



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: July 13, 2016

TIME: 7:05 pm

LOCATION: CFDC

PRESENT: Kevin Campbell (President), Peter Cantelon (Executive Director), Shawn Bugden, Florian Lassnig, Derek Wiebe, Wes Hildebrand, Ron Cram

ABSENT:

REGRETS: Ted Nelson (secretary), Chris Leach

After determining that quorum was established, the meeting was called to order at 7:05 pm by meeting President Kevin Campbell. Shawn Bugden will be Acting-Secretary; Peter Cantelon will take minutes

1. No conflicts of interest were presented.

2. Approval of meeting Agenda.

Motion: Approve the Agenda with the addition of Membership under Executive Committee.

Moved by: Brian Fransen

Seconded by: Shawn Bugden

Discussion: None

Motion carried.

3. **Review and approve minutes -**

The minutes for the June 9, 2016.

Motion: Approve the minutes of the May 19 and June 9 with spelling corrections meeting.

Moved by: Wes Hildebrand

Seconded by: Derek Wiebe

Discussion: None

Motion carried.

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

5. **Action Item List -**

The Action Item list was reviewed and updated.

a. Emergency Response Policy (field) - added

b. Children's Programming Policy - added

6. Dr. Elizabeth Nicholl's Award Terms of Reference – clarification made that a committee is not required for this.

That we will solicit recommendations and develop criteria for the award based upon feedback from SET. Board agrees that we will proceed with giving the first award and the details of how that will be done.

7. **Reports**

1. **Executive Director** - A verbal report presented.

a. Executive Director

i. Announcement

ii. Correspondence – Letter to City; and Letter to Ministry

2. **President** - A verbal report was presented. Cdn. Society of Zoology – comparative morphology section. Shall we sponsor? Offer a ½ day dig as an in-kind donation.

3. **Executive Committee** – no report

Membership - Approved a new member application.

4. **Treasurer's Report** – Verbal report provided.
5. **Finance Committee** – See Treasurer's report.
6. **Administrator and Gift Shop Report** – Report received.
7. **Field and Collections Manager** - Written report accepted as presented.
8. **Adjunct Curator of Fossil Fish Report** – Well received.
9. **Governance Committee** – No report
10. **Personnel Committee** – No report.
11. **Science, Education, and Technology Committee** - No report
12. **Nominating Committee** – No report
13. **Volunteer Committee** – Verbal report.
14. **Endowment Committee** – No report
8. **Committee of the Whole** – No report
9. **New Business** - None
10. **Future Agenda Items** - None identified
11. **Adjournment** -
Moved by: Derek Wiebe
Seconded by: Ron Cram
Meeting adjourned at 8:30pm.
Next meeting scheduled for Sept. 8, 2016 7:00pm in CFDC meeting room

Approved by:

Shawn Bugden Acting-Secretary

Date

Kevin Campbell, President

Date