



# CORA Executive Meeting

## Agenda

April 29, 2004

### Members present

<b>Name</b>	<b>Position</b>	<b>Club</b>
Alan Carlsson	President	False Creek Racing Canoe Club
Sabrina Schwanebeck	Vice President	Jericho Outrigger Canoe Club
Lara Wilson	Secretary	Gorge Rowing and Paddling
Shauna Halferty	Communications	Jericho Outrigger Canoe Club
Peter Forand	Director	Lotus Sports Club
Peter Hartman	Director	Victoria Canoe and Kayak Club
Rosemary Henry	Director	Ocean River Paddling Club
Neda Jos	Director	Penticton Racing Canoe Club
Sandra Krueckl	Director	False Creek Racing Canoe Club
Cheri LePage	Director	Gibsons Canoe Club
Esther Pace	Director	Sproat Lake Canoe Club
John Roberts	Director	Calgary Canoe Club
Alastair Wilson	Director	Gorge Rowing and Paddling

### Regrets

<b>Name</b>	<b>Position</b>	<b>Club</b>
Greg LeBlanc	Treasurer	Unaffiliated
Melanie Whitall	Education	DOKA/FCRCC
Katy Milne	Membership	Gorge Rowing and Paddling
Dave Chambers	Director	Vernon Racing Canoe Club
Marty van Leuken	Director	Delta Outrigger Kanu Assn

### Members not present

<b>Name</b>	<b>Position</b>	<b>Club</b>
Brent Bagnall	Past President	Skaha Va'a
Blue Marks	Director	Kelowna Racing Canoe Club
Paul McNamara	Director	Jericho Outrigger Canoe Club

## Minutes for Thursday April 29, 2004

Meeting called to order at 7:05 pm

### 1. Adopt agenda

- Motion to adopt minutes – Sabrina. Seconded – Sandra. Agenda adopted.

### 2. Approve minutes of March 7, 2004

- Motion to approve minutes – Sabrina. Seconded – Pete. Minutes approved.

There was a discussion about the mechanism for approving minutes. It was agreed that we will try to approve the minutes via email, within 3 days of distribution, so they can be posted to the CORA Resources page well ahead of the next meeting.

### 3. President's report (Alan)

- 3.1 CCA - CORA's work with CCA will be on the back burner until the Olympic trials are over (May 15). Alan and Melanie are slowly working on the manual.
- 3.2 Coaching Conference – there was a lot of interest in outrigger from the canoeing community. The Point Clair Canoe Club from the Montreal area is very interested in taking up outrigger. Also, Alan knows of 4 men from Toronto and women's team that want to go to the World Sprints.

### 4. 2004 Board update

Welcome to our new Directors – Cheri (Gibsons) and Esther (Sproat Lake)!

### 5. Treasurer's report (Greg)

(Greg was unable to participate in the meeting. Treasurer's report deferred to May.)

### 6. Membership report (Katy)

(Katy was unable to participate in the meeting. Membership report deferred to May)

There was again discussion of the process for updating CORA membership cards with stickers – it was generally agreed that this is awkward, and ideally we should be moving toward a paperless system. It was also acknowledged that team captains need to ensure that team members have their CORA memberships up-to-date and that memberships need to be checked before CORA-sanctioned races. There was discussion of combining CORA memberships into a single fee.

**ACTION – defer to Fall 2004 reconsideration of membership processing and verification procedures.**

### 7. CORA corporate and legal paperwork

Peter Forand stressed that CORA needs to complete the paperwork necessary for audit, this includes submission of Executive and Directors contact information, minutes, extraprovincial memberships, and financial statements. It was stated that 1992 was

the last time corporate paperwork was filed. Alan stressed that CORA needs to keep up its responsibilities as a part of our accountability to the membership

**ACTION – Executive and Directors submit contact information to Peter Forand by May 7<sup>th</sup>.**

**ACTION – Alan and Peter to gather remaining documentation**

## 8. CORA insurance

The insurance teleconference of April 26<sup>th</sup> was discussed and it was generally agreed that some good questions were asked. However, it was decided that another teleconference needed to be scheduled to include Bob Ross from *AllSports*, who could provide the most informed answers to our questions.

**ACTION – Shauna to post Lara’s teleconference summary to CORA Resources page**

**ACTION – Alan to set up an open call on insurance with Bob Ross**

## 9. CORA Standing Committees reports

### 9.1. Race Committees

#### 9.1.1. Race course technical Sub-Committee (Alan & Sabrina)

Alan reported that he had spoken to Paul Blunt from the Office of Boating Safety, who advised Alan that we cannot produce a single form that will cover various jurisdictions (as a part of CORA race sanctioning forms) because of the various requirements of different jurisdictions. This has slowed the process for developing our race sanctioning procedures. Also, the Office of Boating Safety now finds it has reduced powers, as it is now responsible for Elk lake and False Creek events only. Paul gave Alan names of contacts at the Coast Guard. The CORA Race sanctioning document will not be in place until next year.

#### 9.1.2. Race rules Sub-Committee (Sabrina)

Sabrina reported that she is working on the small boat rules for sprints and distances. These changes will have to be ratified.

**ACTION – Sabrina to distribute shortly, before Jericho**

### 9.2. Membership Committee (Katy)

**ACTION – report deferred to May**

### 9.3. Officiating Committee (Mel)

**ACTION – report deferred to May**

### 9.4. Education Committees

#### 9.4.1. Safety Education Sub-Committee (Mel)

9.4.1.1 Alan reported that he and Mel are slowly but steadily working on the CCA coaching certification document. They have proposed breaking down coaching/instruction into 4 levels based on a risk assessment of conditions: flat water; tides/current; big waves; open ocean. Also, the national Coaching Certification Plan has re-vamped its system, and now has a canoeing theory course, which also considers sprint and long distance. This is great news as the specific biomechanics of paddling will be taught.

9.4.1.2 Alan reported that there was interest from junior flat water racers in outrigger, which was generated by the FCRCC Open House. It is a natural crossover sport from flat water canoeing – other clubs could consider doing open houses to generate interest in outrigger.

9.4.1.3 Alan reported that Dragon Boat Canada sanctions and encourages using OC1 for Dragon Boat time trials

#### 9.4.2. Coaching Education Sub-Committee (Mel)

(Mel was unable to participate in the meeting. Report deferred to May.)

There was discussion about CORA clinics. Alan said that Mel is working on developing clinics for regional centres, asking the centres if they would like an instructor. Regional clubs could join forces to put on clinics (e.g. Ocean river, GRPC and VCKC could organize a clinic with CORA for Victoria). There would be specific components for each workshop, including steering. Hopefully, the education models will be finished at the end of May.

#### 10. CORA Task Forces

##### 10.1. Race schedule review task force (Alan)

Alan had nothing to report. He will work on race scheduling over the summer.

##### 10.2. International and Domestic Relations task force (Alan)

Alan will report after the CCA AGM and Olympic Trials.

##### 10.3. Internet Technology task force (Shauna)

10.3.1. Shauna reported that she and Colleen are looking into on-line fee payment services, such as PayPal. Also, they are looking into a “directors” restricted access section of the website, which could be used for verification of membership. John Roberts suggested CORA look at the Rocky Mountain Racers and Foothills Nordic cross-country ski team sites.

This led to a discussion of the new BC Personal Information Protection Act (PIPA), which applied to non-profit organizations like CORA. Lara offered to be a resource for getting CORA PIPA-compliant. It was agreed that maybe on-line payment could be goal for 2006.

10.3.2 Colleen has updated the CORA Cup and Canadian Championships pages, and has requested clubs submit race results in MS Excel format.

**ACTION – remind your clubs to submit race results in MS Excel format**

**ACTION – let Shauna know about any dead links on the CORA pages**

Alan observed that following up on clubs’ dead links is a good way to keep up contact with clubs, and possibly check as to why their membership has lapsed.

##### 10.4. CORA public relations task force (Shauna)

There was discussion about how we need to talk up the Canadian Championships at every opportunity, and remind clubs/teams that there will be prize money. There was also discussion about how to better use the CORA website to advertise local events, and how CORA can work on self-promotion. John noted that there is increased use of the Outriggers at Calgary. Gibson’s has some VI outriggers from Fiji.

**ACTION – Shauna to prepare a short blurb on CORA for the CCA Newsletter.**

**ACTION – Esther to provide Shauna with feedback on what support CORA can provide to new clubs.**

#### 10.5. Race results and CORA Cup points task force (Sandra)

Sandra reported that this is the test year for the CORA Cup, and noted that regional races are included. There was a discussion about awarding of cup to non-Canadians. It was explained that non-Canadian teams can get points but the CUP is awarded to CORA teams only.

#### 11. Other Business

- Canadian Nationals

There was a long discussion about the logistics of putting on the Canadian Nationals – which will be held August 14<sup>th</sup>/ 15<sup>th</sup> 2004 at the Jericho Sailing Centre. (OC6 Saturday, OC1 Sunday) It was observed that that the reason for participating in the Canadian Championships is the prestige (champions and more CORA CUP points) and the cash prizes. The location of the cup can rotate from club to club – it can even be put on by different clubs, but hosted out of Jericho. The host club runs it with assistance from CORA – CORA provides standards and cash match with sponsorship funds for awards. The requirements and general information need to be out asap, and sponsorship hunting needs to start soon. This is also a good opportunity to get the CORA name out there for future sponsorship opportunities.

**ACTION – Shauna will set up new discussion group for Championships consisting of Alan, Pete, Cheri and Shauna.**

It was noted that the Canadian Championships is in conflict with the World Sprints in Hilo Hawaii (August 10-14). Alan said that each year the World Sprints are in a different place and different month (in 2005 it will be in January), so a conflict may be unavoidable some years.

**ACTION – Championship Committee to have information ready for dissemination for Jericho Iron (May 28). Planning (courses, distances) finalized by early June.**

Next meeting May 29, 1 pm.

Meeting adjourned at 8:15 pm



# CORA Executive Meeting Agenda

March 7, 2004

## Members present

<b>Name</b>	<b>Position</b>	<b>Club</b>
Alan Carlsson	President	False Creek Racing Canoe Club
Dave Chambers	Director	Vernon Racing Canoe Club
Peter Forand	Director	Lotus Sports Club
Colleen McCarthy <sup>1</sup>	[Communications]	Jericho Outrigger Canoe Club
Peter Hartman	Director	Victoria Canoe and Kayak Club
Greg LeBlanc	Treasurer	Unaffiliated
Sabrina Schwanebeck	Vice President	Jericho Outrigger Canoe Club
Alastair Wilson	Director	Gorge Rowing and Paddling
Lara Wilson	Secretary	Gorge Rowing and Paddling

*1. for Shauna Halferty*

## Regrets

<b>Name</b>	<b>Position</b>	<b>Club</b>
Katy Milne	Membership	Gorge Rowing and Paddling
Marty van Leuken	Director	Delta Outrigger Kanu Assn
Melanie Whitall	Education	DOKA/FCRCC

## Members not present

<b>Name</b>	<b>Position</b>	<b>Club</b>
Brent Bagnall	Past President	Skaha Va'a
Rosemary Henry	Director	Ocean River Paddling Club
Neda Jos	Director	Penticton Racing Canoe Club
Sandra Krueckl	Director	False Creek Racing Canoe Club
Blue Marks	Director	Kelowna Racing Canoe Club
Paul McNamara	Director	Jericho Outrigger Canoe Club
John Roberts	Director	Calgary Canoe Club

## Agenda for Sunday March 7, 2004

### 1. Adopt agenda

- Peter - motion to adopt the agenda, Alan seconded

### 2. Approve minutes of 11.01.04 and 08.02.04

- Sabrina – motion to adopt the previous minutes, Alastair seconded

### 3. President's report (Alan)

3.1 Alan reports that race sanctioning plans are pushing ahead, thanks to everyone who provided feedback on the draft document. We have to remember the importance of CORA race sanctioning as it directly related to insurance and safety.

3.2 There is mounting interest in the Hilo World Sprints and trials, so far Alan knows of 85 people interested, as well as kids for a juniors category.

- Action – all members are asked to pass on the info about the World Sprints to their club members.

3.3 Canoe Racing BC is very interested in working with us – Alan and Mel met with Mary Jane Abbott from CRBC recently.

#### 4. 2004 Board update

4.1. Penticton Racing Canoe Club has new CORA Rep - Neda Jos. Welcome Neda!

4.2 Teleconference pricing (Lara) – we have the option of Telus' "Conference on Demand" – CORA would have a single code we could use for every teleconference, we wouldn't have to set up every meeting individually. The cost is higher for the port charges - 24 cents/minute v. 20cents/minute we're paying now – however, our long distance charges would be 11 cents/minutes v. 25cents/minutes we're paying now, and we only pay for the lines we use, unlike now where we pay for the lines we've booked.

- Action – Lara will provide cost savings breakdown.

4.3 Gibsons – Alan reported that only 20 of 250 members of the Gibsons Paddle Club want to join CORA. Alan needs to network with the Club and see what issues are related to this reluctance, and determine what needs we can address.

*A discussion followed about the benefits/risks of having/not having CORA insurance. (See item #8)*

#### 5. Treasurer's report (Greg)

5.1 Greg reported that he's sent along signing papers to Rosemary Henry.

5.2 Regarding CORA's finances:

Deposited in bank since January, \$3594.50

Bank balance, Appx \$7850.00

Interest from term deposits for 2003, \$76.81

5.3 Greg reported that Katy has received some dues for \$13.50. This is from members whose club's dragon boat insurance is being covered by CORA.

Apparently dragon boaters are considered a greater risk to insure, hence the added \$3.50.

*A discussion followed regarding the implications to our mandate and insurance – does Sport BC require a list of these members with additional insurance? We're an outrigger body, not dragon boat?*

- Action – to discuss at Insurance teleconference

#### 6. Membership report (Katy)

6.1 In Katy's absence, Alan discussed the importance for reducing the membership chair's paperwork, thereby freeing up more time to do outreach, recruiting.

6.2 Alan suggested we be open to using new technologies for membership cards – for example, membership cards with barcodes with information that could be updated, a joint club/CORA card, or a joint CRBC/CORA/WCDBA card. At present the system of updating with stickers is awkward.

## 7. CORA corporate and legal paperwork

7.1 Peter reported that everything is now in the hands of McCarthy, Tétrault & Davis & Co. They're working on it.

## 8. CORA insurance

8.1 Alan reported that we will set up a Q & A regarding insurance with Jason, perhaps include Bob from Sport BC. We would invite club directors/staff to join in. We should also have a FAQ in the website about insurance. All were in agreement that this should be undertaken.

- Action – Alan to arrange teleconference with Jason. Questions can be submitted ahead of time on CORA web forum.

## 9. CORA Standing Committees reports

### 9.1. Race Committees

#### 9.1.1. Race course technical Sub-Committee (Alan & Sabrina)

CORA Event Sanctioning Document – Alan is working on the document with Mel and Paul Blunt from the Office of Boating Safety. Sabrina has revamped draft to make it more useable. With was acknowledged that there will be transition period as clubs get used to working with the form. Alan suggested that we could post a sample form on the web site. Alan used an FCCRCC form to start and he consulted with the Coast Guard and City of Vancouver, with the goal in mind that the CORA form will be applicable to all jurisdictions, municipalities and safety groups.

#### 9.1.2. Race rules Sub-Committee (Sabrina)

##### 9.1.2.1 Master's age categories - Sabrina reported the following:

First off I'd like to thank the board and CORA members who took their time and cared enough to add their two cents to the web forum. We have had some good feedback on the Masters age categories and if you look at the 17 CORA members who added their feedback the break down looks roughly like this. Please keep in mind that some of the responses were not yay or nay, they were more like "well lets do what the international community is doing". Definitely difficult answer when we are doing it differently everywhere.

In any case looking at the results:

### **Average Age**

Yes: 3

No: 6

Some general comments were:

\* If you need more masters age paddlers, recruit them.



- \* Logistical nightmare
- \* Good idea - keep everyone paddling longer
- \* Good to fill a boat when you need more paddlers
- \* Just a quick fix, grow your club

### **Go to 40/50/60 from current 35/45/55**

Yes: 3

No: 7

- \* Match international standard (there is none)
- \* Match the age category where we race more often ex. Hawaii & California and part of Australia (Which by the way is 35/45/55 for PNWORCA, Oahu, KOA, ACORA) though there are some discrepancies here and there.
- \* 35+ is your prime years for open racing, many not interested in going masters
- \* Masters appears to be less attractive?? (can we change that?)
- \* Down side to changing may be that 35 - 40 who are racing masters, will be forced to race open??
- \* Many gave no real reason not to change but are okay with the status quo.

### ***Club representation***

Vernon, ORPC, Jericho, VCKC, Delta, Calgary, North Van Canoe Club, False Creek

Can I please add to this that in February alone there were 3279 visits to the website and the most visited page was the message board where the forum was held. So out of 3279 visits we had 17 forum responses. Actually 17 responses was not bad but considering how much traffic there is to the message board, maybe it is not that important to the membership at large.

*A discussion followed regarding the pros and cons of changing the masters age category. It was felt that such a change would not bring older masters-age people into the sport. However, races should include masters in the open categories (i.e., masters ranking as well as overall ranking in category). The Executive and Directors decided that, based on the response to this issue, masters age categories will remain unchanged. We can reconsider this issue next year, if it's brought forward.*

- Action – remind clubs to include master's category in races
- Action – let members know they can bring forward suggestions to race rules, but also encourage them to suggest reasonable alternatives

9.1.2.2. Sprint Rules – Sabrina suggested that rules be left as they are, and placed into categories that are understandable to most users.

9.2. Membership Committee (Katy)

- Action: Report deferred to mid-month

9.3. Officiating Committee (Mel)

In Mel's absence Alan reported that the Canoe Racing BC Officiating Course would be held on March 12,13, and 14<sup>th</sup>.

#### 9.4. Education Committees

##### 9.4.1. Safety Education Sub-Committee (Mel)

Alan reported that he and Mel were working on the base line content for the CCA Manual (as reported in previous minutes). Alan emphasized again that safety is tied in with event sanctioning. Working on an outrigger manual produced by the Canoeing Association is appropriate. In their conversations with Mary Jane from CRBC, Mary Jane noted outrigger's cross-training benefits

- Action – please submit content for manual to Alan and Mel.

##### 9.4.2. Coaching Education Sub-Committee (Mel)

9.4.2.1 Alan reported that there is a proposed CRBC Open House at Maple Ridge, that will include a mini-regatta. The organizers are encouraging other clubs to organize Open Houses and invite open water racers, as a way to encourage cross-participation in paddling sports.

9.4.2.2 Alan reported that the DragonNorth Conference was upcoming (March 19/20/21) and that there were some excellent opportunities for on the water paddling time and instruction.

- Action – Shauna to put Conference info on CORA website

#### 10. CORA Task Forces

##### 10.1. Race schedule review task force (Alan)

Alan waiting for feedback.

##### 10.2. International and Domestic Relations task force (Alan)

10.2.1 CCA and IVF are slow on replying, hopefully we'll get some coaching information from them.

10.2.2 There is an upcoming organizational change in IVF and this new group wants to promote an outrigger world cup race with world standings. One of the purposes is to boost race participation in different areas of the world.

##### 10.3. Internet Technology task force (Colleen, CORA webmaster, for Shauna)

*There was discussion regarding shifting the meetings to another day as Shauna always works on Sunday night.*

- Action – next meeting to be held on day other than Sunday. Alan/Lara to arrange

Various issues were discussed related to the website contributing to CORA's transparency and accountability – consolidation of Executive minutes into its own area and out of resources page; update and spotlight annual goals; spotlight next 3 CORA races on mainpage; improve accessibility of documents by converting from Msexcel to PDF; add monthly hit statistics; resize some images; regular updating of content; eventually include all Executive members in "featured paddler" section; add more pictures, stories and results from races; hosting of CORA club pages on CORA website if they don't have own web space; promotion of common look and feel of

CORA Club pages; increased interaction through forum questions; options for online race/membership registration

*There was discussion of the importance of featuring the **Canadian Championship** page, as it adds to CORA's international profile. Alan suggested that race sanctioning information and CORA Cup information be incorporated in the race page, this would build up importance and usefulness of this section of the site.*

- Action – Alan to get more information from Canadian Championship race director regarding sharing of race information/results.
- Action – remind members/race organizers that suggestions/content submissions for CORA site are encouraged and welcome, as we want to increase the usefulness of site as communication tool. Send ideas to Colleen.

10.4. CORA public relations task force (Shauna)

10.5. Race results and CORA Cup points task force (Sandra)

Alan mentioned that the purpose here was to set aside some prestigious races to raise the profile of outrigger, for paddling in general, to attract potential sponsorship, and to promote competition.

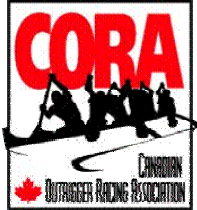
*There was discussion about the CORA Cup – it will be in place for 2005. We can use this year as a trial. It was mentioned that a points system was tried in 1996.*

- Action – CORA CUP explanatory information to go on website; Cup races to be particularly noted in some way on race page.

11. Other business

Peter Hartmen reported that the new Nanaimo club will be receiving its boats in 6 weeks. Congratulations!

Insurance teleconference and next Exec/Directors teleconference TBA



# CORA Executive Meeting Agenda

Saturday May 29, 2004

Jericho Sailing Center, Vancouver, BC

## Members present

<b>Name</b>	<b>Position</b>	<b>Club</b>
Alan Carlsson	President	False Creek Racing Canoe Club
Sabrina Schwanebeck	Vice President	Jericho Outrigger Canoe Club
Shauna Halferty	Communications	Jericho Outrigger Canoe Club
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Melanie Whitall	Education	DOKA/FCRCC
Peter Forand	Director	Lotus Sports Club
Peter Hartman	Director	Victoria Canoe and Kayak Club
Rosemary Henry	Director	Ocean River Paddling Club
John Roberts	Director	Calgary Canoe Club

## Regrets

<b>Name</b>	<b>Position</b>	<b>Club</b>
Lara Wilson	Secretary	Gorge Rowing and Paddling
Katy Milne	Membership	Gorge Rowing and Paddling
Neda Jos	Director	Penticton Racing Canoe Club
Sandra Krueckl	Director	False Creek Racing Canoe Club

## Members not present

<b>Name</b>	<b>Position</b>	<b>Club</b>
Brent Bagnall	Past President	Skaha Va'a
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Alastair Wilson	Director	Gorge Rowing and Paddling
Blue Marks	Director	Kelowna Racing Canoe Club
Paul McNamara	Director	Jericho Outrigger Canoe Club

## Minutes for Saturday May 29, 2004

Meeting called to order at 4:15 pm

### 1. Adopt agenda

- Motion to adopt minutes – Peter Forand, 2<sup>nd</sup> Mel Whittall

### 2. Approve minutes of April 29, 2004

- Motion to approve minutes – Peter Forand, 2<sup>nd</sup> Alan Carlsson

### 3. President's report (Alan)

- 3.1 CCA - CORA's partnership efforts with CCA will resume now that Olympic Trials are mostly complete for sprint racing. CCA has sent Alan a copy of their new level 1 technical coaching manual for CORA to use as a template when developing an outrigger coaching module.
- 3.2 Alan recently returned from Montreal and Toronto. While in Toronto Alan conducted over 10 hours of clinics with a number of Toronto and Mississauga outrigger clubs. All are eager to learn more about outrigger and looking to CORA for help. Look for CORA's "Aim East" PR program later in the minutes.
- 3.3 Alan tabled his recent dismissal from the FCRCC (head coach position abolished) and inquired as to the board's confidence in his ability to continue on in his current role. Discussion revealed that all thought this a moot point, Alan remains as CORA president.

### 4. 2004 Board update

No changes

### 5. Treasurer's report (Greg)

- Greg to contact bank to change mailing address to his
- Discussion on CORA payment of World Sprint entries (\$830 USD) to be paid back by paddlers. CORA board would have appreciated inclusion on this decision (overlooked as this was a historical payment trend by CORA at past sprint events)
- 2000-2003 financial require auditing for clearing corporate paperwork (primary interest of audit is revenue control)
- Treasurer's portfolio will be generated with due dates, contacts, etc.

### 6. Membership report (Katy)

- (Katy was unable to participate in the meeting. Membership report deferred to June)
- Issue of archived membership forms. Legally CORA needs forms for 6 years and financials for 7 years.
  - Where will these be stored?

- Motion to look into CORA storage locker Mel Whittall, 2<sup>nd</sup> Peter Forand

## 7. CORA corporate and legal paperwork

- CORA's legal status is being resolved slowly through liaison with McCarthy-Tétrault legal services.
- Corporate and financial audit will need settling before joining CCA
- Peter Hartmann asked how we can speed this along. (Peter Forand) it is a matter of submitting material to the lawyers as they ask for it.
- Alan contacted auditor used by Canoe Racing BC (Amisano-Hansen) and they will audit CORA financials. Greg is now the contact person for the auditors and will submit all paperwork and past financials / receipts needed.

## 8. CORA insurance

- No further action has been taken.
- Alan will contact Bob Ross at SBC to inquire about personal liability as stated on CORA cards and setting up another teleconference.

## 9. CORA Standing Committees reports

### 9.1. Race Committees

#### 9.1.1. Race course technical Sub-Committee (Alan & Sabrina)

- Discussion on the importance of minimum race technical standards to meet safety requirements and represent members. Race technical policies will be worked on for all 2005 season events.
- Events should be advised on CORA needs on case by case basis on submission of CORA sanctioning request. AGM can be used for outlining CORA events safety modifications?
- Simple guidelines with broad sweep- John Roberts cited downhill ski resorts and liability by recognizing on area as hazardous inferred others as safe. Rules need to be general.

#### 9.1.2. Race rules Sub-Committee (Sabrina)

- Update sprint rules and review changes submitted by Alan
- 2004 CORA rules need posting and circulating
- Rule education initiative at CORA cup races, signage, rule books?
- Boat control for weight and safety at CORA cup events in 2004, all in 2005.
  - Manufacturers weight or weights taken at Canadian Championships will be acceptable. No need to re-weight each event. Disputes can use the most recent weight (i.e. no reweighing post event).

#### 9.2. Membership Committee (Katy- absent)

- Deferred until June

#### 9.3. Officiating Committee (Mel)

- Officials are needed for World Masters in July 2005
- Chief official, Starters, dock marshals, line judges, protest committee

#### 9.4. Education Committees

#### 9.4.1. Safety Education Sub-Committee (Mel)

- Will liaise with technical race

#### 9.4.2. Coaching Education Sub-Committee (Mel)

- Mel conducted clinic in Gibsons
- Alan conducted clinics in Toronto
- Requests for clinics are to be sent to Mel

### 10. CORA Task Forces

#### 10.1. Race schedule review task force (Alan)

Alan had nothing to report. He will work on race scheduling over the summer.

#### 10.2. International and Domestic Relations task force (Alan)

Work with CCA is proceeding, need corporate / legal status cleared up

#### 10.3. Internet Technology task force (Shauna)

Shauna will discuss e.business options with members for interest

#### 10.4. CORA public relations task force (Shauna)

"Aim East" will target eastern Canada and educate them to CORA's presence

#### 10.5. Race results and CORA Cup points task force (Sandra)

- Points are being calculated for first events

#### 10.6. Canadian Nationals task force has been moving slowly.

- Any additional CORA safety requirements to make "great event" will be covered by CORA
- Blueprint for Canadian Championships is goal of task force
- Officials are needed
- CORA funded for prize money was agreed

# CORA Executive Meeting

## MINUTES

January 11,2004

**Next teleconference: February 8th, 2004 7:00 pm – 8:00 pm**

### **Present**

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Alan Carlsson	False Creek Racing Canoe Club
Alistair Wilson	Gorge Rowing and Paddling
Brent Bagnall	Skaha Va'a
Dave Chambers	Vernon Racing Canoe Club
Don Mulhall	Penticton Racing Canoe Club
Sandra Krueckl	False Creek Racing Canoe Club
John Roberts	Calgary Canoe Club
Peter Forand	Lotus Sports Club
Peter Hartman	Victoria Canoe and Kayak Club
Melanie Whittall	DOKA/FCRCC
Katy Milne	Gorge Rowing and Paddling
Greg LeBlanc	Unaffiliated

### **Absent**

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Blue Marks	Kelowna Racing Canoe Club
Paul McNamara	Jericho Outrigger Canoe Club
Marty van Leuken	Delta Outrigger Kanu Association
Rosemary Henry	Ocean River Paddling Club
Sabrina Schwanebeck	Jericho Outrigger Canoe Club
Shauna Halferty	Jericho Outrigger Canoe Club

Agenda item Sunday January 11, 2004

1. 1. 1. Adopt agenda [Motion to adopt agenda: Sandra Krueckl. Seconded: Melanie Whittall.](#)
2. Approve CORA 20.11.03 minutes [Motion to adopt minutes: Peter Forand. Seconded: Brent Bagnall. No discussion. All in favor, motion passed](#)
3. President report (Alan)
  - Important to get committees up and running in order to get started on initiatives



- Board meetings will stay once a month with committees sending notes to Alan every two weeks (as per schedule sent out)
- 2003 AGM minutes now on website
- Emily Carr can't be booked until September.

4. 2004 Board update: no result in the search for a secretary. All club reps to send out blanket e-mail looking for someone to fill position. Motioned by Brent; Seconded by Greg to have secretary by Jan 19

#### 4.1. Secretary

ACTION ITEM- ALL CORA MEMBERS: A secretary for CORA must be found ASAP. Please canvass your members and find someone willing to offer their services in this area. The secretary is not required to sit on any committees or task forces. Their job is to record minutes and arrange meetings.

5. Treasurer's report (Greg) there has been no transfer of books as signing authority is still with Peter.

6. Membership report (Katy): Cameron has transferred material to Katy. Katy was wondering how often the mailbox was checked. ACTION: need to speak with Peter regarding the mailbox

#### 7. 2003 & 2004 AGM

ACTION ITEM- ALL CORA MEMBERS: All 2003 CORA AGM delegates to submit their AGM notes to CORA executive discussion e.group by Wednesday December 10, 2003 *DONE-see presidents report (item 3)*

ACTION ITEM- Alan: look into booking a (cheaper) room (50 person capacity) through Emily Carr Institute of Art and Design or Granville Island Hotel for the 2004 AGM. Due date January 11, 2004 *DONE-see presidents report (item 3)*

#### 8. CORA corporate and legal paperwork

ACTION ITEM- Peter: Can CORA move its corporate office to McCarthy Tétrault? Due date: December 12, 2003  
Paperwork has been transferred. Currently 3 years behind with government filing. Need to bring it up to date.

ACTION ITEM- Peter: Ensure that Gabe has all AGM minutes, directors' lists, etc. necessary for bringing CORA current with all legal paperwork. We may be 2-3 years out of date on this. Due date: as directed by Gabe. *DONE*

ACTION ITEM- Peter: Once corporate office is established at McCarthy Tétrault, have letters patent altered to allow member clubs in good standing who also attend the AGM to be accepted as voting Directors. Due date: December 12, 2003

*Once above item completed letters can be addressed*

*Insurance hard copy available to directors. Contact Alan if interested, contact details for director sent to Peter*

9. CORA insurance Alan will send out paperwork on insurance to clubs

ACTION ITEM- ALAN: review policy with Peter Forand. Due date: within week of receiving policy from SBC.

How we sanction events will affect our rates/policy in the long term

10. CORA Standing Committees reports

ACTION ITEM- all CORA clubs: each CORA club to delegate minimum of 2 participants to CORA standing committees.

10.1. Race Committees

10.1.1. Race course technical Sub-Committee (Sabrina)

10.1.2. Race rules Sub-Committee (Sabrina)

10.2. Membership Committee (Katy)

10.3. Officiating Committee (Mel): want to have race officials at races

10.4. Education Committees: CORA to take on a more active role. Will be tied in with race course technical committee

10.4.1. Safety Education Sub-Committee (Mel)

10.4.2. Coaching Education Sub-Committee (Mel)

11. CORA Task Forces

11.1. Race schedule review task force (Alan)

11.2. International and Domestic Relations task force (Alan)

11.3. Internet Technology task force (Shauna): At this time the executive does not feel the need for a restricted access area on the site.

ACTION ITEM- Shauna: to investigate the possibilities for members/directors area on website for "sensitive information". Due date: January 11, 2003

ACTION ITEM- Shauna: can we set up e.groups for each committee? Due date December 12, 2003. Implementation of the committee e.groups (if possible) should be completed by January 11, 2003.

11.4. CORA public relations task force (Shauna)

11.5. Race results and CORA Cup points task force (Sandra)

*Sunday, Feb 8 at 7:00 pm PST next meeting*



# CORA Executive Meeting Minutes

July 19, 2004

## Present

<b>Position</b>	<b>Name</b>	<b>Home Club</b>
President	Alan Carlsson	FCRCC
Treasurer	Greg Leblanc	unaffiliated
Membership	Katy Milne	GRPC
Secretary	Lara Wilson	GRPC
Director	Alastair Wilson	GRPC
Director	Cheri LePage	Gibsons Paddle Club
Director	Esther Pace	Sproat Lake Canoe Club
Director	Peter Hartman	VCKC

## Regrets

<b>Position</b>	<b>Name</b>	<b>Home Club</b>
Vice President	Sabrina Schwanebeck	Jericho
Communications	Shauna Halferty	Jericho
Past-President	Brent Bagnall	Skaha Va'a
Education	Melanie Whittall	DOKA/FCRCC

## Not present

<b>Position</b>	<b>Name</b>	<b>Home Club</b>
Director	Blue Marks	Kelowna Racing Canoe Club
Director	Neda Jos	Penticton Racing Canoe Club
Director	Sandra Krueckl	FCRCC
Director	John Roberts	Calgary Canoe Club
Director	Marty vanLeuken	Delta Outrigger Kanu Assoc.
Director	Peter Forand	Lotus
Director	Paul McNamara	Jericho
Director	Dave Chambers	Vernon Racing Canoe Club
Director	Rosemary Henry	Ocean River Paddling Club
Director	Ian Drown	Nanaimo Paddling Centre
Director	Marion Hendry	Mississauga Outrigger Canoe Club

## Minutes for Monday July 19, 2004

Meeting was called to order at 7:05 pm

### 1. Adopt agenda

- Esther asked if a discussion of novice / junior sprint / disabled categories be added to agenda – added to “other business”
- Motion to adopt amended agenda – Greg ; seconded - Pete

### 2. President's report (Alan)

- Canadian Nationals: Alan and Jan Chavarie from Jericho have spoken with the Port of Vancouver regarding clearance for the event. Port Vancouver have expressed no concerns and are satisfied with the event details
- HILO World Sprints: there are 72 paddlers from Canada participating in 115 events. The deadline for payment is today (July 19, 2004).

There was discussion about the importance of having high calibre paddlers and good Canadian/ CORA representation at the World Sprints. Alan noted that this was the first year that more than 30 Canadian paddlers have gone to the World Sprints. Regarding qualifying times, Alan said the time standard is 80-85% of best World times based on past results. It was acknowledged that Canada is still developing an international reputation and it was agreed that CORA needs to continue to raise CORA's profile at international events, and encourage individual members and clubs to get involved.

**ACTION – include World Sprints on 2004 AGM.**

There was a discussion regarding CORA member payments for Hilo. There was concern that CORA would be out of pocket for registration deposits (discussion continued in Treasurer's report section)

### 3. CORA Board (Alan)

- Record-keeping: Alan observed that CORA has to be prepared to deal with unfinished 2004 task outcomes, and that our record-keeping must be thorough. It's important to keep track of Executive/Directors tasks, so that once complete the board can follow through on decision-making. It was suggested that we could keep track of email votes and burn the electronic files to CD at the end of the year.
- CORA officer portfolios: Alan reported that historically Directors positions have not included extensive descriptions, however all Executive members must be accountable to the association. There was discussion of the need for templates for reporting, job descriptions and yearly task timelines. Templates for reporting would include: name/ contact information/ position/ project goals/ timeline. It was suggested that all CORA discussion groups are preserved on the server.

**ACTION – executive start drafting job descriptions and timelines**

There was also discussion of the possible need for police background checks for Executive, which is a matter of routine for many non-profit organizations. However, it was agreed that such checks should be considered only for Executive members with signing authority and/or juniors coaches.

### 4. Treasurer's report (Greg)

- Greg reported that 90% of our filing is done, he has sent the necessary material to the auditors and has sent some questions to our lawyer. As of our audited statements to December 31<sup>st</sup>, 2003 CORA has \$11,680 – we have allowed for \$1,500 in accounting expenses, and insurance of \$3,700. It is not known at this time what our legal expenses will be.
- There was further discussion about CORA expenditure for HILO (\$2840 US). This money will be refunded to CORA as members submit their registration payments for the event – Rosemary is dealing with this paperwork. However, there was concern that CORA should not put its funds at risk without careful consideration and input. It was agreed that in future such decisions will be discussed openly by the Executive.

**ACTION – Alan to send copy of Insurance policy to auditors DONE<sub>ABC</sub>**

### 5. Membership report (Katy)

- Katy reported that we currently have 818 members, and all CORA clubs have paid. She reminded club reps that she can forward member status to race directors. Katy also reported

that Ryan Pogue is starting up a club – the Club will be included when we receive the new club's membership fees.

- There was further discussion about the possibility of having automated on-line membership payments. Alan reported that the cost of having this feature on the CORA site could be as little as \$100/year for debit/credit card/cheques. It would cost 25 cents per transaction and 10% of the transaction would go to VISA or MasterCard - this could include race registration and the vendor could have something up in 2 days. We would keep the CORA website.

## 6. CORA corporate and legal paperwork

- There was discussion whether CORA was a recognized not-for-profit society in BC. CORA is incorporated nationally.

**ACTION – Greg to investigate BC non-profit status after audit is complete**

## 7. CORA Insurance

- Alan reported that Hilo race organizers required additional insurance documentation from CORA. This brought up the issue of CORA insurance and non-Canadian racers in CORA events – they can pay the \$5 race fee.

**ACTION – Alan to contact Bob Ross at AllSport Insurance to get answers to the questions from the Insurance teleconference of April 26, 2004. DONE<sub>ABC</sub>**

**ACTION – Alan to invite Bob Ross to 2004 AGM for insurance q & a. DONE<sub>ABC</sub>**

## 8. CORA Standing Committees reports

### 8.1. Race Committees

#### 8.1.1. Race course technical Sub-Committee (Alan & Sabrina)

- Alan reported that the committee has made up package for setting up races. It was suggested that a small group or committee be established to review race proposals – this would come out of the task force for review. This would need to be before the AGM.

**ACTION – develop message to send out to clubs to send in proposals for new races, with details and deadlines**

#### 8.1.2. Race rules Sub-Committee (Sabrina)

- It has been observed that small boat rules are not being followed in some races – no pfd's, no leashes, not following course. Clearer penalties need to be established.
- The issue of drafting was raised again (previously discussed in over the Executive listserv). Some felt that draft off like-boats should be permitted, others disagreed, others felt that drafting was a part of competitive racing and should not be penalized. It was pointed out that staggered starts negate the problem of drafting.
- The problem of collisions between racing boats was brought up, it appears to be on the increase in recent races. It was observed that such action constitutes interference and overtaking rules apply.

### 8.2. Membership Committee (Katy)

- See agenda item 5 above

### 8.3. Officiating Committee (Mel)

- Not present (deferred to next meeting)

### 8.4. Education Committees

#### 8.4.1. Safety Education Sub-Committee (Mel)

- Not present (deferred to next meeting)

#### 8.4.2. Coaching Education Sub-Committee (Mel)

- Nothing to report (deferred to next meeting)

### 9. CORA Task Forces

#### 9.1. Race schedule review task force (Alan)

- CORA Iron (August 14)
- Change (August 1)
- National championships (August 14)
- There was a discussion of small boat racing and the desire to tie in novice with regional racing. The definition of novice racing is 1 year racing experience or less, however, it was observed that some paddlers with 7 or 8 years experience will race in novice categories.

#### 9.2. International and Domestic Relations task force (Alan)

- There has been no word yet from CCA on the manual and certification plans.
- IVF voting will take place August 12 at Hilo.
- Still in the planning stage for 2010 World Sprint – proposed locations would include Gibsons, Elk Lake, Calgary, and Whistler. This would be a major event that CORA would help organize. Deadline for proposals is August 10, 2004

#### 9.3. Internet Technology task force (Shauna)

- Not present (deferred to next meeting)

#### 9.4. CORA public relations task force (Shauna)

- Alan reported that non-CORA clubs had been awarded CORA Cup points  
**ACTION – Sandra will remove from standings and ensure updated standings are posted**
- Regarding the CORA Cup, it was observed that there is no monitoring of consistency of team members, but the goal is that the same crew is associated with each team. However, the goal this year is to increase participation; we can consider this issue next year.

#### 10.5. Race results and CORA Cup points task force (Sandra)

### 10. Other Business

- Various issues related to the novice category were raised including: using a possible future membership / registration database to track members status – points can be used to move paddlers up out of novice status; recommended race distances for novices; a component of coaching accreditation and manual; concerns regarding novice paddlers and insurance liability. An orientation level (beneath novice) was suggested – would include paddlers in “corporate challenge” events, no points would be involved.
- This lead to a discussion of whether “corporate” races could be CORA sanctioned. If all participants are CORA members and proper race application is submitted.
- Debate over discrepancy in stated CORA rules and enforcement of said rules. Opinions included;
  1. If CORA doesn’t police certain rules, then those rules should not exist. This makes CORA liable to negligence (from a legally standpoint this is very important to CORA),
  2. Rules are guidelines, and need to exist to provide guidance (an honour system?)
- Insurance: CORA has been very lax in updating the members’ needs regarding insurance. This item has been outstanding since November and failed CORA insurance Q&A session

Meeting adjourned approximately 9 pm

Next meeting TBA