



Canadian Fossil Discovery Centre

"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, December 10, 2020 – 7:00 pm
Place: Virtual meeting
Present: Chris Leach (Chair), Gerry Peters (Vice-Chair), Aaron Crossman (Secretary), Joel Enns (Treasurer), Monica Rodriguez, Kevin Campbell, Linda Sprung, Adolfo Cuetara Yanez (Executive Director), and Kristin Brink as a guest.
Regrets: Dustin Boehr

MINUTES

Meeting called to order by chair at 7:00pm

1. Conflicts of Interest – Monica declares conflict of interest corresponding to point 6.c.iii and will not do any comments or vote about that matter.
2. Consent Agenda
Minutes from last minutes were distributed,
Motion to approve November 12, 2020 minutes.
Joel; Gerry CARRIED
3. Approval of Regular Agenda
Motion to approve the regular agenda
Aaron, Kevin; CARRIED
4. Business arising from the minutes
 - a. Committee Appointments- terms of reference (previously circulated)/Appoint members. This will be discussed under reports
 - b. CFDC Vehicle (Adolfo)-sale of van & pick-up truck purchase (presented)
5. Action item list - reviewed
6. Reports
 - a. Executive Director (November 2020; Adolfo) – presented. Kevin is suggesting to do an in-person recognition event for Michael Caldwell.
 - i. Announcements

- ii. Correspondence –
- b. Treasurer/Finance Committee – presented by Adolfo
 - i. Bookkeeper Report (November 2020; distributed)
 - ii. Comparative Balance Sheet (November 2020; distributed)
 - iii. Comparative Income Statement (November 2020; distributed)
 - iv. 2021 Budget – Draft has been distributed. Joel and Adolfo to meet and Joel to make a recommendation, and we can do a special meeting next week and approve the budget before the end of the year.

For that meeting, it will be required a list of expenses to do by this year, and the amount of money for the Endowment Fund.

***Motion to approve the Treasurer/Financial report.
Kevin, Aaron; CARRIED***

- c. President's Report - presented
 - i. Conflict of interest policy discussion (previously attached)
Highlighted in Yellow. Get back to me in a week if you are ok with the draft.
 - ii. CFDC Priority options (revised draft to be circulated)
 - iii. Rotary Casting Machine.
 - iv. Draft Policy on hunting on CFDC property. It is not a priority at this moment.
- d. Committee Reports:
 - v. Betsy Nicholls Committee – not active at this time.
 - vi. Endowment Fund Committee – needs to be active (ED, Curator or similar, board member & volunteer optional). Kevin is interested, Dustin is interested. The adjunct curator could advise about what materials for exhibits, equipment, cleaning specimens, expenses outside of operations. Also, this committee is in charge of identifying needs for education and research.
 - vii. Executive Committee (EC) – active as required.
 - viii. Facilities Committee – (Adolfo) – active, terms of reference were found by ED and Chris, Adolfo is chair.
 - ix. Finance Committee – active (Adolfo and Joel)
 - x. Governance Committee (Strategic Plan 2019-2021) – active as required, Chris plus two additional members
 - xi. Membership Committee – active, Gerry and Linda
 - xii. Nominating Committee – active, Gerry plus one other member, Dustin would be interested.
 - xiii. Science, Education, and Technology – Terms of reference have been circulated. Members will be Kirstin, ED and others. We are looking for two volunteers maybe Ted or Joe. Adolfo to check with them if interested. Terms of reference seem good.
 - xiv. Personnel Committee – active, Chair and Vice-Chair
 - xv. Volunteer Committee – not a priority at this time

7. Committee of the Whole

8. New Business

a. CFDC 50th Anniversary: Adolfo presented.
Maybe the board can think about new ideas for the 50th anniversary.

9. Future Agenda Items

10. Adjournment – 8:56 pm
MOTION to adjourn - Joel

Present:

Regrets:

Absent:

Future meetings/events:

Board of Directors – January 14, 2020