



# 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:** May 19, 2016

**TIME:** 7:25 pm

**LOCATION:** CFDC

**PRESENT:** Kevin Campbell (President), Peter Cantelon (Executive Director), Shawn Bugden, Brian Fransen (Vice-President/Acting Secretary), Florian Lassnig, Derek Wiebe

**ABSENT:** Wes Hildebrand

**REGRETS:** Ted Nelson, Chris Leach, Ron Cram

After determining that quorum was established, the meeting was called to order at 7:25 pm by meeting President Kevin Campbell. Peter Cantelon will take minutes

1. No conflicts of interest were presented.

2. Approval of meeting Agenda.

**Motion:** Approve the Agenda.

**Moved by:** Shawn Bugden

**Seconded by:** Brian Fransen

**Discussion:** None.

Motion carried.

3. Review and approve minutes

**Motion:** Approve minutes of the April 13, 2016 board meeting with amendments

**Moved by:** Shawn Bugden

**Seconded by:** Brian Fransen

**Discussion:** Amend

Motion carried.

4. Business arising from the minutes - None

5. Action Item List - The Action Item list was reviewed and updated. There were no additions to the list.

6. Announcements -

6.1 – Welcome new board members and officers

6.2 – Board orientation and legal responsibilities. This will be the board's number one task for 2016 – to formalize how the board operates, bylaws, policies, and a formal manual, orientation.

7. Correspondence – Letters from the board to the Mayor and to MLA Cameron Friesen; Emails sent by the executive director to deputy minister of heritage and minister of heritage as well as ministry staff inviting to museum for VIP tour.

8. Long term Employee Recognition –

**Motion:** To formally recognize the five (5) years of service of Trevor Frost to the Canadian Fossil Discovery Centre.

**Moved by:** Derek Wiebe

**Seconded by:** Brian Fransen

**Discussion:** None.

Motion carried.

9. Annual General Meeting Recap – Rick Klippenstein would like to come to a board meeting to present.

**10. Committee Assignments/Nominations/Elections – Table to June**

**11. Treasurer report** – Verbal report was provided by executive director

**12. Administrator and Gift Shop report** - Accepted as received.

**13. Field & Collection Manager report** - Accepted as received. Specimen numbers and site numbers need explanation beyond the number i.e. Site 13 should be called Spencer’s Ditch. Assume the reader does not know what codes and numbers refer to.

**14. Executive Director Report** - Accepted as received.

14.1 – Dig Season staffing Update

14.2 – Gala Update: Verbal report provided. Two honorary memberships will be provided.

**15. President Report – Motion:** To confer Honorary Lifetime Memberships on Donald Bell and Henry Isaak for all of their work in establishing the Canadian Fossil Discovery Centre and laying the foundations for our future.

**Moved by:** Brian Fransen

**Seconded by:** Flo Lassnig

**Discussion:** None.

Motion carried.

**16. Committee Reports**

**16.1 Executive Committee** - No report

**16.2 Personnel Committee** – Working on terms of reference

**16.3 Science, Education & Technology** – Need a new board liaison.

**16.4 Governance Committee** – Bylaw workshop date being determined

**16.5 Nominating Committee** – No report

**16.6 Finance Committee** - See Treasurer’s Report

**16.7 Volunteer Committee** – No report.

**16.8 Endowment** – Balance request.

**17. Committee of the Whole** - No items to discuss.

**18. New Business** - none

**19. Future agenda items** – Emergency Response Policy, Children’s Programming

**20. Adjournment motion.**

**Moved by:** Derek Wiebe

**Seconded by:** Florian Lassnig

Meeting adjourned at 9:00 pm.

**21. Next meeting.**

June 9, 2016 7 pm at CFDC.

Submitted by:

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Brian Fransen, Acting Secretary

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Date

Approved by:

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Kevin Campbell, President

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Date