



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: November 12, 2015

TIME: 7:00 pm

LOCATION: Canadian Fossil Discovery Centre

PRESENT: Kevin Campbell (President), Ted Nelson (Secretary and Treasurer), Peter Cantelon (Executive Director), Chris Leach, Ron Cram, James Cook, Brian Fransen (Vice President)

ABSENT:

REGRETS:

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.

1. No conflicts of interest were presented.

2. Approval of meeting Agenda.

Motion: Approve the Agenda as circulated with additional items.

Moved by: Ted Nelson

Seconded by: Brian Fransen

Discussion: None.

Motion carried.

3. Appointment of New Board Member

Motion: Move to appoint Shawn Bugden to the board of directors.

Moved by: Ted Nelson

Seconded by: Kevin Campbell

Discussion: None.

Motion carried.

4. **Review and approve minutes** of the October 8, 2015 board meeting.

Motion: Approve the Minutes as circulated.

Moved by: Ted Nelson

Seconded by: Ron Cram

Discussion: None.

Motion carried.

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

6. **Announcements** – CFDC won Manitoba Chambers of Commerce award as Outstanding Not for Profit; announced our addition to the 2016 Guinness World Records book.

7. **Correspondence** – Letter of congrats from Ron Lemieux, Minister of Heritage.

7.1 Adjunct Curator Inquiry

Motion: Motion to create the position of Adjunct Curator of Fossil Birds.

Moved by: Brian Fransen

Seconded by: Ron Cram

Discussion: None.

CARRIED

Motion carried.

8. **Action Item List:** Discussed each item on the list
9. **Review of Risk Assessment:** Board members have reviewed the document. A policy manual needs to be created. Conservation, Acquisition and Exhibition into separate policies. Etc. Need to have the Field and Collection manager begin to work on responding to recommendations.
Motion: Motion to accept the recommendations of the DRAFT Risk Assessment document
Moved by: Joe Brown
Seconded by: Ted Nelson
Discussion: None.
CARRIED
 - 9.1 **Emergency Preparedness and Response document:** Need to expand to the Field and outside of the facility. Need a separate one for the children we have internally. Policy documents need to be separate from procedures.
10. **CFDC Email Policy:** Ted Nelson led discussion of background and on DRAFT policy submitted. Board will provide feedback to Ted regarding the policy.
11. **Treasurer report:** Ted has provided a verbal report. **ACTION ITEM:** Need terms of reference for the Sustainability Fund.
12. **Administrator and Gift Shop report** – Best report received yet. Concise. Clear. Needed plans for the following month.
13. **Field & Collection Manager report** – Good report.
14. **Executive Director Report** – Good report. **ACTION ITEM:** Conflict of interest policy meets Signature Status guidelines (Peter)
15. **President Report** - A verbal report was presented. On May 28th the MAF will host an annual gala for the CFDC fund at which Kevin Campbell will speak.
16. **Committee Reports**
 - 15.1 **Executive Committee** - No report
 - 15.2 **Personnel Committee** – Will look at terms of reference. Have done the ED review. Personnel has final report. Shawn will provide examples to personnel of other board policies.
Motion: Motion to have Shawn Bugden join Personnel Ctte.
Moved by: Brian Fransen
Seconded by: Joe Brown
Discussion: None
Motion Carried.
 - 15.3 **Science, Education & Technology** - Nothing substantial to report to the board.
 - 15.4 **Governance Committee** – Nothing substantial to report. Strategic Plan and Bylaws work continues.
 - 15.5 **Nominating Committee** – James Cook, Ron Cram, Ernie Epp and Rick Klippenstein. It was noted that the board is not as diverse and representative as it could be in makeup.

15.6 Finance Committee – Chair presented an overview of the reports and answered questions. Board has asked committee to offer recommendations on how to use any surplus.

15.7 .Volunteer Committee – ACTION ITEM: Will submit a new DRAFT policy document with policies separated out. Ted will send along a helpful document differentiating between policy and procedure.

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

18. New Business - Christmas Party in early Dec.

19. Future agenda items -

Risk assessment.

20. Adjournment motion.

Moved by: Shawn Bugden

Seconded by: Ron Cram

Meeting adjourned at 9:23 pm.

21. Next meeting.

December 10, 2015 at CFDC.

Submitted by:

Ted Nelson, Secretary

Date

Approved by:

Kevin Campbell, President

Date