



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: June 8, 2017

TIME: 7:01 pm

LOCATION: CFDC meeting room

PRESENT: Peter Cantelon (Executive Director), Chris Leach (Vice-president), Joel Enns (Treasurer), Shawn Bugden, Vassan Aruljothi, Gerry Peters, Derek Wiebe, Michelle Charriere, Kevin Campbell (President), Derek Wiebe (Secretary)

ABSENT:

REGRETS: Gloria Thom, Art Petkau

After determining that quorum was established, the meeting was called to order at 7:05 pm by Kevin Campbell. Peter Cantelon will take minutes.

1. No conflicts of interest were presented.
2. **Approval of Consent Agenda -**
 - a. Minutes of the April 13 and May 11, 2017 Board meetings
 - b. President's Report
 - c. Membership Committee - Committee did not meet. No report
 - d. Nominating Committee - Committee did not meet. No report
 - e. Volunteer Committee - Committee did not meet. No report
 - f. Endowment Fund Committee - Committee did not meet. No report

Motion: Move that the consent agenda be adopted.

Moved by: Chris Leach

Seconded by: Derek Wiebe

Discussion: None

Motion carried. Carried

3. **Approval of the Regular Agenda -**

Motion: Move that the regular agenda be adopted

Moved by: Derek Wiebe

Seconded by: Gerry Peters

Discussion: None

Motion carried.

4. **Business Arising from the Minutes – None**

5. **Action Item List - Items reviewed.**

6. **Announcements**
- Board Orientation

7. **Committee Assignments:**

Motion: Move that the committee assignments be adopted as agreed upon.

Moved by: Chris Leach

Seconded by: Vassan Aruljothi

Discussion: None

Motion carried.

8. **Emergency Preparedness Document:** Suggestions: keep a waterproof copy in the field at all times; another copy at the front of the museum. Need a large reference map that shows all sites in relation to museum. These are all reactive. Concerned about lightning/hail etc. **CRITICAL:** Need a reliable form of communication to the field. Can

talk to fire department etc. Another device called a SPOT that is satellite driven. Indicate that an up-to-date First Aid kit. Board has received the document and will provide feedback. Get feedback from SERC. Need a road address as well.

9. Reports -

1. Executive Director -

- A verbal report was presented. Incorporate a survey into the app.
- Correspondence: Travel Manitoba advertising;

2. Governance Cttee - No report presented.

- i. 5-year facility plan

3. Personnel – ED review done.

- i. Guidelines for disposal of CFDC records

Motion: Move to accept the Disposal of CFDC Records document as presented.

Moved by: Shawn Bugden

Seconded by: Derek Wiebe

Discussion: None

Motion carried.

4. Treasurer/Finance Committee –

- i. Sustainability Fund Policy

- ii. Terms of Reference

Motion: Move to provide Gloria Thom with signing authority.

Moved by: Shawn Bugden

Seconded by: Derek Wiebe

Discussion: None

Motion carried.

5. Bookkeeping Report – (May 2017)

10. Committee of the Whole -

11. New Business – Marketing & Events Committee: Peter, Gerry, Vassan and Derek will meet to determine needs here (should it be board committee or volunteer).

12. Future Agenda Items – Payment approval (to come in Finance)

13. Adjournment -

Moved by: Joel Enns

Seconded by: Derek Wiebe

Meeting adjourned at 8:58 pm

Next meeting scheduled for August 10, 2017 @ 7:00pm in CFDC meeting room.

Approved by:

Chris Leach , Acting-Secretary

Date

Brian Fransen, Vice President

Date