



Canadian Fossil Discovery Centre

Board Meeting – Minutes May 14, 2015; 7:00 pm (CFDC Main Office)

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

Call to order at – 7:01 p.m.

PRESENT: Kevin Campbell (chair), Ted Nelson, Joe Brown, Peter Cantelon (ED), Chris Leach, Ron Cram, James Cook, Justin Bergman, Brian Fransen

REGRETS:

1. Conflicts of interest – none
2. Review and approve agenda: Ted added 19.1 – Information Form, 19.2 – Board E-mail addresses, and 19.3 – board attendance and reporting
3. Review and approve minutes of the April 16, 2015 board meeting: Motion to approve: Ted; Second: James; Carried.
4. Business arising from the minutes - No
5. Action item list – items were reviewed.
6. Announcements:
 - 6.1. Welcome to new board members and officers: Welcome to Ron Cram as newest member and officers.
7. Correspondence – Presented the article in RV Traveler magazine about the CFDC.
8. Annual General Meeting recap
 - 8.1. Volunteers - Chair received an email from a volunteer requesting the board act in the area of volunteers. Do we need a board adopted volunteer policy?

ACTION ITEM: Need to form an ad hoc volunteer ctte to **develop a policy** under the guidance of Governance Ctte. Peter emailed an example of a museum Volunteer Policy to the board. Motion to Strike Justin; seconded by Ron; Ad Hoc Volunteer Ctte: Joe Brown, Ted Nelson (Chair), James Cook reports to Governance Ctte. Carried.

9. Proposal to establish Membership committee – Proposal to have a committee to focus on growing and retaining a membership base. Question was asked “why do we need members?” Canadian/Manitoba corporate law governing non-profits requires us to maintain a membership and defines membership as the ultimate

authority of the non-profit corporation. It was agreed that membership was a board responsibility. Discussion was had on why and how we should attract members.

ACTION ITEM: Follow-up on membership by board – Who, What, When, Where, Why, How etc.

10. Committee assignments/nominations/elections – SET: Christine Steele has stepped off the committee. Board recommends same slate with the exception of Christine Steel.

Governance – Chris (Chair), Peter, Linda Scott

Personnel – Brian Fransen (Chair), Joe Brown

Finance – Ted (Chair), Joe Brown, Peter Cantelon, Trevor Fehr

Nominating – Ron Cram (Chair), James Cook; (**ACTION ITEMS:** Peter will ask Rick Klippenstein; James will ask Ernie Epp;)

MOTION to confirm committee membership – Chris Leach; second – Ted Nelson

11. Adjunct Curator MOU – MOU signed by Peter Cantelon and Dr. Newbrey should be split into two as a possible internal operational agreement. Comments made included:

- Should not be paying for anything
- Field & Collection Manager should be supervisor; disagreement on this point by others who felt the supervisor should be the executive director.
- Point three should be modified to encourage collaboration. Not first opportunity.
- **ACTION ITEM:** Board will review DRAFT MOU and submit feedback to Chair by next meeting.

12. Treasurer report – Treasurer reviewed Finance Ctte meeting. Starting groundwork to do a mid-term budget review. We look to be on track. Positive news re: insurance. There will be a budgetary surplus in this category of roughly \$11,300. Treasurer would like to see this set aside in a contingency fund. We are on track to see a surplus at the end of the year even without the insurance decision.

MOTION to establish a contingency fund by Ted Nelson; seconded by James Cook; Discussion – member commented that we need to ensure that the contingency fund is fully transparent. **ACTION ITEM:** Terms of Reference for the Contingency Fund will need to be drafted by Finance Ctte. Carried.

12.1. In camera discussion: Motion – Ted Nelson; Seconded Brian Fransen; Carried. Motion out of camera with report – Ted Nelson. **ACTION ITEM:** Recommendation to move forward to obtain a book keeper (assuming it fits the budget) before the next meeting. Recommendation to approach the city for assistance/recommendation.

13. Administrator and Gift Shop report (April 2015)

14. Field and Collections Manager report (April 2015) - received

15. Executive Director report (April 2015) – received

15.1. Update on summer dig season staffing

16. President report – none

17. Committee reports

17.1. Executive – none

17.2. Personnel

17.2.1. Executive Director Evaluation – **ACTION ITEM:** Joe Brown will volunteer to spearhead the evaluation with assistance of the board and personnel committee. A DRAFT evaluation will be presented at the next meeting.

17.3. Science, Education, and Technology – Justin Bergman presented as board representative of the committee.

17.4. Governance – Chris will have documents out to Ctte by end of next week and then to board by next meeting.

17.5. Nominating - none

17.6. Finance – See Treasurer

18. Committee of the Whole

19. New business – **ACTION ITEM:** Board members need to fill out and return info sheets. All board members should strive to not use email addresses available to others. A private, personal address is ideal. **ACTION ITEM:** The CFDC will issue email addresses to each board member as well as officer email addresses and assistance will be provided with setup assistance.

20. Future agenda items – Board email addresses and the cost. Board member attendance should listed at next AGM.

Adjournment – 9:54 pm Motion from Ted Nelson; second Justin; CARRIED