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# Canadian Fossil Discovery Centre

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*"The Canadian Fossil Discovery Centre is dedicated to excellence in fossil preservation, research and learning experiences."*

## Notice of Meeting

To: CFDC Board of Directors  
From: Chris Leach, Chair  
Subject: Board of Directors Meeting  
Date: Thursday, November 12, 2020 – 7:00 pm  
Place: Virtual meeting.  
Present: Chris Leach (Chair), Gerry Peters (Vice-Chair), Dustin Boehr, Adolfo Cuetara Yanez (Executive Director), Aaron Crossman (Secretary), Monica Rodriguez Diez, Kevin Campbell; and Kristin Brink assisting as a guest.  
Regrets: Joel Enns (Treasurer) and Linda Sprung.

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## MINUTES

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Meeting called to order by chair at 7:03pm

1. Conflicts of Interest – Monica declares conflict of interest corresponding to point 6.c.ii. and will not do any comments or vote about that matter.
2. Consent Agenda
  - a. Approve minutes of October 8, 2020 Board Meeting

*Minutes from last meeting were distributed.*

***Motion to approve October 8, 2020 minutes.***

***Kevin, Aaron; CARRIED***

3. Approval of Regular Agenda
  - Item c under new business: hunting permission at CFDC property

***Motion to approve the regular agenda with that amendment***

***Kevin, Aaron; CARRIED***

4. Business arising from the minutes –
  - a. **Committee Appointments**

Terms of reference will be circulated.

It is a matter of discussion to identify committees that need to be activated and appoint members for them.

- **Facility committee:**

There is no record of this committee.

- **Betsy Nicholls Committee:**

This committee is not active because of Covid-19 restrictions.

About the Gala event: Kevin recommends to give 2020 Award to Mike Caldwell. He should be contacted to see what his preference would be.

- **Endowment Fund Committee:**

This committee should be active. One of its competencies is recommending what to do with donations, or with Endowment Fund profits by identifying areas of need or emergencies. Donations should not be used for operating expenses and the committee will do a recommendation on how to use them or if they should be returned to the Endowment Fund.

Members of this committee: Executive Director, Curator or similar, a board member and a volunteer (this last is not a requirement).

- **Executive committee:**

This committee is active.

- **Facilities Committee:**

This committee is active.

Members of this committee: ED is Chair for this committee, but terms of reference are nowhere to be found.

Chris and Adolfo will do the terms of reference for this committee.

- **Finance committee:**

Joel is Chair but he is not attending today. No other comments.

- **Government Committee:**

This committee takes care of new policies and other documents.

Members: at least two volunteers are necessary to serve in this committee.

- **Membership Committee:**

This committee is active: Gerry and Linda are current members for this committee.

- **Nominating committee:**

We will be holding an AGM in April. We will need another person to join this committee. Currently, Gerry is the only member.

- **Personnel committee:**

This is an active committee. The Chair and Vice-chair are part of this committee.

- **Science, and Education or Technology Committee:**

This committee should be active.

The terms of reference should be found and reviewed to determine who the Chair should be or if any amendment should be done to them.

Possible members for this committee should be identified. Kevin nominates Kristin to join this committee. Adolfo will have to be part of this committee.

- **Volunteer committee:**

Before closing the museum 8 volunteers were collaborating in diverse areas, but now they cannot come because of new Covid-19 restrictions.

This committee is not a priority right now and a new discussion will take place when things get better.

- b. CFDC Van

In the report.

## 5. Action item list –

Conflict of interest policy  
Rotational Casting machine molds and supplies donation  
Committee's members: terms of reference  
Setting up goals  
Strategic goals: List of ideas of ED's where we can go...  
Management of collections

## 6. Reports

- a. Executive Director (October 2020; Adolfo) – presented.
  - i. Announcements (None)
  - ii. Correspondence (None)
  
- b. Treasurer/Finance Committee – distributed
  - i. Bookkeeper Report (October 2020; distributed)
  - ii. Comparative Balance Sheet (October 2020; distributed)
  - iii. Comparative Income Statement (October 2020; distributed)
  - iv. 2020 Budget – updates if required

### **Motion to approve the financial report Kevin, Gerry; CARRIED**

- c. President's Report - presented
  - i. Conflict of interest: **postponed for the next meeting.**  
President's Conflict of Interest Policy and Procedure draft were circulated.
  - ii. Rotational Casting Machine, Molds and Supplies: discussion on donation to the CFDC by Adolfo, previously circulated. **Postponed for the next meeting.**

## d. Committee Reports:

- i. Betsy Nicholls Committee – none
- ii. Endowment Fund Committee – none
- iii. Executive Committee (EC) – none
- iv. Facilities Committee – (Adolfo) – none
- v. Finance Committee – none
- vi. Governance Committee (Strategic Plan 2019-2021) – none
- vii. Membership Committee – none
- viii. Nominating Committee – none
- ix. Personnel Committee – none
- x. Volunteer Committee - none

### **MOTION to move into Committee of the Whole. Gerry, Dustin; CARRIED**

7. Committee of the Whole

***MOTION to exit Committee of the Whole.***  
***Dustin, Gerry; CARRIED***

8. New Business

- a. Goal settings and Strategic Goals discussion on attached: draft prepared by Adolfo and Chris.

Everybody to review that list and add if you think there are more priorities that can be added.

- b. Adjunct Curator Suggestions on CFDC collection, document attached.

Discussion followed.

Adolfo is working on getting a new software for the collection.

Kevin is suggesting projects: based on the collection, Kristin may identify one or two specimens or components of the collection that could be most interesting to include in research projects. Other researcher may be invited by the CFDC for this purpose, as well.

Kristin is suggesting possible research projects:

- Betsy, specimen.
- Turtle project.
- Bird bones: growth indicators.

Kevin is recommending to support the adjunct curator on those suggestions.

Chris is recommending to include those suggestions to the priority list.

Kristin will coordinate with Adolfo to develop projects that will be beneficial for both: CFDC and University of Manitoba. Supporting funds will be provided.

- c. Request from Karl Redding for hunting on the CFDC's property.

Since it is rented to a former board member and there is no control on when he is at the property, it doesn't seem to be appropriate to be hunting there.

Kevin is suggesting to do a policy about this for future reference, even when this is an Executive Director's decision.

Chris is supporting Kevin's suggestion.

9. Future Agenda Items

Conflict of interest policy

Rotational Casting machine molds and supplies donation

Committee's members: terms of reference  
Setting up goals  
Strategic goals: List of ideas of ED's where we can go...  
Meetings in person

10. Adjournment – 9:40 pm  
***MOTION to adjourn - Gerry***

**Future meetings/events:**  
**Board of Directors – December 10, 2020**