



ANNUAL REPORT

2006 – 2007

Kentville, 11 June 2007

**VALLEY HOSPICE FOUNDATION
ANNUAL GENERAL MEETING
Kentville Baptist Church
Monday, 11 JUNE 2007
6:30 PM**

AGENDA

Call to Order

Minutes of the 2006 Annual General Meeting

Report of the Directors:

- a. Report from the Chair
- b. Report of the Treasurer (including Report of the Auditors)
- c. Report of the Hospice Options Group
- d. Report from Vice Chair (Campaign/Fundraising)
- e. Report from Vice Chair (Operations)

Proposed Slate of Directors for fiscal year 2007 - 2008

Appointment of Auditors for fiscal year 2007 - 2008

Any Other Business

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Discussion

“Making the Most of Community Partners”

Diana Patterson (Chair – Valley Hospice Foundation)

Brenda Wallace-Allen (Director - Valley Hospice Foundation)

Shelagh Campbell-Palmer (District Palliative Care Manager – AVH)

Trinda Ernst (Chair - Valley Regional Hospital Foundation)

Closing Remarks:

Dr. Jim Perkin (Past Chair – Valley Hospice Foundation)

Report of the Chairperson

MOVING AHEAD

The year 2006-2007 has been one of major accomplishments. On October 3, 2006 an "Extraordinary General Meeting" was held to approve a change in our name to the "**Valley Hospice Foundation**". We are extremely grateful to the VON for their leadership and on-going support for this critical Annapolis Valley project.

The "Hospice Working Group" has been in existence since July 2005. Chaired by Shelagh Campbell-Palmer, District Manager of the Annapolis Valley Health Palliative Care Program, this group has members from both the Valley Hospice Foundation and Annapolis Valley Health. The purpose was to facilitate discussion concerning the possibility of building a hospice with a free standing environment, physically linked to the Valley Regional Hospital. In October 2006, the Hospice Options Working Group's proposal, "Annapolis Valley Health Identification of New and Expanded Programs" was accepted by the Annapolis Valley District Health Authority. This opened the door for the Memorandum of Agreement to be worked through. It was completed and signed by both parties in February 2007. The Hospice facility will be on the site of and physically linked to the Valley Regional Hospital. It will include: eight patient rooms (with space for family members to "room-in"), living and dining rooms, kitchen, children's play area, resource center, etc. As well, the facility will be built so as to be expandable. Future spaces may include: additional patient rooms, education center, meeting rooms, offices, etc. The operating costs of the facility will be assumed by Annapolis Valley Health. Once the Hospice is built, the Valley Hospice Foundation Directors will continue to serve on an advisory group to support the sustainability and growth of the program. A sincere thank you to Deb Day who continued working with this group on behalf of the Valley Hospice Foundation until October 2006 and now is continuing with the group as a "community member".

A key aspect to moving forward will be strategic communication. I would like to acknowledge the leadership of the Hospice Story Group. The purpose of this group is to craft the hospice story by listening to the insights and experiences of people who are affected by the issues. The group includes directors of the Foundation, and professionals and volunteers who work with dying people. These stories will greatly enhance our ability to communicate to the community the value of the Hospice.

Another initiative undertaken this year, has been the partnering with the Valley Regional Hospital Foundation to enter a Capital Fundraising Campaign. The Joint Capital Campaign will optimize quality health care services from conception to end of life, for those living in the Annapolis Valley. A "Joint Campaign Management Committee" has recently been formed with membership from both foundations. This joint fundraising campaign has the support of the District Foundations and Auxiliaries. The official announcement of the campaign will be in the next few months.

Another exciting announcement is that our website is up! Please take an opportunity to visit the site at www.valleyhospice.ca. We'd love your feedback and suggestions. Our thanks to Scott Olszowiec for volunteering his time and expertise towards the development of our site.

At this time, we say farewell and thank you to Dr. Jonathan Murray for his interest and contributions to the Valley Hospice project.

And finally, a most sincere thank you to all the Directors, and to Dale Sanford, for your leadership, enthusiasm and dedication to the building of the Valley Hospice. We have accomplished a great deal this year, and there is a great deal left to do!

Respectfully submitted,

Diana Patterson
Chair, Valley Hospice Foundation

Report of the Treasurer

During the 2006-2007 fiscal year, the directors explored the development of an Investment Policy Statement (IPS) to outline the process that the Valley Hospice Foundation (VHF) will use in selecting and monitoring investments within the foundation's investment portfolio. The final draft will be done upon the clear direction of the distribution of existing funds into the "Capital Campaign".

The Valley Hospice Foundation continued to operate three bank accounts for the purpose of administrative convenience. These are the Current, Administrative and Capital Reserve accounts, totalling \$44,300 at year end.

In addition, there is a one year cashable GIC, deposited with the Royal Bank, currently totals \$275,000.

For the 2006-07 year, donations totalled \$15,386 and interest earnings amounted to \$7,281.

There were no fundraising events held during the 2006-2007 fiscal year, as the Foundation's focus was to secure an operational plan of support for the proposed hospice. With a plan now in place with the Annapolis Valley District Health Authority, the VHF Directors will proceed with an active fund development plan.

Jim Noonan
Treasurer

Report of the Hospice Foundation Representatives on the Options Working Group

The Options Working Group is a committee of representatives of Annapolis Valley Health (AVH) and the Valley Hospice Foundation (VHF) that was formed in July, 2005 to explore various models for the Valley Hospice and ways for the District and the Foundation to work in a cooperative manner. The original members of the Group were, from AVH, Shelagh Campbell-Palmer, District Manager, Palliative Care, as Chair; Fran Duggan, Site Manager, ACHC and Director of Continuing Care, DHA, and; Kathy Swindell, Nurse Manager, Medical Unit, VRH; Margie Jenkins, Site Manager and Director of Health Programs; and, from VHF, Catherine McNally, Palliative Care Physician and Deborah Day, Vice Chair of the VHF Board.

The Group made considerable progress during the past year, agreeing upon a model for the new hospice and recommending a formal agreement to both the Annapolis Valley District Health Authority (AVDHA) and the Valley Hospice Foundation. Both boards have signed the agreement. Under the terms of the agreement, the VHF agrees to raise the funds required to build the facility and AVDHA agrees to operate and fund the ongoing costs of the hospice. Construction cannot begin until sufficient funds are available for the construction phase of the project. The facility will be a stand-alone eight-bed hospice with family facilities and meeting space, connected to the Valley Regional Hospital through a corridor. The connection will facilitate movement of medical and nursing staff and maintenance workers, as well as provide for services from the main physical plant. Preference for occupancy will be given to palliative care patients, although the beds can be used for other medical patients if they are not needed as hospice beds.

Current members of the Group are, representing AVH, Shelagh Campbell-Palmer, District Manager, Palliative Care, as Chair; Fran Duggan, Site Manager, ACHA, and Director of Continuing Care, DHA; Kathy Swindell, Nurse Manager, Medical Unit, VRH; Edith Menzies, Chief Nursing Officer, AVH; Catherine McNally, Palliative Care Physician; and representing the VHF, Diana Patterson, Chair of the Board; and Don Wells, member of the Board. Deborah Day continues as member at large.

The Group continues to meet to discuss a variety of operations issues. An Advisory Committee on the operation of the hospice will replace the Group when the facility becomes operational.

Don Wells
June 11, 2007

Campaign/Fundraising Committee Report

In February 2007, the AVDHA and the VHF reached a formal agreement for the operating costs of the proposed Hospice Facility. It has been the position of the Campaign/Fundraising Committee that there was a need to hold back from active fundraising until this was achieved. For this reason there were no major fundraising events held during the fiscal year of 2006-07.

With a clear plan of sustainability from an operating point of view now in place, the Committee reviewed the funding needs of the Hospice Foundation in terms of:

- a. Capital Campaign
- b. Annual Fundraising

a. Capital Campaign

Recent indications that fundraising efforts for the purpose of building the Hospice would come in direct competition with the hospital's plans to raise fund for redevelopment has led to the development of a partnership in fundraising with the Valley Regional Hospital Foundation. There is merit in the belief that a Joint Capital Campaign Plan will better serve our community, in particular in terms of the many individuals, local businesses, community groups and foundations that will be approached to support the fundraising effort. The joint campaign is designed to offer donors a choice of either directing their gift to a particular project or making an undesignated gift to the Campaign.

In March 2007, the Valley Hospice Foundation and the Valley Regional Hospital Foundation signed a Partnership Agreement for a Joint Capital Campaign. A Joint Campaign Management Committee (JCMC) will provide oversight of campaign activities and operations, and act as liaison with the Boards of the two Foundations. The joint committee consists of Wayne Woodman, Don Wells and Dale Sanford (staff) of the Valley Hospice Foundation, and Sandra Snow, Gale Abbey and Gerry MacIsaac (staff) of the Valley Regional Hospital Foundation.

b. Annual Fundraising

It is anticipated that in addition to the Capital Campaign, the Valley Hospice Foundation will raise/coordinated additional funds for special programs and services once the hospice is built. An outline of a plan for annual fundraising has been identified. In the months to come the fundraising committee of the Valley Hospice Foundation will develop strategies that will ensure growth of funds to achieve future funding needs of the organization.

Annual fundraising efforts are organized into the following programs:

1. Special Events:
 - Fall 2007 Voices for Hospice (Al Whittle Theatre - Wolfville)
 - Fall 2007 Swing Dance & Auction (TBA)
 - Spring 2008 Sun Rise Breakfast (Wheelock Hall – Acadia University)
2. In Honour/In Memorial Giving Program
3. Planned Giving and Bequests Program

Please visit our website at www.valleyhospice.ca for the most current information regarding community events, and to learn about ways to become involved.

Respectfully submitted by:
Wayne Woodman – Vice Chair (Campaign/Fundraising)

Vice-Chairperson (Operations) Report

The Vice-Chair (Operations) is responsible for three Committees - Construction, Membership, and Nominating.

CONSTRUCTION COMMITTEE

This Committee has been inactive during the past year while awaiting the outcome of partnership negotiations with the Valley Regional Hospital (VRH) concerning the building of the Hospice.

MEMBERSHIP COMMITTEE

The Board of Directors decided at its 16 May 2007 to commence recruiting additional members for the Valley Hospice Foundation (VHF). The initiative will be introduced at AGM2007. The goal is to have 200 members by AGM2008.

NOMINATING COMMITTEE

ORGANIZATIONAL CHANGES - One of the responsibilities of the Nominating Committee is to review the organization of the Foundation and recommend any required changes. Adjustments to the VHF organization during the past year were made as follows:

1. Vice-Chairpersons - It was decided that the workload associated with the fund-raising campaign and the general administration of the Foundation warranted the division of the previous Vice-Chairperson's position into two - a Vice-Chairperson Campaign and Fund-raising (VCC&F) and a Vice-Chairperson (Operations) (VCO). The Terms of Reference for these positions were approved by the Board on 21 February 2007. The incumbents are "dual-hatted" as the Chairs of Committees which means there is no increase in the number of Board members.

2. Public Relations (PR) Committee - Prior to our partnership agreements, PR was a role totally under the control of the Campaign Committee. With the advent of our partnerships with VRH and the VRH Foundation, PR had to be coordinated with these outside organizations to support both campaign and operational requirements. It therefore made functional sense to establish PR as a separate Committee under the Chairperson of VHF.

3. Membership Committee - This Committee was established under the VCO to action the recruitment of the Membership as mentioned above.

4. Name Change – The Foundation name was changed to Valley Hospice Foundation on 26 October 2006 to reflect the new partnership.

James W. Stegen
Vice-Chairperson (Operations)

VALLEY HOSPICE FOUNDATION
SLATE OF DIRECTORS
2007/2008

CHAIRPERSON	Diana Patterson
PAST CHAIRPERSON	Dr. James Perkin
VICE-CHAIR CAMPAIGN AND FUND-RAISING	Wayne Woodman
VICE-CHAIR OPERATIONS	James Stegen
TREASURER	James Noonan
DIRECTORS	
	Dr. David Acton
	Brenda Wallace-Allen
	Dr. Jeanette Auger
	Robert Harrison
	Maura Ryan
	Dr. Don Wells

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James W. Stegen
Chairperson, Nominating Committee