

Annual General Meeting 2022





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Morden MB

Canadian Fossil Discovery Centre

ANNUAL GENERAL MEETING – AGENDA

APRIL 28, 2022, 7 p.m.

1. Welcome
2. Conflicts of Interest
3. Welcome from the Acting President and Introduction of the Board of Directors
4. Review and Approve of Agenda
5. Review and Approve of Minutes from 2021 Annual General Meeting – April 29, 2021
6. 2021 Audited Financial Statements
7. Appointment of Auditor for Year 2022
8. President's Report
9. Executive Director's Report
10. Nomination Committee's Report
11. New Business

Motions from the CFDC Membership:

1 - Move that the Canadian Fossil Discovery Centre in conjunction with the local indigenous community develop a Territorial or Land Acknowledgment statement no later than 3 months after the Annual General Meeting slated for April 22, 2022, to be read by the meeting Chair at the beginning of every Board of Directors and Members meetings and be recorded in the minutes of those meetings.

2 - Move that the Canadian Fossil Discovery Centre develop in consultation with an outside 3rd party with expertise in the area and implement within 7 months of the CFDC 2022 Annual General Meeting to held on April 28, 2022 or extended to a later date of the actual AGM if the AGM is postponed, a Workplace Abuse, Harassment, Discrimination and Violence policy.

3 - Move that the Canadian Fossil Discovery Centre generate a summary report of the attendance record of the CFDC Board of Directors to be included with each CFDC annual report.

12. Adjournment

Next Annual Meeting -- April 2023

1971-2021  Years of Learning Experience

111-B Gilmour Street Morden MB R6M 1N9 ☎(204)822 3406
www.discoverfossils.com info@discoverfossils.com

To: CFDC Board of Directors

From: Allison Halstead, Acting President

Subject: Special Board of Directors Meeting

Date: Thursday, December 9, 2021 – 7:00 pm

Place: Virtual meeting

Present: Allison Halstead, Aaron Crossman, Kevin Campbell, Monica Rodriguez, Dustin Boehr, Henry Penner, Kirstin Brink, Linda Sprung, Trevor Frost, and Adolfo Cuetara (Executive Director).

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MINUTES

Meeting called to order by the Acting Chair at 7.07 pm.

1.-Conflict of Interest: None

2.- Consent Agenda

2.1 Minutes of the October 14th Board of Directors Meeting

Minutes were circulated.

Motion to approve the minutes: Henry, Dustin: carried.

2.2 President's Report – no report

2.3 Committee Reports – Membership, Science and Education

3.- Approval of the Regular Agenda

Motion to adopt the agenda: Henry, Kevin.

Some changes on the agenda were proposed:

- a) Adding point 6: "Budget 2022"
- b) Adding correlative numbers after 5.2.3 point
- c) Financial reports on point 5 refer to October and November 2021 periods
- d) Typo on point 4.1 about the date of General Members Meeting. It should read: "Special General Members Meeting Nov 25th 2021"

All in favour to approve the agenda with those amendments.

4. Business arising from the minutes

4.1 Special General Members Meeting Nov 25th 2021. The document has been approved. The document should include at the end: "updated document to November 2021".

4.2 Committee assignments:

4.2.1 Personal Committee Job description for lab tech currently held by Gerry Peters. No update

4.2.2 Governance Committee: Strategic Plan: Kevin is working on it.

4.2.3 Nominating Committee: Henry giving update

5. Reports:

5.1 Executive Director October/November 2021 has been presented.

5.2 Finance Committee. October/November 2021

5.2.1 Bookkeeper report October / November 2021

5.2.2 Comparative Balance Sheet October /November 2021

5.2.3 Comparative Income Statement October/November 2021

Motion to approve the financial statements: Henry, Kristin: carried.

5.3 Budget 2022:

Document has been circulated.

Motion to approve 2022 budget, Henry, Linda: carried.

6. New Business: None

7. Future Agenda Items

7.1 Strategic Plan

7.2 List of candidates

7.3 Annual review

8. Adjournment

Adjourned at 9.00 pm.

Future meeting/events:

Board of Directors- February 10th, 2021

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Financial Statements

Year Ended December 31, 2021

CANADIAN FOSSIL DISCOVERY CENTRE INC.

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Year Ended December 31, 2021

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INDEPENDENT AUDITOR'S REPORT

To the Members of Canadian Fossil Discovery Centre Inc.

Opinion

We have audited the financial statements of Canadian Fossil Discovery Centre Inc. (the Organization), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

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Independent Auditor's Report to the Members of Canadian Fossil Discovery Centre Inc. (continued)

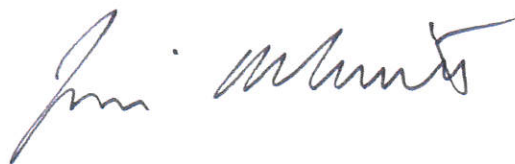
Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Winkler, Manitoba
April 22, 2022



CHARTERED PROFESSIONAL ACCOUNTANTS

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Statement of Financial Position

December 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 205,991	\$ 155,701
Accounts receivable	19,987	31,830
Inventory	36,072	19,024
Prepaid expenses and patronage account	10,361	12,914
	272,411	219,469
CAPITAL ASSETS (Note 2)	130,489	116,545
INTANGIBLE ASSET (Note 3)	6,745	8,672
FOSSIL COLLECTION (Note 10)	1	1
TOTAL ASSETS	\$ 409,646	\$ 344,687
LIABILITIES		
CURRENT		
Accounts payable	\$ 19,273	\$ 9,526
Callable debt scheduled payments due in one year (Note 5)	6,769	6,606
Government remittances payable	2,590	2,442
Deferred revenue (Note 7)	8,987	6,805
Unearned revenue (Note 8)	34,006	28,914
	71,625	54,293
Callable debt scheduled payments due after one year (Note 5)	28,763	35,528
	100,388	89,821
LONG TERM DEBT (Note 6)	40,000	30,000
DEFERRED REVENUE (Note 7)	35,931	28,195
UNEARNED REVENUE (Note 8)	-	8,035
TOTAL LIABILITIES	176,319	156,051
NET ASSETS		
Unrestricted (Page 5)	233,327	188,636
TOTAL LIABILITIES AND NET ASSETS	\$ 409,646	\$ 344,687

APPROVED BY THE BOARD

Director

Director

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Statement of Operations

Year Ended December 31, 2021

	Budget (Unaudited) 2021	2021	2020
REVENUE			
Grants - municipal	\$ 95,000	\$ 95,000	\$ 95,000
Grants - municipal (Note 11)	89,480	89,480	89,480
Grants - municipal other	-	11,583	11,000
Admissions and memberships	41,000	27,522	43,847
Programs	3,200	2,547	2,713
Gift shop	20,000	28,382	27,918
Grants - other	39,700	35,440	13,220
Fundraising and other	28,200	6,517	6,759
Building Sustainable Communities Grant	-	28,425	12,825
Supplementary Funding Grant	-	-	45,364
Grants - Provincial - Signature Museum	60,000	69,810	42,667
Grants - Provincial - other	-	41,170	-
Grants - Federal - Canadian Heritage Department	-	46,962	-
Donations	7,800	11,892	25,176
Canada Emergency Business Account (Note 6)	-	10,000	10,000
Canada Emergency Wage Subsidy	-	40,103	29,368
Temporary Wage Subsidy	-	-	2,549
Manitoba Bridge Grant	-	15,000	5,000
	384,380	559,833	462,886
EXPENSES (Schedule 1)	373,479	515,142	342,170
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	10,901	44,691	120,716
OTHER INCOME (EXPENSES)			
Gain on disposal of capital asset	-	-	428
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 10,901	\$ 44,691	\$ 121,144

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Statement of Net Assets

Year Ended December 31, 2021

	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 188,636	\$ 67,492
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	44,691	121,144
NET ASSETS - END OF YEAR	\$ 233,327	\$ 188,636

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Statement of Cash Flows

Year Ended December 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Excess of revenue over expenses for the year	\$ 44,691	\$ 121,144
Items not affecting cash:		
Amortization of capital assets	22,060	11,884
Amortization of intangible asset	1,927	964
Gain on disposal of capital asset	-	(428)
	68,678	133,564
Changes in non-cash working capital:		
Accounts receivable	11,843	(31,830)
Inventory	(17,048)	(3,913)
Accounts payable	9,747	(1,937)
Deferred revenue	2,182	3,492
Prepaid expenses and patronage account	2,553	(2,403)
Government remittances payable	148	14
Unearned revenue	5,092	17,758
	14,517	(18,819)
Cash flow from operating activities	83,195	114,745
INVESTING ACTIVITIES		
Purchase of capital assets	(36,004)	(69,749)
Proceeds on disposal of capital asset	-	9,500
Purchase of intangible assets	-	(9,636)
Cash flow used by investing activities	(36,004)	(69,885)
FINANCING ACTIVITIES		
Increase (decrease) in deferred revenue	7,736	13,750
Increase (decrease) in unearned revenue	(8,035)	(10,000)
Proceeds from callable debt financing	-	42,134
Proceeds from long term financing	10,000	30,000
Repayment of callable debt	(6,602)	-
Repayment of long term debt	-	(11,000)
Cash flow from financing activities	3,099	64,884
INCREASE IN CASH FLOW	50,290	109,744
Cash - beginning of year	155,701	45,957
CASH - END OF YEAR	\$ 205,991	\$ 155,701
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest paid	\$ 2,356	\$ 1,426

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Notes to Financial Statements

Year Ended December 31, 2021

Canadian Fossil Discovery Centre Inc. is a non-profit organization and a registered charity exempt from income tax under the Income Tax Act. The purpose of the organization is the collection, preservation, study, exhibition and interpretation of paleontological specimens from Southern Manitoba and human artifacts from prehistoric times through to pioneer settlement.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on an average cost basis.

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis using the following rates (half-rate in the year of acquisition):

Motor vehicle	20%
Computer equipment	50%
Furniture, fixtures, equipment and signs	10% - 20%
Leasehold improvements	5%

The organization regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

The organization follows the deferral method of accounting for contributions and grants. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions and grants are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from admissions, programs and rental of the premises is recognized at the time the services are provided. Gift shop revenue is recognized when title passes to the customer, which generally occurs at the point of sale. Fundraising and donation revenues are recorded when received.

Fossil collection

The accessioned vertebrate fossil collection has been recorded at a nominal value in the financial statements.

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CANADIAN FOSSIL DISCOVERY CENTRE INC.

Notes to Financial Statements

Year Ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Contributed services

The organization is thankful for the many hours contributed by volunteers which assist greatly in allowing it to fulfill its purpose. Because of the difficulty of determining their fair value, contributed services are not recognized in these financial statements.

Impairment of long lived assets

The carrying value of capital assets is periodically reviewed for impairment. The organization reviews capital assets for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Capital assets may be impaired if they are no longer being used by the organization or if the long term service potential of the asset diminishes over time. Impairment losses are recognized in the statement of operations in the year they occur.

2. CAPITAL ASSETS

	2021		2020	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Land	\$ 35,432	\$ -	\$ 35,432	\$ -
Motor vehicle	49,806	14,942	49,806	4,981
Computer equipment	48,505	41,936	40,854	38,361
Furniture, fixtures, equipment and signs	61,331	26,852	40,948	19,306
Leasehold improvements	23,535	4,390	15,565	3,412
	\$ 218,609	\$ 88,120	\$ 182,605	\$ 66,060
Net book value	\$ 130,489		\$ 116,545	

3. INTANGIBLE ASSET

	2021	2020
Website design costs	\$ 9,636	\$ 9,636
Accumulated amortization - straight-line amortization over five years	(2,891)	(964)
	\$ 6,745	\$ 8,672

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Notes to Financial Statements

Year Ended December 31, 2021

4. BANK INDEBTEDNESS

The organization has arranged for a line of credit in the amount of \$20,000. The interest rate is prime plus 1% (3.45% as of December 31). Security consists of a line of credit agreement in the amount of \$20,000, a registered general security agreement, first charge mortgage over land, and assignment of fire insurance.

5. CALLABLE DEBT

	2021	2020
Term loan bearing interest at the ACU base rate, repayable in monthly blended payments of \$630. The loan matures on December 31, 2026 and is secured by a vehicle, promissory note, general security agreement and multi-purpose mortgage. The loan is callable on demand.	\$ 35,532	\$ 42,134
Scheduled principal payments due in one year	(6,769)	(6,606)
Scheduled principal payments due thereafter	\$ 28,763	\$ 35,528

6. LONG TERM DEBT

	2021	2020
Canada Emergency Business Account (CEBA). The loan matures December 31, 2023. No principal or interest payments are required until maturity. No interest is charged on the loan. Repaying the balance of the loan on or before December 31, 2023 will result in loan forgiveness of 33% (up to \$20,000).	\$ 60,000	\$ 40,000
Less: recognized as revenue	(20,000)	(10,000)
Amounts payable within one year	-	-
	\$ 40,000	\$ 30,000

Principal repayment terms are approximately:

2023	\$ 40,000
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CANADIAN FOSSIL DISCOVERY CENTRE INC.

Notes to Financial Statements

Year Ended December 31, 2021

7. DEFERRED REVENUE

	2021	2020
Leasehold improvements (theatre) - Access Credit Union	\$ 1,812	\$ 1,937
Leasehold improvements (theatre) - Enbridge Inc.	6,644	7,102
Leasehold improvements (photo booth)	1,528	1,634
Leasehold improvements (electrical) - Signature Museum	-	257
Leasehold improvements (covid-19 reno) - City of Morden	7,770	-
Furniture (speakers) - Signature Museum	342	1,027
Furniture (sound system) - United Way	702	1,199
Furniture (stanchions) - Signature Museum	918	1,286
Furniture (counter display) - Signature Museum	3,546	4,559
Furniture (kids room TV) - Canadian Heritage	1,250	-
Computer Equip (square POS) - City of Morden	1,258	-
Equipment (microscope) - Signature Museum	5,125	6,588
Equipment (air compressor) - Signature Museum	575	739
Equipment (camera) - Signature Museum	2,851	-
Intangible (website) - Signature Museum	6,745	8,672
Signage (covid reno) - City of Morden	3,852	-
Subtotal	44,918	35,000
Current portion	(8,987)	(6,805)
	\$ 35,931	\$ 28,195

Deferred revenue includes grants to fund the purchase of furniture, computer equipment, theatre improvements and website design. Deferred revenue is included in income at the same rate that the corresponding assets are being amortized as detailed in Note 1.

8. UNEARNED REVENUE

	2021	2020
<u>Current</u>		
Signature Museum grant. These funds are to be used in programming activities.	\$ 2,286	\$ 9,069
Building Sustainable Communities grant. These funds are to be used for a feasibility study regarding a new museum facility.	-	11,925
Manitoba 150. These funds are to be used to build a field station.	23,800	-
Gala donations	7,500	7,500
Deposits received	420	420
	\$ 34,006	\$ 28,914

Long-term

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CANADIAN FOSSIL DISCOVERY CENTRE INC.

Notes to Financial Statements

Year Ended December 31, 2021

8. UNEARNED REVENUE *(continued)*

	2021	2020
<u>Long-term</u>		
Thomas Sill Foundation. These funds are to be used to assist in covering the costs of constructing a new shark exhibit.	\$ -	\$ 8,035
	\$ -	\$ 8,035

9. SIGNATURE MUSEUM EXPENSES

Expenses for this budget item have been reclassified according to the type of expense. Total expenses for the year relating to the Signature Museum grant were \$69,069 (2020 - \$63,574).

10. FOSSIL COLLECTION

The collection consists of approximately 1,339 (2020 - 1,296) accessioned fossil specimens. During the year, the organization added 43 (2020 - nil) fossil specimens to the collection through various excavations hosted by the organization. There were no expenditures on collection items during the year and no collection items were disposed of.

11. GRANTS - MUNICIPAL

Previous to 2020, the organization entered into a lease agreement with the City of Morden to lease the building space it occupies for an amount of \$84,480 per year. The agreement ended on May 5th, 2021. The City of Morden gave the organization an in-kind grant in lieu of requiring payment for the lease.

Effective December 31, 2021, the organization entered into a lease agreement with the City of Morden to lease the building space it occupies for an amount of \$168,960 per year with a clause to review the rate on or before December 31, 2024. The agreement ends on December 31, 2031. The amount charged approximates fair market value rent. The City of Morden will be giving the organization an in-kind grant in lieu of requiring payment for the lease.

The City of Morden also does not require the organization to pay for water and sewer utilities. An estimated value of \$5,000 has been recorded in the financial statements as an in-kind grant and utilities expense for both 2021 and 2020.

12. ECONOMIC DEPENDENCE

During the year ending December 31, 2021, approximately 55% (2020 - 42%) of the organization's revenue was received from the City of Morden in the form of cash and in-kind grants. The organization is economically dependant on continued support from the City of Morden to carry on its operations in their present form.

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Notes to Financial Statements

Year Ended December 31, 2021

13. FINANCIAL RISKS AND UNCERTAINTIES

The organization relies on its Executive Director and Board of Directors to manage financial risk.

Credit risk

The organization is exposed to credit risk resulting from the possibility that parties may default on their financial obligations. The organization does not hold directly any collateral as security for financial obligations of counterparties.

The maximum exposures that the organization had to credit risk as of December 31, 2021 and 2020 were as follows.

	2021	2020
Cash	\$ 205,991	\$ 155,701
Accounts receivable	19,987	31,830
	\$ 225,978	\$ 187,531

Credit risk associated with cash is minimized by ensuring that cash is invested with a credit worthy institution. A substantial portion of the accounts receivable was collected in January, 2021.

Liquidity risk

Liquidity risk is the risk that the organization will not be able to meet a demand for cash or fund its obligations as they become due. The organization meets its liquidity requirements by preparing an annual budget, monitoring cash flows and cash balances throughout the year and by arranging for financing to cover temporary cash shortfalls.

Interest rate risk

The organization's callable debt has a floating interest rate. Accordingly fluctuations in interest rates will affect excess (deficiency) of revenue over expenses for the year.

Currency and other price risk

The Executive Director and Board believe that the organization has minimal or no exposure to these risks.

14. UNCERTAINTY DUE TO THE COVID-19 PANDEMIC

The spread of the Covid-19 virus in 2021 severely impacted many local economies throughout the world. In many countries, businesses and not-for-profit organizations were forced to cease or limit operations for significant or indefinite periods of time. Measures taken to contain the spread of the virus have triggered disruptions to local economies and caused economic slowdowns.

The Covid-19 pandemic has disrupted the organization's ability to hold fundraising and member contact / appreciation events during the year ended December 31, 2021 and thus far in fiscal 2022. Measures taken to control the spread of virus forced the organization to close its facility for certain time periods during the year.

It is not known how long the Covid-19 pandemic will last or how long measures taken to contain the spread of the virus will be in place. The potential financial impacts in the future on the organization resulting from the effects of the Covid-19 pandemic cannot be reasonably estimated.

CANADIAN FOSSIL DISCOVERY CENTRE INC.

Expenses

(Schedule 1)

Year Ended December 31, 2021

	Budget (Unaudited) 2021	2021	2020
Advertising and promotion	\$ 10,550	\$ 18,570	\$ 15,622
Amortization	8,500	22,060	11,884
Amortization of intangible asset	-	1,927	964
Association dues	500	643	609
Bookkeeping	8,500	9,998	8,347
Donations	-	-	6,188
Feasibility study	16,600	54,261	13,000
Fundraising	5,000	679	720
Galleries and exhibits	4,200	108,988	20,552
Gift shop	-	13,824	17,167
Insurance	4,500	4,305	4,346
Interest and bank charges	1,600	1,400	1,426
Interest on callable debt	-	958	-
Laboratory supplies	10,000	3,793	-
Miscellaneous	9,100	1,838	851
Office	5,350	6,787	7,487
Professional fees	8,500	7,446	11,960
Programs	4,550	4,407	1,426
Rent (Note 11)	84,480	84,480	84,480
Repairs and maintenance	1,800	7,192	1,174
Salaries and wages	117,869	149,877	121,943
Signature Museum expenses (Note 9)	58,000	-	-
Special events	750	-	-
Telephone	1,000	881	840
Travel	2,250	534	1,194
Utilities	5,000	5,000	5,000
Utilities and property taxes	880	804	848
Vehicle	4,000	4,490	4,142
	\$ 373,479	\$ 515,142	\$ 342,170

Canadian Fossil Discovery Centre

Annual General Meeting 2022

Executive Director's Report – Executive Summary 2021

Introduction

2021 has been a year even more difficult for the Canadian Fossil Discovery Centre than 2020.

We were suffering not only the direct consequences of the pandemic and subsequent restrictions, but also the indirect consequences of the pandemic caused by the installation of a Vaccination Super-Site into the Access Event Centre

We painfully discovered that the year 2020 was only a warmup for the more challenging 2021.

The Centre was closed 133 days during 2021 due to restrictions to Museums and Community Centres imposed by the Provincial Government, and due to the sudden installation of the Vaccination Site at the Access Event Centre.

Despite of that combination of difficult circumstances, the CFDC was able to keep the growing pace, reinforcing its structure in every possible level.

Covid-19 Pandemic

The response to the pandemic from the CFDC kept the exemplarity from 2020 at every moment from the beginning of the year, even though the more challenging situations during 2021.



34 days of the 133 days of closure, were due to the installation of the Vaccination Site, preventing us of using our regular entrance through the main lobby.

For eight months, from March 16th until November 13th, we were forced to operate the Centre by using two back emergency doors as entrance and exit, which it has been a real organization challenge, and an accessibility problem.

Statistics

The extended periods of closure, restrictions, and the hesitancy of people about visiting public spaces has had a huge impact in visitation, bringing down the annual admission to less than half of a normal year: 5,324 paid visitors.

This impact in visitation has been partially buffered in the operational budget by the significant increase in revenue from the Gift-Shop.

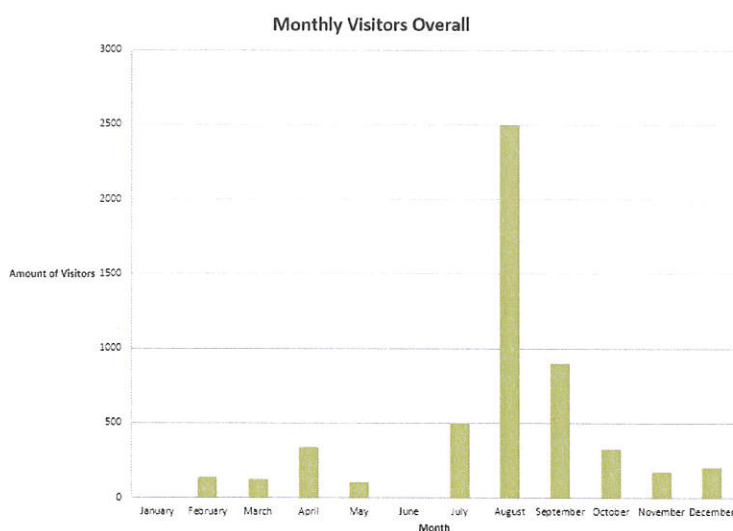
Events and Programming

For the second year in a row, the imposed restrictions due to the pandemic forced us to cancel almost any event or program involving gathering of people.

We had to cancel the organization of the GALA, Spring Break, Dig Tours, Volunteer Appreciation Day, or our attending to cancelled events like the Corn and Apple Festival, and a few other events the CFDC used to organize or attend.

We also had to reduce to the minimum any event commemorating our 50th Anniversary.

We were able only to run the Summer Day Camps in collaboration with the City of Morden, and some reduced Museum Tours.



Financial Management Assessment. Executive Summary

After the strong financial recovery during 2020, the Centre was able to keep a stable financial situation throughout 2021.

The financial management has been focused in keeping not only a high resilience in front of all the imposed limitations to create self-generated income, but to keep a solid growth in the areas where we were able to operate, like the gift-shop and the application to grants for specific projects.

Thus, we were improving the gift shop by increasing the available apace and the stock, coming from 111 to 534 different items, and increasing online sales.

Also, the selection of items has been made of more expensive items with better quality.

The result has been doubling the average expense by visitor from \$2.20 in 2018 and \$2.80 in 2019, to \$3.50 in 2020 and \$5.33 in 2021.

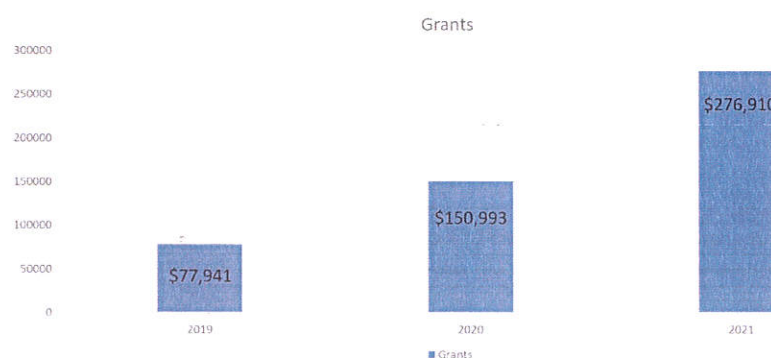
From \$33,011 in gift shop gross revenue in 2018 with 14,975 visitors, we got to \$28,425 in 2021 with only 5,324 visitors.

We expect to keep the average expense by visitor growing during 2022.

The effort in getting more grants for specific projects during 2021 has been high, keeping the growth started in 2020.

Thus, we came from the obtained grants (other than Municipal) of \$77,941 in 2019, to \$150,993 in 2020, until the \$276,910 in 2021.

Obtained Grants (Other than Municipal)



The success in obtaining new grants for specific projects lies not only in the continuous research

for available grants, but also and more important in the design of attractive projects, since the competitiveness to get the funds is high, and the resources limited.

Another fundamental approach of those projects is the ability to make precise estimations about the costs of the intended projects, which has a direct impact in the correct final accountability.

Grants have a direct impact in the overall quality of the exhibitions and assets of the Centre, and an economical impact in the Community, since as much as possible those funds are spent locally, and the new projects are attracting more tourism to the Community.

Additionally, all the new projects and assets for the Centre are designed with the new facility in mind, so all that investment will be applicable to a new facility in the future.

Subsequently, bringing those grants to the CFDC means that we already started to get funds for the new facility.

Overall, any financial decision is made with the increase of the operational budget in mind, pursuing an approach to the self-sustainability, which it will be the foundation of the success in a new facility in the incoming future.

Centre Improvements

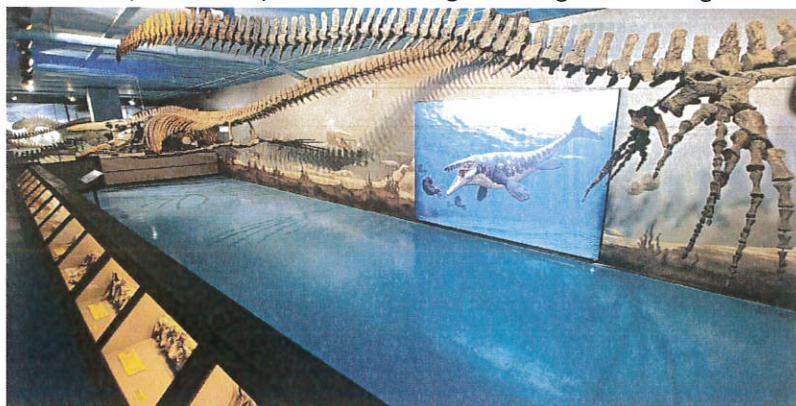
2021 has been another year of remarkable improvements for the CFDC.

After all the functional changes forced by the installation of the Vaccination Site, we took advantage of the situation to plan significant changes to improve the functionality of the gift shop and the offices, while also improving the shared spaces between staff and visitors.

Main improvements and/or achievements completed before the end of 2021:

- Installation of 23 custom made glass cabinets for the Mosasaur Hall. We have got a agreement with Décor Cabinets to design, create, and install cabinets for the Mosasaur Hall to display the original fossils from our most iconic fossils like Bruce, Suzy, and Plesi. Décor has made those cabinets at half of the cost. The other half has been paid with Signature Museum funds.
- New Backlit custom-made drawings for the Mosasaur Hall. We commissioned three original palaeo-art drawings to two of the best Palaeo-artist in the world, Julius Csotonyi and Raul Martin, depicting respectively the new shark and a *Tylosaurus pembinensis*.

There is a plan to keep commissioning new original drawings. The CFDC did not own



copyrights on any of the drawings available until now to use, and there was a need to have those drawings to use in displays, advertising, and any kind of communication or publication.

- There were many structural and equipment updates and new additions:
 - Additional Square till for the gift-shop
 - New cabinets and countertop for gift shop
 - New custom-made shelves and displays for gift-shop
 - New Security Camera System
 - New sound-proof wall at the Theatre
 - New Back up and power source supply for computers and camera system
 - New Disk-Station for the Share Space
 - New electric and hand tools for assembling of displays
 - New lighting at the Mosasaur Hall
 - New 4 Dell Laptop computers and screens.
 - New WIFI boosters covering the whole Museum
 - New signalling at the south wall of the AEC, and new signalling guiding visitors from outside to the CFDC doors.
 - New Turnstile gates at the main entrance

Marketing Strategy

There has been a very intense activity with advertising during 2021.

After taking data from the statistics and examining our visitor target, we decided to focus our marketing efforts on campaigns reaching mainly families from Winnipeg.

We signed an agreement with Winnipeg Ice to make contests during the breaks at the hockey games, giving away Annual Family Admissions to the winners.



We keep the campaign with Travel Manitoba, and it was additionally enhanced with advertising in both Summer and Winter Travel Guides, and a jointly campaign together with the rest of Signature Museums.

We also were growing in our presence in social media especially in Facebook, coming from 2,100 followers to more than 4,300.

We made an agreement with local brewery Rendezvous Brewery to launch a batch of beer called "Pale-aleontologist".

All the marketing efforts during 2021 have started to be felt and the first quarter of 2022 has broken the record in visitation ever with 1975 visitors.

Signature Museum

\$69,810 have been received from the Morden Area Foundation from the Endowment Fund for the Signature Museum Program.

We have tried to make the most of those funds, increasing the visibility, improving the visitor experience, and enhancing the quality of our old and new displays.

The main activities partially covered with those funds have been:

- New custom-made cabinets for the Mosasaur Hall
- New three pieces of Palaeo-art for the displays and advertising
- New SEG Frame Backlit printings of the new palaeo-art
- New website
- Collections Management System
- Custom wrapping of the new CFDC truck
- Travel Manitoba Marketing Campaign
- Shared marketing Campaign with the Signature Museums
- Marketing Campaign with Winnipeg Ice
- New Shark Exhibit
- Custom made beer with Rendezvous Brewery

Curatorial and Research

2021 has been the second year in a row when we had to cancel our Dig Tours and our regular working in the field.

However, there have been an extensive work at our property in the Escarpment:

- New wire gates and signalling have been installed at the four points of access to the land
- The culverts at the main access and at the creek have been replaced to improve the accessibility
- The road accesses to the different dig sites have been repaired with three different excavators and now every single existing dig site is accessible with the CFDC truck
- Around 25 poplar trees have been cut down to allow the access to those dig sites
- 43 new specimens have been excavated by our volunteer Joe Brown and incorporated to the Collections



We also were able to create a new job position and hire a Laboratory Technician, so the Laboratory has been fully operational and a few jackets from previous campaigns have been opened and prepared.

Staff and Volunteers

Finally, I specially want to thank our employees and volunteers, because their resilience and understanding during closures and pandemic, have made feasible the good results in 2021, and the good starting in 2022. They really made possible to successfully sail through the pandemic in 2021, reaching the formidable situation we are today.

Special thanks to volunteers Ted Nelson, and Randy and Irene Schroeder for their commitment and contributions during a very difficult 2021.

Staff and Volunteers



Many Thanks!!!!

Adolfo Cuetara
Executive Director