



Canadian Fossil Discovery Centre

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

Minutes of the Board of Directors Meeting

DATE: March 12, 2015

TIME: 7 pm

LOCATION: Canadian Fossil Discovery Centre

PRESENT: Ted Nelson (Treasurer), Brian Fransen (Vice-president), Chris Leach, Peter Cantelon (Executive Director), Justin Bergman, James Cook

ABSENT: Joe Brown (Secretary), Kevin Campbell (President)

1. After determining that quorum was established, the meeting was called to order at 6:59 pm by acting meeting chair Brian Fransen. 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: Chris Leach
Seconded by: James Cook
Discussion: None.
Motion carried
4. **Review and approve minutes** of the February 12, 2015 and December 11, 2015 board meetings.
Motion: Approve the Minutes as amended.
Moved by: Ted Nelson
Seconded by: Chris Leach
Discussion: None.
Motion carried.
5. **Business arising from the minutes**
 - 5.1 **Action item list.** Peter Cantelon will create this list as of the February 12, 2015 board meeting and present it at the regular scheduled March board meeting. This was done at this meeting.

Action item: Peter Cantelon will amend Action Item list to add action items that were not included in the Action Item list. Chris Leach work for Governance Committee and Ted Nelson's work on the membership list and recommendations will be added to the list.
6. **Announcements** - None
7. **Correspondence** - None
8. **CFDC Memberships** –
Ted Nelson presented his report on the CFDC Membership.

Motion: THEREFORE BE IT RESOLVED that we accept the membership structure as recommended by the report and the implementation of this structure.
Moved by: Ted Nelson
Seconded by: Chris Leach

Discussion: Discussion of report presented regarding varying degrees of membership at the CFDC and the means through which they have been historically awarded/designated including seven recommendations to implement.

Motion Carried.

Action Item: Create a document for employees and volunteers on how to sell memberships and answer questions that may arise. Draft letters for review by board for board president to send to membership on behalf of board. Ted Nelson.

9. **Treasurer report** – Treasurer provided a verbal report regarding previous Finance Committee meeting and reports. Treasurer explained the simplification of the Profit and Loss statement.
10. **Administrator and Gift Shop reports** – Report for February was received and reviewed. Treasurer pointed out that the sales report for the Gift Shop is structured exactly what the board is looking for – a good report.
11. **Curator reports** – None.
12. **Executive Director Reports** – Report for February was presented and accepted. Peter Cantelon discussed possible insurance savings as a result of a review being undertaken by the City of Morden. A question was asked about what category the Girl Guides overnight program was entered into. It should be Programs.

Action item: Ensure that the Girl Guides overnight program is entered into the accounts properly. Peter Cantelon

13. **President Report** – None.

14. **Committee Reports**

16.1 **Executive Committee**

The Secretary has indicated that he will be stepping aside as Secretary due to unforeseen issues. Ted Nelson offered to take on the role of Interim Secretary until the conclusion of the AGM.

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

16.2 **Personnel Committee**

The Personnel Committee is planning review of Executive Director.

Action Item: Performance and job review of Executive Director. Personnel Committee

16.3 **Science, Education and Technology Committee**

No report. Peter Cantelon expressed the need for the SET Committee to nail down all action items and set milestones for Manitoba Palaeontology Symposium.

16.4 **Governance Committee**

Chris Leach provided a brief verbal report. The Strategic Planning workshop will be held on Saturday, March 21, 2015.

Action Item: Send invitations for the Strategic Planning workshop. Peter Cantelon

Action Item: Send extended agenda for Strategic Planning workshop. Chris Leach

Action Item: Provide a draft of the proposed new CFDC By Laws as soon as possible (suggested by March 20, 2015). Chris Leach

16.5 Nominating Committee

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

Action Item: Send out notification of the AGM in one of the local newspapers which will include a link to a page on the CFDC website for more information. Peter Cantelon

Action Item: Send notice of the AGM to all current members via the preferred means of communication (email). Peter Cantelon

16.6 Finance Committee

A verbal report of the last Finance Committee meeting was given with the Treasurer report. The committee is seriously looking at a POS system for the front. The planned funding for the POS system will be by securing a grant.

15. Committee of the Whole – None

16. New Business – None

17. Future agenda items – None identified.

18. Adjournment motion.

Moved by: Justin Bergman

Seconded by: Ted Nelson

Meeting adjourned at 8:32 pm.

19. Next meeting.

April 9, 2015

Submitted by:

Ted Nelson, Interim Secretary

Date

Approved by:

Kevin Campbell, President

Date