



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, 2017

TIME: 7:01 pm

LOCATION: CFDC meeting room

PRESENT: Peter Cantelon (Executive Director), Chris Leach (acting-secretary, Joel Enns (Treasurer), Shawn Bugden, Brian Fransen (Vice-President, Acting President), Derek Wiebe

ABSENT:

REGRETS: Kevin Campbell (President)

After determining that quorum was established, the meeting was called to order at 7:01 pm by meeting Vice-President Brian Fransen. Acting-secretary will be Chris Leach. Peter Cantelon will take minutes.

1. No conflicts of interest were presented.
2. **Approval of Consent Agenda -**
 - a. Minutes of the March 9, 2017 Board meeting
 - b. Treasurer's Report - no report
 - c. Membership Committee - Committee did not meet. No report
 - d. Technology 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
 - g. Governance 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: Chris Leach

Discussion: None

Motion carried.

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

5. **Action Item List -** Items reviewed. Formalize in May.

6. **Reports -**

1. **Executive Director -**

- A verbal report was presented.

- Correspondence: Birder Magazine; PVCP Vacation Planner;

2. **President -** No report presented.

3. **Finance Committee -** Verbal report provided by the Treasurer. DRAFT financials presented. Need to remember to add municipal lease revenue to the budget for 2018.

4. **Personnel –** Committee will meet with Peter prior to April 27.

5. **Nominating Committee** – Chair of the committee Rick Klippenstein presented on the previously submitted
 6. **Bookkeeping Report** – See Finance report.
 7. **Administrator and Gift Shop Report** – Remove Gift Shop Report from title
 8. **Field and Collections Manager** – Received. Well done.
 9. **Membership Committee** – Presented membership renewals and applications. Next board will establish a membership committee
7. **Annual General Meeting** – Reviewed the Nominating Committee Report. That the board would like Kevin Campbell to deliver the President’s report at the AGM. Brian will chair the AGM.
- Motion:** Move to accept the Nominating Cttee. report as amended. Remove one nominee and change officer names as discussed.
- Moved by:** Joel Enns
- Seconded by:** Derek Wiebe
- Discussion:** None
- Motion:** Move that the board direct Peter to connect with previous board members requesting their feedback on their board experience and why they left, suggestions for areas of improvement and efficiency that it might be submitted to and reviewed by the board.
- Moved by:** Chris Leach
- Seconded by:** Derek Wiebe
- Discussion:** None
8. **Elizabeth (Betsy) Nicholls Award Terms of Reference** –
- Motion:** Move to accept the Elizabeth (Betsy) Nicholls Award Terms of Reference as amended to remove the words “No Less Than” and replace with “ideally”.
- Moved by:** Shawn Bugden
- Seconded by:** Chris Leach
- Discussion:** None
9. **Committee of the Whole** -
- Motion:** Move to enter Committee of the Whole.
- Moved by:** Shawn Bugden
- Seconded by:** Derek Wiebe
- Discussion:** None
- Motion carried.
- Motion:** Move to come out of Committee of the Whole.
- Moved by:** Sean Bugden
- Seconded by:** Derek Wiebe
- Discussion:** None
- Motion carried.
10. **New Business** - None
11. **Future Agenda Items** – Strategic Plan Review
12. **Adjournment** -
- Moved by:** Derek Wiebe
- Seconded by:** Joel Enns
- Meeting adjourned at 9:13 pm
- AGM April 27 2017
- Next meeting scheduled for May 11, 2017 @ 7:00pm in CFDC meeting room.

Approved by:

Chris Leach , Acting-Secretary

Date

Brian Fransen, Vice President

Date