



# 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:** Nov. 10, 2016  
**TIME:** 7:06 pm  
**LOCATION:** CFDC meeting room

**PRESENT:** Kevin Campbell (President), Peter Cantelon (Executive Director), Ron Cram, Chris Leach, Joel Enns (Treasurer), Shawn Bugden, Brian Fransen (Vice-President)

**ABSENT:**

**REGRETS:** Derek Wiebe, Ted Nelson (sick)

After determining that quorum was established, the meeting was called to order at 7:10 pm by meeting President Kevin Campbell. Peter Cantelon will take minutes. Shawn Bugden has agreed to act as Acting Secretary.

1. No conflicts of interest were presented.
2. **Approval of Consent Agenda -**
  - a. Minutes of the Sept 8 2016 board meeting
  - b. Minutes of the October 13 2016 Board Meeting
  - c. Treasurer's Report
  - d. Membership Ctte
  - e. Science, Education and Technology Committee - no report
  - f. Volunteer Committee - no report
  - g. 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 as revised

**Moved by:** Shawn Bugden

**Seconded by:** Brian Fransen

**Discussion:** None

Motion carried.

## 4. Business Arising from the Minutes -

## 5. Action Item List -

- a. Email Policy – Concern that board-only email is too restrictive; the content is more in the realm of procedural or code of conduct. It can become cumbersome and difficult, if not impossible to enforce. Better to create a board confidentiality agreement that board members sign when they join the board that covers behavior related to content management, access and distribution. The board was impressed with the detail of the document and appreciates the work that went into it.

**ACTION ITEM:** Shawn Bugden will seek content to create a Confidentiality Agreement for the CFDC that supplements/compliments the email policy and submit to the board for review.

## 6. Reports -

1. **Executive Director** - A verbal report presented. Discussion was had regarding re-igniting new facility planning.
  - a. Announcements: Peter has been appointed to the Morden Community Development Corporation; City will be considering replacing all lighting in the museum with LED lighting.

b. Correspondence: No correspondence to report

2. **President** – Contacted Dr. Tony Russell re: presenting at the next CFDC Gala. President needs to step out of the role as of January and an interim president will need to be appointed until AGM in April.

7. **Finance Committee** - Verbal report provided.

8. **Personnel** – Terms of Reference presented. Board has received and will table to December to give opportunity to review.

**Bookkeeping Report** - The CFDC Board extends its thanks to Angie for her excellent work.

9. **Membership Committee** -

Ted Nelson will review the committee terms of reference and report back with comments and suggestions.

10. **Nominating Committee** - A verbal report was made. The nominating committee and president will have exit interviews with both departing board members.

11. **Administrator and Gift Shop Report** -

Report received. A little vague and some points are unnecessary.

12. **Field and Collections Manager** - Written report accepted as presented.

13. **Governance Committee** - By-laws revised and sent to board by December.

14. **Committee of the Whole** - No report

15. **New Business** - None

16. **Future Agenda Items** - None identified

17. **Adjournment** -

**Moved by:** Shawn Bugden

**Seconded by:** Brian Fransen

Meeting adjourned at 9:05 pm.

Next meeting scheduled for December 8, 2016 @ 7:00pm in CFDC meeting room.

Approved by:

\_\_\_\_\_  
Shawn Bugden, Acting Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Campbell, President

\_\_\_\_\_  
Date