



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 14, 2016
TIME: 7:05 pm
LOCATION: CFDC [Boardroom](#)
PRESENT: Kevin Campbell (President), Peter Cantelon (Executive Director), ~~Ron Cram~~ [Brian Fransen](#), (Vice President), Chris Leach, Shawn Bugden, Ted Nelson (Secretary/Treasurer), ~~Ron Cram~~ [Brian Fransen](#)
ABSENT: [None](#)
REGRETS: Joe Brown

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

1. No conflicts of interest were presented.

2. Approval of meeting Agenda.

Motion: Approve the Agenda as circulated with additional items.
Moved by: Brian Fransen
Seconded by: Ron Cram
Discussion: None.
Motion carried.

3. Review and approve minutes of the December 10, 2015 board meeting.

Motion: Approve the Minutes as circulated.
Moved by: Ted Nelson
Seconded by: Ron Cram
Discussion: None.

4. Business arising from the minutes - None

5. In Camera.

Motion: Motion to move in-camera.
Moved by: Brian Fransen
Seconded by: Chris Leach
Discussion: None.
Motion carried.

Out of Camera.

Motion: Move out of camera with no report.
Moved by: Brian Fransen
Seconded by: Ted Nelson
Discussion: None.
Motion carried.

6. Action Item List - Reviewed

7. Announcements – The Board acknowledged and is grateful to the Oliver, Adeline and Allan Denton Fund for their generous donation to the CFDC [Development](#) Fund at the Morden Area Foundation [Inc.](#)

8. Correspondence - None

- 9. Treasurer report** - Verbal report was presented. Work continues on getting the Quickbooks data organized in preparation for the 2015 yearend audit. A suggestion was made to create a sustainability/reserve fund and invest it in an interest bearing item. Terms of reference for such a fund would need to be created. Once the audit is complete, this will be addressed.

ACTION ITEM - Create a list of options for any yearend budgetary surplus to present to board.
Executive Director and Treasurer

- 10. Administrator and Gift Shop report** - Report was received as presented.

- 11. Field & Collection Manager report** - Report received as presented.

- 12. Executive Director Report** - Report received as presented.

- 13. President Report** - A brief verbal report was presented.

14. Committee Reports

- 14.1 Executive Committee** - No report

- 14.2 Personnel Committee** - Draft Terms of Reference are completed and will be sent to the Board before the next meeting.

- 14.3 Science, Education & Technology** - CFDC will participate in the 2016 Earth Day in Winnipeg. The possibility of Royal designation was briefly discussed.

- 14.4 Governance Committee** -

Motion: Motion to accept the Strategic Plan

Moved by: Ted Nelson

Seconded by: Ron Cram

Discussion: Strategic Plan will be posted on the CFDC website. Staff and volunteers will be made intimately aware of it.

Motion carried.

Draft By-Laws were presented with no discussion. It is the first draft and a living document.

- 14.5 Nominating Committee** - Ron Cram presented a verbal report.

Motion: To set the CFDC Annual General Meeting as the last Thursday of each April.

Moved by: Ted Nelson

Seconded by: Chris Leach

Discussion: The next AGM will be April 28, 2016.

Motion carried.

- 14.6 Finance Committee** - There was no Finance Committee meeting in January. Items of note were discussed in the Treasurer Report.

- 14.7 Volunteer Committee** - Volunteer Policy was submitted for approval.

Motion: Motion to approve Volunteer Policy with suggested amendments

Moved by: Brian Fransen
Seconded by: Chris Leach
Discussion: "Museum" changed to "Organization", "Volunteer Management Policy", and remove reference to board.

Motion carried.

14.8 Endowment - Ensure that 2015 donations are sent to the endowment fund. Make sure it is listed as a 2015 payable.

15. Committee of the Whole - No items to discuss.

16. New Business - none.

17. Future agenda items - Email Policy, Volunteer Policy

18. Adjournment motion.

Moved by: Shawn Bugden

Seconded by: Brian Fransen

Meeting adjourned at 9:01 pm.

19. Next meeting.

February 11, 2016 7:00pm at CFDC.

Submitted by:

Ted Nelson, Secretary

Date

Approved by:

Kevin Campbell, President

Date