



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: September 10, 2015

TIME: 7:10 pm

LOCATION: Canadian Fossil Discovery Centre

PRESENT: Kevin Campbell (President), Peter Cantelon (Executive Director), Chris Leach, Ron Cram, James Cook, Brian Fransen (Vice President), Joe Brown (Acting Secretary)

ABSENT: Justin Bergman

REGRETS: Ted Nelson

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: Brian Fransen

Discussion: None.

Motion carried

4. **Review and approve minutes** of the June 17, 2015 board meeting.

Motion: Approve the Minutes as circulated.

Moved by: Chris Leach

Seconded by: Brian Fransen

Discussion: None.

Motion carried.

5. **Business arising from the minutes** – Item 14.1 A board member requested we document what was said at the Meeting with the city and their response. Good to have on the record. E.D. explained the presentation as having presented the outcomes of 2014 and the goals for 2015. The city was complementary and encouraging of our plans.

6. **Action item list** - The Action Item list was reviewed. This list will be maintained and circulated to all board members on an ongoing basis.

Action item: ED 2014 Self-evaluation to be done within a week. Upon receipt, within two weeks ED's evaluation will be completed by Oct. 1 by personnel.

Action item: Staff will look into setting up Exchange server and daily back-up.

DRAFT By-Laws: Having the strategic plan DRAFT completed Chris is now focused on completing DRAFT by-laws.

7. **Announcements** – Mosasaur Symposium. Info will be sent to board.

8. **Correspondence** – Letter confirming grant of \$3,150 from province.

DRAFT Strategic Plan – ACTION ITEM: Before being approved need input from board, staff, adjunct curator, volunteer manager, by end of September.

9.1 Motion to move in-camera: Chris/Brian; carried. Motion to come out of camera: Brian/Ron; carried

9.2 Motion: To create a budget line item entitled Board Development, value to be determined by Finance Ctte

Moved by: Chris Leach

Seconded by: Joe Brown

Discussion: None.

Motion carried

9.3 Motion: To add Volunteer Report to Ctte Reports

Moved by: Brian Fransen

Seconded by: Joe Brown

Discussion: None.

Motion carried

9. Treasurer report - Accept

10. Administrator and Gift Shop report – Report was confusing. Board will not accept the Administrator’s portion of the on the basis of the first two sections. Gift Shop portion is acceptable. Board would like the report re-done (first two sections). The board commends the Gift Shop portion.

11. Field & Collection Manager report - The report for June/July/August 2015 was received. Board would like to hear more about work with exhibits and plans.

12. Executive Director Report - The report for June/July/August 2015 was received. Add banked time to report.

13. President Report – Submitted report.

14. Committee Reports -

16.1 Executive - No report

16.2 Personnel – No report

16.3 Science, Education & Technology – James reported

16.4 Governance - Chris Leach provided an update.

16.5 Nominating Committee – Ernie Epp will be on the committee.

16.6 Finance Committee – as submitted in Treasurer’s report

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

16. New Business -

17. Future agenda items – ACTION ITEM: Emergency Response Policy Protocols for Digs and site

18. Adjournment motion.

Moved by: Brian Fransen/Ron Cram

Seconded by: Ron Cram
Meeting adjourned at 9:53 pm.

19. Next meeting.

Submitted by:

Ted Nelson, Secretary

Date

Approved by:

Kevin Campbell, President

Date