

To: CFDC Board of Directors

From: Allison Halstead, Acting President

Subject: Special Board of Directors Meeting

Date: Thursday, February 10, 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 (leaving at 8.30 pm), and Adolfo Cuetara (Executive Director).

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MINUTES

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

1. Conflicts of Interest: Monica Rodriguez Diez regarding 3.1.1.1

2. Consent Agenda

Kevin, Linda: all in favour; carried.

Committee Reports – Membership, Science, and Education

1. Minutes of the December 9th 2021 Board of Directors Meeting

Minutes were circulated

Motion to approve the minutes: Henry, Trevor: all in favour; carried.

2. Approval of the Regular Agenda

Proposed amendment: Split 3.1.1 point into two different sections:

“3.1.1. Job Description for Lab. Tech (currently held by Gerry Peters)

3.1.2. Annual Review of Executive Director”

Motion to approve the agenda with the amendment proposed: Aaron, Trevor: all in favour; carried.

3. Business arising from the minutes

3.1. Committee Assignments:

3.1.1. Personnel Committee:

3.1.1.1. Job Description for Lab. Tech (currently held by Gerry Peters)

Proposed amendment: *“Reporting to the Ed or his/her designate”*.

Motion to approve the Job description for Lab Tech as amended: Kevin, Trevor; all in favour, carried

3.1.1.2. Annual Review of Executive Director

Document has been circulated.

Motion to discuss the report of Personal Committee presented by Kirstin.

Monica Rodriguez abstains from vote.

Motion to accept the report of Personal Committee for approval of Annual Review of Executive Director: Kirstin, Kevin: seven in favour: Allison Halstead, Aaron Crossman, Kevin Campbell, Dustin Boehr, Henry Penner, Kirstin Brink, and Linda Sprung; one opposed: Trevor Frost; carried

3.1.2. Nominating Committee – Slate of names for the 2022 AGM

Henry explaining about the slate of names for the Committee. In process.

3.1.3. Governance Committee – Strategic Plan: It is a starting point to add more content and discuss. In process.

3.1.4. SET committee: Kevin to do terms of reference for the Heritage funds. In process.

Kevin to make a motion to prepare those terms of reference for Heritage funds

Trevor left before voting.

Kevin, Henry: all in favour; carried

Technology issues: Ted asking for guidance from the SET. The committee will meet to discuss.

4. Reports

4.1 President’s Report

4.1 Executive Director – December/January 2021-2022

4.2 Finance Committee – December/January 2021-2022

4.2.1. Bookkeeper report – December/January 2021-2022

4.2.2 Comparative Balance Sheet -- December/January 2021-2022

4.2.3. Comparative Income Statement -- December/January 2021-2022

Motion to approve the Financial Report, Henry, Linda: all in favour; carried.

4.3 Feasibility Study

4.4 Approval of the reviewed 2022 budget (changes to Lease Agreement)

Motion to approve the reviewed 2022 budget: Henry, Aaron: all in favour; carried.

5. New Business

None.

6. Future Agenda Items:

Strategic Plan

7. Adjournment

Kevin to adjourn

Next meeting: April 14th 2022 @ 10.41 p.m.

AGM April 28th