

## 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 9, 2016
TIME: 7:05 pm
LOCATION: CFDC

PRESENT: Kevin Campbell (President), Peter Cantelon (Executive Director), Shawn Bugden, , Florian Lassnig, Derek

Wiebe, Ted Nelson (Secretary), Wes Hildebrand, Chris Leach

ABSENT:

**REGRETS**: Ron Cram, Brian Fransen (Vice-President)

After determining that quorum was established, the meeting was called to order at 7:05 pm by meeting President Kevin Campbell. 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 Ctte.

Moved by: Ted Nelson
Seconded by: Chris Leach
Discussion: Add membership.

Motion carried.

3. Review and approve minutes

Motion: TABLED - Approve minutes of the May 19, 2016 board meeting

Moved by: Seconded by: Discussion: 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. Reports
  - a. Executive Director verbal report presented.
  - Announcements
  - ii. Correspondence
  - b. President verbal report was presented.
- i. Gala event thank you letters created and sent out.
- ii. Canadian Society of Zoologist's meeting (2017) Kevin Campbell is co-chair of this event. Expressed CFDC's interest in contributing to the event May 15-18 in 2017.
  - c. Executive Committee
    - i. Membership approved a new member application
  - d. Treasurer's Report
    - i. Appointment of new Acting Treasurer -

**Motion**: TO appoint Derek Wiebe to the position of Acting Treasurer

Moved by: Chris Leach Seconded by: Ted Nelson

**Discussion**: Motion carried.

ii. Signing authority

**Motion**: To add Derek Wiebe as a signing authority for the Canadian Fossil Discovery Centre.

Moved by: Ted Nelson
Seconded by: Florian Lassnig

**Discussion**: Motion carried.

7. Finance Committee – Recommends a three month probationary period with Royal Accounting with a review at the end of the period and the possibility of a one year extension reviewable on an annual basis. This will be an unbudgeted cost of \$1,200 per month initially which the board needs to approve.

**Motion:** To enter into a three month probationary period for book keeping services from Royal

Accounting.

Moved by: Ted Nelson Seconded by: Derek Wiebe

**Discussion**: None

Motion carried.

MOTION: THAT the CFDC finance committee be appointed as per the attached list.

Moved by: Chris Leach
Seconded by: Ted Nelson
Discussion: None

Motion carried.

- f. Administrator and Gift Shop Report Good report. Recommend a regular back-up procedure be developed and brought to the SET Ctte.
- g. Field and Collections Manager Good committee.
- h. Governance Committee

**MOTION:** 

THAT the Governance Committee be appointed as per the attached list.

Moved: Ted Nelson Seconded: Derek Wiebe Discussion – None

Carried.

i. Personnel Committee

**MOTION:** 

THAT the Personnel Committee be appointed as per the attached list.

Moved: Ted Nelson Seconded: Chris Leach Discussion – None

Carried.

- j. Science, Education, and Technology Committee
- i. Mascot recommendation the board does not believe this is a priority at this time.
- ii. Dr. Elizabeth Nicholl's Award tabled

**MOTION:** 

THAT the Science, Education, and Technology Committee be appointed as per the attached list.

Moved: Wes Hildebrand Seconded: Derek Wiebe Discussion – none

Carried.

## k. Nominating Committee

**MOTION:** 

THAT the Nominating Committee be appointed as per the attached list.

Moved: Chris Leach

Carried.	
I. Volunteer Committee MOTION: THAT the Volunteer Committee Moved: Derek Wiebe Seconded: Flo Lassnig Discussion: None Carried.	be appointed as per the attached list.
m. Endowment Fund Committ MOTION: THAT the Endowment Committe Moved: Ted Nelson Seconded: Derek Wiebe Discussion: None Carried.	ee be appointed as per the attached list.
j. Committee of the Whole - No	o items to discuss.
k. New Business - none	
I. Future agenda items – none	
m. Adjournment motion.	
Moved by: Ted Nelson Seconded by: Derek Wiebe	
Meeting adjourned at 8:30 pm.	
n. Next meeting. July 14, 2016	
7 pm at CFDC.	
Submitted by:	
Ted Nelson, Secretary	Date
Approved by:	
Kevin Campbell, President	Date

Seconded: Ted Nelson Discussion – none