



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: January 12, 2017
TIME: 7:11 pm
LOCATION: CFDC meeting room

PRESENT: Peter Cantelon (Executive Director), Ron Cram, Joel Enns (Treasurer), Shawn Bugden, Brian Fransen (Vice-President, Acting President), Ted Nelson (Secretary)

ABSENT:

REGRETS: Chris Leach, Derek Wiebe, Kevin Campbell (President)

After determining that quorum was established, the meeting was called to order at 7:10 pm by meeting Vice President Brian Fransen. Peter Cantelon will take minutes.

1. No conflicts of interest were presented.

2. **Approval of Consent Agenda -**

- a. Minutes of the November 10, 2016 Board meeting and the Special Meeting Dec. 16, 2016 Board meeting
- b. Treasurer's Report - no report
- c. Membership Committee - Committee did not meet. No report
- d. Science, Education and 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: Ted Nelson

Seconded by: Ron Cram

Discussion: None

Motion carried. Carried

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

Motion: Move that the regular agenda be adopted as revised

Moved by: Joel Enns

Seconded by: Ron Cram

Discussion: None

Motion carried.

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

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

6. **Reports -**

1. **Executive Director -**

- A verbal report was presented.

- Correspondence: Letter of invitation to Signature program was circulated.

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

3. **Finance Committee -** The committee did not meet. Verbal report provided by the Treasurer. Ask bookkeeper about net income difference in gift shop.

4. **Personnel -**

Motion: Move that the Terms of Reference for the Personnel Committee be accepted.

Moved by: Shawn Bugden

Seconded by: Ted Nelson

Discussion: None

Motion carried.

5. **Bookkeeping Report** - The CFDC Board appreciates the work that is being done on the books.
6. **Nominating Committee** - The committee did not meet. No report was presented. A reminder was made that the 2017 AGM is fast approaching at that the clock is ticking on getting a list of nominees for board elections at the AGM.
7. **Administrator and Gift Shop Report** - Written report was received.
8. **Field and Collections Manager** - Written report was received.
7. **Committee of the Whole** - Committee did not meet.
8. **New Business** - None
9. **Future Agenda Items** - Annual General Meeting planning for April 27, 2017.
10. **Adjournment** -
Moved by: Ted Nelson
Seconded by: Ron Cram
Meeting adjourned at 7:54 pm.
Next meeting scheduled for February 9, 2017 @ 7:00pm in CFDC meeting room.

Approved by:

Ted Nelson, Secretary

Date

Brian Fransen, Vice President

Date