governors;
- Past chair – Moncton's Annual Daffodil Ball (Canadian Cancer Society); and
- Board Member of the North American Atlantic Salmon Federation and member of organizing committee for annual Atlantic Salmon Federation Dinner (Moncton).

**Alexandre Vigneault**

Born in Quebec City and moved to Dieppe, NB to join the family of the Moncton Wildcats in 1996. Alex graduated from the Université de Moncton with a concentration in Finance. Alex also obtained his Master in Tax degree from the Université de Sherbrooke in 2006. Alex has been working as a Tax Specialist in the Greater Moncton area for the last 14 years.