

**Fort St. John Hospital Foundation  
Accomplishments  
September 1996 to May 1997**

**Membership:**

1. Increased the membership from 16 to 99
2. Established a data base for membership mailout

**Financial Affairs:**

1. Organized the accounts and books to establish an autonomous financial structure.
2. Initiated business-based fundraising events: Chatter's, Boston Pizza, Maxx's Fitness, Aristo-Cut, Teabag Annie's, Pioneer Inn
3. Assisted the Hospital in raising funds for the Revitalization Program
4. Conducted the 50/50 draw every two weeks.
5. Established the application and procedures for the Education Funding
6. Encouraged community organizations to contribute to the Foundation:  
i.e. Light Horse Association, Rainbow Bingo Hall

**Organizational structure:**

1. Documented policies: Membership, Computer Loan, Educational Fund, Donations, Financial , 50/50 Draw
2. Focused on common goals and objectives through a number of workshop and committee sessions.
3. Reviewed and altered the Constitution to reflect the rapid development of the Hospital Foundation.
4. Established an office in the Hospital for the Foundation.
5. Compiled a complete Board of Directors manual for each Director.
6. Hired a Resource Development Officer to carry out the business of the Foundation as directed by the Board.

**Public Awareness:**

1. Developed a logo and letterhead
2. Created a brochure for community-wide distribution
3. Established a ongoing communication with the media and arranged for a Health and Hospital Column in the Alaska Highway News.
4. Assisted the Art and Environment Committee of the Fort St. John Hospital and Health Centre.
5. Put up a bulletin board in the Hospital Lobby for Foundation information.

**Fort St. John Hospital Foundation  
Review of Accomplishments  
May 18, 1998**

## **HOW ARE WE DOING?**

### **GOALS AND OBJECTIVES FOR 1997-98**

#### **Membership:**

1. To increase the membership to 200 voting members.
2. Create a newsletter for communication with the membership.

#### **Financial Affairs:**

1. To identify a legal advisor for the Foundation.
2. To establish a planned giving program.
3. To explore wills and estate giving by researching and consulting with local lawyers.
4. Continue with 50/50 Draws for the Hospital and Medical Clinic staff.
5. Expand the business-based fundraising events aiming for 1 per month.
6. Have the Resource Development Officer visit each community business for donations and PR.
7. Conduct at least one major event organized by the Foundation.
8. To encourage other community organizations to contribute to the Foundation.
9. To explore new fundraising programs with the Hospital that the community can be the donors. i.e. Newborn Super Stars

### **GOALS ACCOMPLISHED FOR 1997-98**

#### **Membership:**

1. Paid \$10 voting members: 116 plus (donors members unknown)
2. Published first newsletter

#### **Financial Affairs:**

1. Not accomplished
2. Partially by establishing Rec. Wall
3. Not accomplished. Attempt made but the lawyer did not respond
4. Draws continued and attempt made to expand to other medical Offices with no response. Current average win \$210.
5. Not accomplished for one per month. Canadian Tire was a summer promotion and Chatter's in the Fall.
6. Business visits involved ongoing programs only
7. Very successful "Be an Angel Campaign"
8. Contact with Rotary-no response. Eastern Star very responsive, others through "Angel" campaign
9. Tara Brule is pricing a mural for newborn program. Braden Herron info is gathered for the Family program

**Organizational Structure:**

1. Continue to document policies and establish job descriptions for Board members and the Resource Development Officer.
2. Develop a three year plan through a series of sessions with Board members and invited guests.
3. Continue to employ the Resource Development Officer.
4. Continue the Education Program.
5. Re-examine the Computer Loan Program.

1. Program Policy was developed and all other policies were reviewed. Job description were not done.
2. 3 Year Plan not established. Only 1 Board workshop was held.
3. Resource Development Officer position has continued.
4. Education Program has continued with unprecedented number of requests
5. Computer Loan Program reexamined and cancelled.

**Public Awareness:**

1. Continue to provide information to the media and write the Health and Hospital Column in the Alaska Highway News.
2. Visit each community business(850 approximately) to discuss their possible support of the Hos. Found.
3. Make presentations to major community organizations Chamber, Kinsmen, Rotary, etc.

1. Various articles to the media have continued through the Health column and program promotion.
2. Businesses were visited relating to various programs but not a door to door effort.
3. Presentations made to Women's Institute, NPSS Careers Day, and the Peace Health Council

# FORT ST. JOHN HOSPITAL FOUNDATION GOALS AND OBJECTIVES

FOR 1998-99

## **Organizational Structure:**

Conduct 2 Board of Directors workshops:

1. 3 year plan
2. Fundraising objectives

Outline job descriptions for board members and resource development officer

Continue to develop policies

Continue to employ Resource Development Officer

Continue resource development through attending AHP Conference in October

## **Membership:**

Attempt to obtain 200 voting members

Publish 2 newsletters to communicate with the membership

## **Programs:**

Develop the Newborn Program in the Maternity Ward

Continue to develop the Family Program

Conduct the "Be an Angel, Light a Light Campaign"

Organize one major fundraiser: The Jazz Pot on October 16

Continue the Business-based Fundraising Program (Chatter's Restaurant in Nov.)

Complete the establishment of the Recognition Wall

## **Financial Affairs:**

Research information for Planned Giving and Wills and Estate Giving

Further develop the Annual Giving Program

Continue the 50/50 Draw and attempt to expand the participation

Continue to identify a major fundraising campaign. i.e. ICU

## **Public Awareness:**

Continue to contact and encourage other community organizations to contribute

Continue to provide information to all media forms.

Adopted by the Board of Directors: May 20, 1998



FORT ST. JOHN HOSPITAL FOUNDATION

## FORT ST. JOHN HOSPITAL FOUNDATION GOALS AND OBJECTIVES

FOR 1999-2000

### Organizational Structure:

Conduct 2 Board of Directors workshops:

1. fundraising objectives
2. 3 year plan

Complete job descriptions for board members and resource development officer

Continue to develop policies

Continue to employ Resource Development Officer

Continue resource development through attending AHP Conference in the Spring

Liaise with the Operational Council, and Service Council of the Hospital in identifying equipment needs

### Membership:

Publish 2 newsletters to communicate with the membership and donors.

### Programs:

Conduct the "Be an Angel, Light a Light Campaign".

- Organize a major fundraiser.

- Conduct a letter writing/personal visit campaign in the Spring.

Cooperate with businesses and organizations who wish to fundraise on our behalf.

Promote and maintain the Recognition Wall.

Develop the "Leave a Legacy" Program.

### Financial Affairs:

Research information and begin developing Planned Giving and Estate Planning.

Further develop the Annual Giving Program.

Continue the 50/50 Draw and attempt to expand the participation.

### Public Awareness:

Contact and encourage other community organizations to contribute.

Continue to provide information to all media forms.

Foster communications with the North Peace Health Council and the Auxiliary.

Approved by the Foundation Board

April 20, 1999

**FORT ST. JOHN HOSPITAL FOUNDATION  
GOALS AND OBJECTIVES  
2002-2003**

**Administration:**

Maintain the office hours of 8AM to 1PM.  
Complete the Blackbaud data base and extend the use of delivering reports.  
Evaluate the positions of Resource Development Officer and Office Assistant.  
Continue outside community education through AHP membership and conferences.

**Board Development:**

Continue to update policies and document new policies.  
Conduct two workshops each year for planning and in depth discussion.  
Encourage additional participation for future Board members.

**Hospital Contact:**

Attempt to establish consistent communication with the Operations Council.  
Foster some reciprocal communication with the North Peace Health Council, the doctors,  
and the Auxiliary.

**Public Awareness:**

Contact and encourage more community organizations to contribute.  
Continue to provide information to all media forms.  
Publish a newsletter.  
Create displays for the display case outside the Foundation office.  
Maintain interesting information on the Foundation bulletin board in the hospital.

**Financial Affairs:**

Continue the 50/50 Draw and attempt to expand the participation.  
Develop the Planned Giving and Estate Planning program by soliciting more assistance.  
Establish a system of focusing on the annual donors of large amounts.

**Programs:**

Conduct the 6<sup>th</sup> Annual "Be an Angel, Light a Light" campaign: target \$70,000.  
Help plan Bluey Day 2003 with the RCMP for June 2003.  
Work toward completing the Cardiac Rehabilitation campaign (Spring Campaign '02).  
Cooperate with businesses and organizations that wish to fundraise on our behalf.  
Promote and maintain the Recognition Wall.  
Continue to received donations " In Honour of" and re-organize the reporting system.  
Manage and increase the funds in the Eastern Star Children's Fund, the Burn Victim Fund  
and the Palliative Care Fund.  
Re-evaluate the Education Program.

**APPROVED BY THE BOARD: September 10, 2002**

**FORT ST. JOHN HOSPITAL FOUNDATION  
GOALS AND OBJECTIVES  
2005-2006**

**Administration:**

Maintain the office hours of 8 am to 5 pm.  
Maintain the Blackbaud data base and extend the use of delivering reports.  
Evaluated the position of Administrative Assistant- six months/one year  
Plan the Search for a new Executive Director (Jan. 2007)  
Further develop a Foundation manual on the Personal Information Protection Act  
Continue outside community education through AHP membership, conferences and training seminars and Blackbaud training.

**Board Development:**

Continue to update policies and document new policies.  
Conduct a workshop each year for strategic planning.  
Develop and implement a plan to prepare future Board members.

**Hospital/NHA Contact:**

Continue to maintain consistent communication with the North Peace managers in the hospital.  
Foster reciprocal communication with the Northern Health Authority, the medical staff, and the Hospital Auxiliary.

**Public Awareness:**

Continue to provide information to all media forms.  
Publish two newsletters: Spring and Fall  
Create displays for the display case outside the Foundation office and maintain bulletin board in hospital  
Maintain the website.  
Explore patient deliverables for potential awareness such as bedside table and discharge package.  
Develop a brochure for the Foundation.

**Financial Affairs:**

Continue the 50/50 Draw and attempt to expand the participation and honour long-time participants  
Develop better planned Giving and Estate planning approaches.  
Establish a system of focusing on the annual donors for major gifts.  
Identify ways to substantially increase the Endowment Fund  
Refine the bookkeeping and accounting of the Foundation.

**Programs:**

Conduct the 9<sup>th</sup> Annual "Be an Angel, Light a Light" campaign: target \$100,000  
Help plan Bluey Day 2005 with the BC Ambulance personnel for June 11, 2005.  
Work toward completing the 2005 Endoscopy Suite Campaign of \$230,000.  
Cooperate with third party fundraising efforts within policy guidelines.  
Promote and maintain two Recognition Walls.  
Continue to received donations "In Honour of" and prepare a focus brochure  
Manage and increase the funds in the Eastern Star Children's Fund, the Burn Victim Fund, Kidney Fund and the Palliative Care Fund.  
Continue to fund the Education Program and the Cancer Support Program

Approved by the Fort St. John Foundation Board of Directors: *June 14, 2005*

## **FORT ST. JOHN HOSPITAL FOUNDATION GOALS AND OBJECTIVES 2006-2007**

### **ADMINISTRATION**

Maintain the office hours of 8 am to 5 pm.  
Maintain the Blackbaud data base and extend the use of delivering reports.  
Evaluate the position of Administrative Assistant and adjust wages accordingly.  
Post, interview and hire the next Executive Director  
Retain the current Executive Director for a 4 month turnover period (Sept. – Dec. 2006)  
with the new Executive Director  
Further develop a Foundation manual on the Personal Information Protection Act  
Continue outside community education through AHP membership, conferences and  
training seminars and Blackbaud training.

### **BOARD DEVELOPMENT**

Continue to update policies and document new policies.  
Conduct a workshop each year for strategic planning.  
Develop and implement a plan to prepare future Board members.

### **HOSPITAL/NHA CONTACT**

Continue to maintain consistent communication with the North Peace managers in the hospital.  
Foster reciprocal communication with the Northern Health Authority, the medical staff,  
and the Hospital Auxiliary.  
Clarify the expectations of the FSJ Hospital Administration of the Hospital Foundation.

### **PUBLIC AWARENESS**

Continue to provide information to all media forms.  
Publish an annual newsletter.  
Create displays for the display case outside the Foundation office and maintain bulletin board in hospital  
Maintain the website.  
Explore patient deliverables for potential awareness such as bedside table and discharge package.  
Develop a brochure for the Foundation.  
Partner with the Hospital Auxiliary and Northern Health Authority to celebrate the 75<sup>th</sup> Anniversary of the  
Hospital

### **FINANCIAL AFFAIRS**

Continue the 50/50 Draw and attempt to expand the participation and honour long-time participants  
Develop better planned Giving and Estate planning approaches.  
Establish a system of focusing on the annual donors for major gifts.  
Identify ways to substantially increase the Endowment Fund  
Refine the bookkeeping and accounting of the Foundation.

### **PROGRAMS**

Conduct the 10<sup>th</sup> Annual "Be an Angel, Light a Light" campaign: target \$100,000  
Help plan Bluey Day 2006 with the BC Ambulance personnel for June 10, 2006.  
Cooperate with third party fundraising efforts within policy guidelines.  
Promote and maintain two Recognition Walls and the Baby Mural Wall.  
Continue to received donations "In Honour of" and prepare a focus brochure  
Manage and increase the funds in the Eastern Star Children's Fund, the Burn Victim Fund, Kidney Fund  
and the Palliative Care Fund and provide quarterly reports to the Board of Directors.  
Continue to fund the Education Program and the Cancer Support Program

**Approved by the Fort St. John Foundation Board of Directors on May 16, 2006**