



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: Sept. 8, 2016

TIME: 7:04 pm

LOCATION: CFDC

PRESENT: Kevin Campbell (President), Peter Cantelon (Executive Director), Florian Lassnig, Derek Wiebe, Wes Hildebrand, Ron Cram, Ted Nelson (secretary), Chris Leach

ABSENT:

REGRETS: Shawn Bugden

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. **Consent Agenda:**

Minutes of the July 14, 2016 Board meeting

Executive Committee - no report

Adjunct Curator of Fossil Fish - no report

Personnel Committee - no report

Membership Committee - no report

Nominating Committee - no report

Volunteer Committee - no report

Endowment Fund Committee - no report

Motion: That the consent agenda be adopted.

Moved by: Brian Fransen

Seconded by: Chris Leach

Discussion: None

Motion carried.

3. **Approval of the Regular Agenda**

Motion: That the regular agenda be adopted.

Moved by: Ted Nelson

Seconded by: Flo Lassnig

Discussion: None

Motion carried.

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

5. **Action Item List** - The Action Item list was reviewed and updated.

6. **Dr. Betsy (Elizabeth) Nicholl's Award** - President has received a biography for Dr. Nicholls from her husband.

7. **Reports**

1. **Executive Director** - A verbal report presented. The average Gift Shop income per admission should be added to Executive Director's report. Announced that CFDC was granted Signature Museum status. Presented a letter from the Lt. Governour.

2. **President** - A verbal report was presented. Have invited Mike Caldwell to the CFDC in November while he is visiting Winnipeg. Contacted Tim Tokaryk as a follow-up as well.

3. **Treasurer's Report** - Verbal report provided. Need to re-format to get columns on same page Budget vs. Actuals. Bookkeeper's recommendation received. The Board will not change meeting date for now and revisit in three months.
4. **Finance Committee** - This item will be moved to the Consent Agenda. Terms of reference for the Contingency Fund which includes how it will be used needs to be developed.
5. **Bookkeeping Report** - July & August report was received.
6. **Administrator and Gift Shop Report** - Written report received.
7. **Field and Collections Manager** - Written report received.
8. **Science, Education, and Technology Committee** - No report. The committee requires a recommendation for the Chir position for this committee. Ted Nelson is creating something to honour Jim Bamburak on behalf of CFDC.
9. **Governance Committee** - Meeting with Chris Leach and Peter Cantelon scheduled to outline the workshop facilitated by Chris Leach to refine by-laws.
8. **Committee of the Whole** - No report
9. **New Business** - None
10. **Future Agenda Items** - None identified
11. **Adjournment** -
Moved by: Flo Lassnig
Seconded by: Ron Cram
Meeting adjourned at 8:56 pm.
Next meeting scheduled for Oct. 13, 2016 7:00pm in CFDC meeting room

Approved by:

Ted Nelson -Secretary

Date

Kevin Campbell, President

Date