



# Canadian Fossil Discovery Centre

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

## Draft Minutes of the CFDC Board of Directors Meeting

**DATE:** December 10, 2015  
**TIME:** 6:14 pm  
**LOCATION:** 79 Conner Hill Drive

**PRESENT:** Kevin Campbell (President), Peter Cantelon (Executive Director), Ron Cram, (Vice President), Joe Brown (Acting Secretary), Chris Leach, Sean Bugden

**ABSENT:**

**REGRETS:** Ted Nelson, James Cook, Brian Fransen

After determining that quorum was established, the meeting was called to order at 6:14pm by meeting Chair Kevin Campbell. Peter Cantelon will take minutes.

1. No conflicts of interest were presented.

2. Motion to appoint Joe Brown as acting secretary.

**Motion:** to appoint Joe Brown as acting secretary

**Moved by:** Chris Leach

**Seconded by:** Ron Cram

**Discussion:** None.

Motion carried.

3. Approval of meeting Agenda.

**Motion:** Approve the Agenda as circulated with additional items.

**Moved by:** Joe Brown

**Seconded by:** Ron Cram

**Discussion:** None.

Motion carried.

4. In Camera.

**Motion:** Motion to move in-camera.

**Moved by:** Chris Leach

**Seconded by:** Ron Cram

**Discussion:** None.

Motion carried.

5. Out of Camera.

**Motion:** Move out of camera.

**Moved by:** Sean Bugden

**Seconded by:** Ron Cram

**Discussion:** None.

Motion carried.

6. Approval of staff Christmas bonuses.

**Motion:** Motion to express appreciation of staff from the board and a \$100 Christmas bonus for each full-time staff.

**Moved by:** Joe Brown

**Seconded by:** Chris Leach

**Discussion:** The board expressed appreciation for the performance of staff this past year.

Motion carried unanimous

**7. Review and approve minutes** of the November 12, 2015 board meeting.

**Motion:** Approve the Minutes as circulated.

**Moved by:** Joe Brown

**Seconded by:** Chris Brown

**Discussion:** None.

Motion carried.

**8. Business arising from the minutes** - None

**9. Announcements** – New Gift Shop.

**10. Correspondence** – Passed around ad for 2016 TM Travel Guide.

**11. Action Item List:** Discussed each item on the list

**12. Budget 2016.**

**Motion:** Approve the 2016 Budget as submitted.

**Moved by:** Chris Leach

**Seconded by:** Joe Brown

**Discussion:** Peter presented the budget and the process underwent to create.

Motion carried.

**13. Treasurer report:** Peter provided a verbal report.

**14. Administrator and Gift Shop report** - Report was well received.

**15. Field & Collection Manager report** - Report received as presented

**16. Executive Director Report** - Report received as presented. Board congratulations on a great year.

**17. President Report** – Kevin presented on a connection with Dr. Hillary Madden who specializes in CT Scanning and palaeontology (she worked on the recent re-discovery of the Dimetrodon). She has worked with former CFDC employee Robin Cuthbertson. She specializes in brain case evolution. She is willing to review and assist us with our CT Scan of the clidastes skull as well as further research partnership/promotion.

**18. Committee Reports**

**15.1 Executive Committee** - No report

**15.2 Personnel Committee** - No report

**15.3 Science, Education & Technology** – SET recommends a review and upgrading of our collection database/software.

**15.4 Governance Committee** – Chris Leach circulated a copy of the DRAFT strategic plan which incorporated feedback. A working draft of the by-laws is ready to be submitted to the board at the January meeting.

**15.5 Nominating Committee** – A list of 16 names and contact info was submitted to the committee.

**15.6 Finance Committee** – See Treasurer.

**15.7 Volunteer Committee** - Volunteer DRAFT policy will be submitted for January.

**19. Committee of the Whole** - No items to discuss.

**20. New Business** - none.

**21. Future agenda items** -

**22. Adjournment motion.**

**Moved by:** Chris Leach  
**Seconded by:** Ron Cram  
Meeting adjourned at 7:17 pm.

**23. Next meeting.**  
January 7, 2015 at CFDC.

Submitted by:

\_\_\_\_\_  
Joe Brown, Acting Secretary

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Kevin Campbell, President

\_\_\_\_\_  
Date