



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: October 8, 2015

TIME: 7:06 pm

LOCATION: Canadian Fossil Discovery Centre

PRESENT: Kevin Campbell (President), Peter Cantelon (Executive Director), Chris Leach, Ron Cram, Brian Fransen (Vice President), Joe Brown, Ted Nelson (Treasurer/Secretary)

ABSENT: Justin Bergman

REGRETS: James Cook

1. After determining that quorum was established, the meeting was called to order at 7:06pm 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 with additional items.

Moved by: Joe Brown

Seconded by: Ted Nelson

Discussion: None.

Motion carried

4. In-Camera

Motion: To move in-camera.

Moved by: Kevin Campbell

Seconded by: Ted Nelson

Discussion: None.

Motion carried

Motion: To move out of camera.

Moved by: Ted Nelson

Seconded by: Ron Cram

Discussion: None.

Motion carried

Motion: To remove Justin Bergman from the board of directors for failure to meet his obligation to the organization – effective immediately; carried unanimously.

Moved by: Kevin Campbell

Seconded by: Chris Leach

Discussion: None.

Motion carried

5. **Review and approve minutes** of the Sept. 10, 2015 board meeting.

Motion: Approve the Minutes as circulated.

Moved by: Ted Nelson

Seconded by: Ron Cram

Discussion: None.

Motion carried.

6. **Business arising from the minutes** - Discussion arose regarding Risk Assessment document and listed in minutes under Action Items. Each board member will read and provide feedback by next board meeting.
7. **Action Item List:** Chris will send DRAFT by-laws by next board meeting; Letters to members – Ted will resend to Kevin for final review and signature...mailing the ones we can mail and otherwise keep in membership file; email have the groundwork laid Ted is testing and will have it in place before next meeting, a suggestion has been made to develop an email policy for CFDC – Ted will develop a DRAFT; ED Review will occur October 14.

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8. **Announcements** - Awards, Peter will request Travel Manitoba video; Board formally congratulates and acknowledges the staff; Board member Ted Nelson will represent board.
9. **Correspondence** – Two letters commending the CFDC on its programs were presented.
10. **Treasurer report** - Request has been made of the Finance Ctte that we send a summary report and/or make them all as one document. Board member asked about getting the cash flow document again. Treasurer presented report. Confident in financial state to the end of the year. Discussion was had about moving any surplus into sustainability fund (possibly 75%) and moving 25% into a surplus category in next year's budget. Need terms of reference for such funds.
11. **Administrator and Gift Shop report** – Board appreciates the improved quality of the report.
12. **Field & Collection Manager report** - Great report. Board members provided positive feedback about MPS. Very good. Board would like to see a list of priorities/goals for the coming month in all reports so they know what is coming in the following month.
13. **Executive Director Report** - Great report. Banked time discussion suggests personnel policy changes and/or staffing review. We will take banked time by end of year.
14. **President Report** - A verbal report was presented. Thank you letter from Minister Lemieux. Takuya Konishi working in Cleveland, Ohio.
15. **Committee Reports** -
 - 17.1 **Executive** - No report
 - 17.2 **Personnel** - board asking for committee to develop its terms of reference
 - 17.3 **Science, Education & Technology** - Nothing substantial to report to the board. Board member recommends sending minutes to the board. Joe Brown has taken the role of board liaison to the SET committee.
 - 17.4 **Governance - ACTION** – staff and boards members will provide feedback to Governance on DRAFT Strategic Plan. President clarified that board priorities were not meant to be formally incorporated in strategic plan. Send feedback by end of October.

17.5 Nominating Committee -- a candidate has been identified as a prospective board member. Nominating committee should meet by mid-November, president will email James Cook (chair of nom. Ctte).

17.6 Finance Committee - as submitted in Treasurer's report.

17.7 Volunteer Committee - Joe/Ted moved to adopt submitted Volunteer Policy. Volunteer Policy needs input from staff and further input from board sent to ED. Motion withdrawn.

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

17. New Business – None.

18. Future agenda items -
- 6.1 Risk Assessment.

19. Adjournment motion

Moved by: Ted Nelson
Seconded by: Brian Fransen
Meeting adjourned at 9:30 pm.

20. Next meeting
November 12, 2015

Submitted by:

Ted Nelson, Secretary

Date

Approved by:

Kevin Campbell, President

Date