



Canadian Fossil Discovery Centre

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

Minutes of the CFDC Board of Directors Meeting

DATE: April 16, 2015

TIME: 7:00 pm

LOCATION: Canadian Fossil Discovery Centre

PRESENT: Kevin Campbell (President), Ted Nelson (Treasurer/Interim Secretary), Chris Leach, Peter Cantelon (Executive Director), James Cook, Joe Brown

ABSENT: Brian Fransen, Justin Bergman

1. After determining that quorum was established, the meeting was called to order at 7:05pm by meeting chair Kevin Campbell. Peter Cantelon will take minutes.

2. No conflicts of interest were presented.

3. Approval of meeting Agenda.

Motion: Approve the Agenda as circulated.

Moved by: Ted Nelson

Seconded by: Joe Brown

Discussion: None.

Motion carried

4. **Review and approve minutes** of the March 12, 2015 board meetings.

Motion: Approve the Minutes as circulated.

Moved by: Joe Brown

Seconded by: Ted Nelson

Discussion: None.

Motion carried.

5. **Business arising from the minutes**

5.1 Action item list. The current Action Item List was presented and reviewed.

Action item: Add Action Item list as separate item on future agendas. Ongoing, Meeting Chair.

6. **Announcements** - Executive Director announced the donation of a new high-end notebook from Travel Manitoba, sponsorship of the The Forks exhibit in Winnipeg by the City of Morden and talks on possible future sponsorship/donations to the gift shop. Also announced was a ceremony at the Manitoba Legislature recognizing CFDC and the postage stamps that feature Bruce on one of them. Date of this ceremony is to be announced.

7. **Correspondence** - None

8. **Strategic Planning Workshop** - A brief report was presented on the Strategic Planning Workshop that was held at CFDC on March 21, 2015.

Action item: Chris Leach and Peter Cantelon will work together to create a draft to send to the Board and the Governance Committee.

9. **Travel Manitoba Presentation** - Feedback was very positive. Travel Manitoba was very positive as well. Travel Manitoba has great expectations for CFDC in this area. Discussions were held regarding the implications of

becoming very busy and how to manage our success. All agreed that this could be very challenging but we will rise to the challenge with expectations to succeed. There was general agreement that CFDC should be more museum focused and not rely as heavily on the field components as it has in the past.

- 10. Membership Update** - Letters to members informing them of the changes to the membership structure have been drafted and reviewed. These will be sent out shortly. The question arose as to whether the Nominating Committee should be tasked with identifying prospective Honourary Lifetime members. There was no consensus on this matter.

There is a need to develop a strategy to improve and increase membership over all. A membership package needs to be developed. It was suggested that there should be a membership committee. These will be addressed after the April 2015 AGM.

- 11. Annual General Meeting** - Book launch and signing will be moved to its own event for publicity reasons. Final Report needs to be provided in advance of AGM. President received one recommendation from a board member to hold an election rather than acclaim new Directors. A vote to receive the Nominating Committee report should be done and made very clear that receiving and accepting the report with a less than full slate acclaims the nominated individuals to the board and that there will be no formal election. Accepting the report will be done by a regular motion and vote. A vote for Officers by membership will be held as well.

- 12. Adjunct Curator & Preparator Positions Memorandum of Understanding** - Memorandum of Understanding will be created for the board to approve.

Action item: Peter Cantelon will submit a draft MOU for the Board to review. Any position will be 3-year terms and completely un-funded.

- 13. SET Committee membership and terms of reference** - The consensus was that SET committee should appoint and terminate its own members. However, it was pointed out the current By Laws indicate the Board is responsible for committee memberships.

Motion: Appoint Kathryn Lepinski, Matt Duda and Victoria Markstrom to the SET Committee.
Moved by: Ted Nelson
Seconded by: Joe Brown
Discussion: None.
Motion carried

Motion: to accept the modified SET Committee terms of reference (attached to minutes).
Moved by: Joe Brown
Seconded by: Chris Leach
Discussion: None.
Motion carried

- 14. Treasurer report** - The Treasurer presented a verbal report that centered on the draft 2014 Financial Statements. Treasurer met with the Executive Director previously in the week to discuss the statement. There were a few requests for clarification that were addressed. There will be a meeting with the accountants to finalize the statements.

It was pointed out that CFDC started the 2015 year with significant debt. This debt was paid immediately in 2015 by making an additional draw on the funds that the City of Morden has committed. The 2015 budget is balanced but the Treasurer indicated that the goal will be to have a significant surplus at the end of 2015 that will be put in a Reserve Fund. If the current strong success is maintained, this will be very achievable.

Motion: Accept the interim financial statements with proposed amendments.

Moved by: Ted Nelson
Seconded by: Joe Brown
Discussion: None.
Motion carried

Action Item: Review the 2015 budget by the end of May 2015 and present the updated budget to the Board at the June 2015 meeting. Ted Nelson

15. **Administrator and Gift Shop report** - Report for March 2015 was received and reviewed. Treasurer pointed it was a good report. The Gift Shop is enjoying very strong sales so far this year.
16. **Field & Collection Manager report** - The report was received and reviewed. It was a good report. The name of the report should be renamed as the 'Field and Collection Manager' report in the future. There was a reminder on the communication flow between the Board and CFDC Staff.
17. **Executive Director Report** - The Executive Director's report was received and discussed.
18. **President Report** - A brief verbal report was presented.

19. Committee Reports

19.1 Executive Committee

Action Item: Update the Corporate records to reflect the change in the Secretary position. Peter Cantelon

19.2 Personnel Committee

Action item: The Personnel Committee is planning its review of the Executive Director before next board meeting on May 14. Personnel Committee

19.3 Science, Education and Technology Committee

No formal report.

Manitoba Palaeontology Symposium date is September 26 & 27, 2015. A field trip for MPS is planned. There are 2 co-keynote speakers tentatively in place. The CFDC website will have dedicated section for the meeting. A call for papers and posters has been issued.

Security camera systems are going to be reconfigured and expanded. This will essentially complete the project that has been ongoing for over 2 years now. Justin Bergman is working on this.

19.4 Governance Committee - The Governance Committee is working to complete a strategic plan.

19.5 Nominating Committee

A brief verbal report was presented. The list of candidates for the Board election at the AGM was presented.

19.6 Finance Committee

A verbal report of the last Finance Committee meeting was given with the Treasurer report.

20. Committee of the Whole - No items to discuss.

21. New Business -

21.1 Establish a Fundraising Committee:

Motion: To establish a Fundraising Committee

Moved by: Joe Brown

Seconded by: Ted Nelson

Discussion: The name of the committee, terms of reference and membership to be determined at a later date.

Motion carried

22. Future agenda items -

Address tasks relating to membership tasks as noted previously.

23. Adjournment motion.

Moved by: Chris Leach

Seconded by: Ted Nelson

Meeting adjourned at 9:25 pm.

24. Next meeting.

May 14, 2015

Submitted by:

"Ted Nelson" May 14, 2015
Ted Nelson, Interim Secretary Date

Approved by:

"Kevin Campbell" May 14, 2015
Kevin Campbell, President Date