



Canadian Fossil Discovery Centre

"The Canadian Fossil Discovery Centre is dedicated to excellence in fossil preservation, research and learning experiences."

Draft Minutes of the CFDC Board of Directors Meeting

DATE: April 13, 2016

TIME: 7:07 pm

LOCATION: CFDC

PRESENT: Kevin Campbell (President), Peter Cantelon (Executive Director), Chris Leach, Shawn Bugden, Brian Fransen (Vice-President), Joe Brown (Acting Secretary), Ron Cram

ABSENT: None

REGRETS: Ted Nelson

After determining that quorum was established, the meeting was called to order at 7:07 pm by meeting Vice-President Brian Fransen. Peter Cantelon will take minutes

1. No conflicts of interest were presented.

2. Approval of meeting Agenda.

Motion: Approve the Agenda.

Moved by: Chris Leach

Seconded by: Shawn Bugden

Discussion: None.

Motion carried.

3. **Review and approve minutes**

Motion: Approve minutes of the February 11, 2016 Board meeting.

Moved by: Joe Brown

Seconded by: Chris Leach

Discussion: None.

Motion carried.

Review and approve minutes

Motion: Approve minutes of the March 10, 2016 board meeting.

Moved by: Joe Brown

Seconded by: Shawn Bugden

Discussion: A question was asked about board approval of memberships.

Motion carried.

4. **Business arising from the minutes** - None

5. **Action Item List** - The Action Item list was reviewed and updated. There were no additions to the list.

6. **Announcements** - None

7. **Correspondence** - Peter Cantelon presented the 2016 City of Morden grant approval letter recently received.

8. **Membership Applications** - One was reviewed and approved by the board. The membership cards will be signed and mailed out to the new members. All board members should have Membership cards as well.

9. **Annual General Meeting** - Peter Cantelon will send Annual Report by email ahead of AGM.

10. **Treasurer report** - Written financial reports and DRAFT audit provided. Verbal report was presented by the Executive Director on behalf of the Treasurer. It was suggested the Budget vs. Actuals contains Monthly and Annual not just YTD. It was suggested that Cash Flow was not necessary for the board to see. A verbal as well as a written report of any significant variances in Budget vs. Actuals was requested.

11. DRAFT Year-end Financial Report - Draft audit was reviewed.

Motion: Recommend the finalized audited Financial Statements when received be sent to the Annual General Meeting for approval by the membership.

Moved by: Joe Brown

Seconded by: Brian Fransen

Discussion: None.

Motion carried.

11. Administrator and Gift Shop report - Accepted as received.

12. Field & Collection Manager report - Accepted as received. Next month will need to lead new board on museum tour at 6:30 pm. It has been recommended that a five year plan be created for exhibits, research and collection to be completed after the field season.

13. Executive Director Report - Accepted as received.

14. President Report - The President expressed appreciation on behalf of the Board to Joe Brown for his long-standing participation and contributions as a Board member (16 years) and volunteer. Joe expressed his enjoyment in serving on the Board and various volunteer activities and his desire to continue to contribute through Committee, membership and field volunteer activities.

15. Committee Reports

15.1 Executive Committee - No report

15.2 Personnel Committee - Executive Director review was completed. CFDC needs to develop a form of reporting for adjunct curatorial staff.

15.3 Science, Education & Technology - Verbal report presented by Joe Brown. Report on new website. Reminder to appoint a board representative for SET. A report on the new proposed Signify database was presented. SET will forward more information. Discussed the Betsy Nichols Award and potential criteria and scope which will need to be clarified.

15.4 Governance Committee - Verbal report presented by committee chair. A By-law workshop will be scheduled after the AGM.

15.5 Nominating Committee - Committee chair presented and formally requested bios from the Board of Director members. The nominating committee met and confirmed Wes Hildebrand as an additional nominee to the board for the AGM slate.

15.6 Finance Committee - See Treasurer's Report

15.7 Volunteer Committee - Written report was accepted as received.

15.8 Endowment - Verbal report presented; Tickets for Don Bell, Henry Isaak and spouses. Simmons Media adverts.

16. Committee of the Whole - No items to discuss.

17. New Business - none

18. Future agenda items - none identified.

19. Adjournment motion.

Moved by: Brian Fransen

Seconded by: Shawn Bugden

Meeting adjourned at 9:24 pm.

20. Next meeting.

May 19, 2016 6:30 pm at CFDC.

Submitted by:

Joe Brown, Acting Secretary

Date

Approved by:

Kevin Campbell, President

Date