

## **CORA EXECUTIVE MEETING MINUTES**

from January 24, 2010 8:00- 9:00 pm

### **A) Roll Call:**

Present: Shane Martin, Jen Burford, Peter Forand, Rob Varnel, Leanne Stanley, Ron Pronger, Ryan Pogue

Welcome- meeting convened at 8:00 pm

### **B) ADOPTION OF AGENDA:**

Additions to agenda:

1. Club memberships

Agenda adopted as modified.

### **C) APPROVAL OF AGM MINUTES**

Motion to accept minutes as circulated: Peter

Seconded: Ron

Motion Carried

### **D) On Going Business**

1. Website
  - CORA Race Rules need to be updated to reflect the changes approved at the AGM
  - As new Communications rep Leanne will investigate an update to the CORA website
2. Membership
  - Jan and Cindy will handle data entry for mainland and island respectively
  - The additional information we have requested from our member clubs (for insurance) is being provided

- A large number of clubs have not yet submitted their membership forms
- 3. Insurance
  - The question was posed "Do we allow clubs to join CORA if they do not have CORA members?" It was agreed that a club with no CORA members cannot be a club in good standing and therefore a club cannot join CORA if the club does not have CORA members.
- 4. Finances
  - Nothing to report
- 5. Sprints
  - Tabled to next meeting
- 6. Safety Manual
  - The safety manual has now been posted on the CORA website
- 7. New Business
  - 1.

## **E) New Business**

1. Exec Positions
  - After a discussion of the various roles and responsibilities it was agreed to fill the exec positions as follows:  
 President: Ryan  
 Vice-President: Rob  
 Communications: Leanne  
 Treasurer: Jen  
 Secretary: Shane  
 Safety/Race Director: Peter
2. Update on Canoe Classifications
  - Ryan sent out a suggested set of canoe classifications. Generally in agreement that it looks good (except typos). Trying to create a common set of standards with rest of mainland NA. 285 lbs vs 330 lbs. Recommend amending the rule to 330lbs to create a common set of standards for the mainland. Additional proposal to make it a requirement to have closed cell foam in the bulkheads.
3. Standardized Prizing
  - No supplier found for burgies
4. Canadian National Iron Championships
  - VOS to host Nationals, yea!
5. Electronic Membership
  - Ryan investigated electronic payment for memberships. Found that the transaction cost associated with processing would result in a higher cost to CORA and our members.
  - ACTION - Ryan to investigate further
  - ACTION - Peter to discuss with Jan how electronic membership forms would affect current process

**Next meeting: Sunday, February 21, 2010**



## **CORA EXECUTIVE MEETING AGENDA**

Sunday, March 21, 2010

8:00 - 9:00 pm

### **Welcome - Roll Call**

- Shane, Rob, Jen, Peter, Ron, Leanne, Donna

### **Approval of January Meeting Minutes**

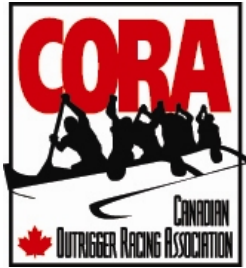
- Approved

### **On Going Business**

1. Electronic Sign up
  - Discussion postponed until Ryan returns from Hawaii
2. Membership
  - Numbers seem good but we need a comparison of predicted numbers to actual memberships (Peter to follow up)
3. Finances
  - Jen reported that the FS Working Papers have been submitted. This replaces the audits that supposed to be done in past years but were not due to the cost.
  - If current revenues stay on track CORA will have a larger than expected surplus for 2009.
  - We are late getting the 2010 budget posted online. Jen presented the 2010 budget to the board. Rob proposed to accept the budget with Leanne seconding. Approved (unanimous)
  - It was proposed that we get a deposit only bank card for Jan as she handles all the deposits. Approved (unanimous)
4. Website update
  - Leanne has tried to follow up on updating the CORA website but so far she has had trouble getting in touch with our developer. In the mean time she has set up a CORA Twitter account...CORA is tweeting.
5. Standardized Prizing
  - It was decided to postpone the implementation of standardized prizing until the 2011 season. The Exec felt there was not enough time to implement it before the first CORA Cup races.

### **New Business**

1. CBSA Tariff
  - Shane was approached by several local outrigger and surski suppliers regarding tariffs on imported canoes and surfskis. Up until recently they had been importing outrigger canoes and surfskis using the exception for racing shells (rowing). The CBSA has now decided that these craft do not count as racing shells and are not exempt so the cost of importing is going up. They have asked if CORA would be willing to write the CBSA to ask that outrigger canoes and surfskis be included in the racing shell exemption. The CORA board feels there are compelling reasons to include outrigger canoes and surfskis in the exemption and will write a letter to the CBSA. Shane and Donna to collaborate on this.
2. 2012 World Sprints
  - Donna submitted a report on the preparations for the 2012 IVF World Sprints. The City of Penticton is on board but the dates that they are able to support may not work for IVF. Because their calendar is full for the summer they are suggesting the second weekend in September which would be an issue for junior competitors. If dates are not going to work then we will consider additional venues. If additional venues are not feasible then the event can be given back to the IVF.
3. Outrigger Promotional Video
  - Bob Stewart submitted a proposal for a Canadian outrigger promotional video. The Exec discussed the proposal and felt that without a concrete plan for using the video to recruit new paddlers the amount of funding proposed (\$10,000.00) would be better used supporting junior training programs directly.
4. Permanent numbers
  - PNWORCA ordered a set of semi permanent numbers for use in PNWORCA and CORA small boat races and have offered to sell CORA part of the order so that we can have a single number set for both organizations and avoid duplicate numbers. There are concerns about the quality and the price of the numbers as the Exec does not want to sell it's members a product that could damage their equipment. Rob will follow up with the supplier and verify that the quality is acceptable.



## **CORA EXECUTIVE MEETING AGENDA**

Sunday, April 18, 2010

8:00 - 9:00 pm

### **Welcome - Roll Call**

- Shane, Jen, Leanne, Rob, Ryan (quorum not achieved)

### **On Going Business**

1. Electronic Sign up
  - Ryan looked at three different systems and presented the pros and cons for each. Activelink (active.com) looks to be our best option but the cost could be a problem. The Exec feels that to move forward with an electronic sign up system we need approval from the membership so a proposal will be put together and presented at the next AGM.
2. Sprints
  - There have been discussions offline regarding the suitability of Penticton for hosting the 2012 IVF World Sprints. Because of concerns regarding the race site (no existing sprint course), the timing (the city would not be able to host until early September) and the accessibility (no international airport nearby.) The sprint committee is also considering Calgary and will present a report to the Exec after they have had a chance to evaluate the suitability.
  - The Exec will try to have a full board meeting with sprint rep regarding the 2012 sprints before May.
3. Website update
  - Colleen is looking into updates
  - Any requests for changes should be submitted to Leanne ASAP.
4. Training clinics
  - Ryan has proposed that we select six dates in different regions to run regional clinics
  - If a club wants to host one of these clinics they can submit a proposal and if approved CORA can subsidize the coaching cost.
  - An application form needs to be written and published along with the minimum criteria which will include: being open to all CORA members in region, submit budget for event, user fees, number of attendees
  - Ryan and Leanne will create application form for board approval.

### **New Business**

1. Member Surveys
  - A discussion was add regarding member surveys and the Exec agreed that we could add polls to CORA website.
2. Unlimited OC6 Class
  - A further discussion was had regarding the "Unlimited" OC6 class approved at the AGM. After discussion with the boards of some of the other organizing bodies (PNWORCA, SCORA, AOCRA, etc.) we've decided to set the minimum weight for the "Unlimited" OC6 class at 280lbs. Clubs will be reminded that until there are sufficient numbers of <400lb canoes to justify running them as a separate division temporary weights will need to be added to the <400lb canoes.
3. Small boat race numbers
  - Rob investigate the vinyl PNWORCA numbers and feels that they are acceptable for our use so we will make them available at CORA sanctioned race events for \$6 per pair.
4. Video proposal
  - Rob proposed that we revisit the outrigger promotional video proposal put forward by Bob Stewart earlier this year. The revised proposal suggested that we do a 3-5 year plan with a budget of \$3000 / year to engage Jacques Blais to produce the video. This way we can review the footage and progress on a year to year basis instead of committing to the entire budget up front. Voting took place by email and was approved. As part of this the Exec feels that we need to form a committee to look into how to attract and retain new paddlers over the long term.

# CORA EXECUTIVE MEETING MINUTES

Monday, June 14, 2010

8:00 - 9:00 pm

## Welcome - Roll Call

- Peter, Ryan, Jen, Leane, Rob, Ron, Shane (late)

## On Going Business

### Outrigger Promotion

- As discussion was had regarding the outrigger promotion video that had been approved by email. It was clarified that the goal is to have a usable video after each year that can be reviewed and added on to. \$4000 has been budgeted for the first year and the amount will be reviewed annually.
- It was decided that we need to begin formulating a plan on how to use the video as a recruitment tool.
- Recruitment is key to growing the sport. The question is ow to get more paddlers and junior paddlers involved? Action item - Document details of Lotus Junior Training Program (JTP) and FCRCC Novice program and compare to yacht club JTP.

## New Business

1. Toronto Sailing and Canoe Club - TSCC applied to host a CORA sanctioned event. Unfortunately as they are not a club in good standing, CORA could not sanction their event. A new group (Toronto Masters?) that uses the TSCC facilities is applying to become a CORA club. All members of new group are currently members of CORA.
2. Canoe Registry - Scrap or Update - The canoe registry is out of date and needs a more formal process. Ryan will create a template and have a standardized aluminum tag that can be permanently affixed to each canoe.
3. Mandatory Novice course for CORA Cup races - It was suggested that CORA should make novice races mandatory for CORA Cup events. The Exec agrees that CORA needs to promote novice racing but felt that making it mandatory would be onerous on the event organizers.. The CORA Exec and CORA reps need to be more proactive in getting novice teams involved and help get clubs registered early so that organizers know that the race is wanted.
4. Rule change for Mixed crew composition - It was suggested that the CORA rules for mixed crew composition be changed to 3 men and 3 women because the mixed crews with less than three men were considerably slower than the men's crews they typical race with. The Exec felt that restricting mixed crews in this way would discourage paddlers from racing when they don't have the right mix. The existing rule remains in place and the Exec will suggest that if running mixed crews with the men poses a safety issue then race organizers should consider running mixed crews with the women's crews.
5. Kona crew sponsorship - A suggestion was made to the CORA board to sponsor the Gold medal women's sprint crew to race in Kona as a way to promote paddling. The Exec agreed that we need to promote paddling in Canada but sending a crew to Kona would not accomplish this.
6. Definition of a club - What constitutes a club? How do we define a club? A major issue for

CORA is the definition of a club as we have been receiving questionable requests for CORA club membership. We want to support clubs and growth but we need to better clarify when a group of CORA members should become a club and what the minimum requirements are to become a CORA club. The exec is to revisit this and attempt to have a definition for the AGM.

**Next meeting July 19**



## **CORA Exec July Meeting Minutes**

Monday, July 19, 2010

8:00 - 9:00 pm

### **Welcome - Roll Call**

Shane, Leanne, Ryan, Rob, Peter

### **Approval of June Meeting Minutes**

Moved - Shane, Seconded - Peter, Approved

### **On Going Business**

- 1. Membership** - no news
- 2. Sprints** - It was suggested that Calgary Canoe club could run the event with the blessing of CORA. This needs to be some discussion further as there were concerns regarding risk and reward. Possible problems include the capitalization required to acquire the race canoes. The supply of OC6s is looking good as the builder is selling at a discount in exchange for rental fees in the future. There has been no discussion on the V1 at this point except that the proposed canoe will be the Tevanui from Pogue Sports.
- 3. Finances** - No update, Jen is in Iqualut
- 4. Website update** - Colleen is working on updates that have been submitted.
- 5. Outrigger Promotion**
  1. Blip.tv account for Jacques - It was proposed that CORA get an annual Blip.tv pro account for hosting. Proposed by Shane, seconded by Peter, unanimous
  2. The exec is still unsure how to best utilize the video footage to promote the sport. More discussion and thought is required before

committing funds for next season.

6. **Canoe Registry** - Ryan found a 3.5", pre-glued aluminum plate. We can get the CORA logo screened on it and the details can be written by hand. Shane will begin work on an updated canoe registry list using the existing list and the builder records from Ryan. Once the list is compiled we can remind clubs with underweight canoes to conform to the minimum weight requirements.
7. **Club definition** - As part of the ongoing needs of our insurance provider Peter will compile a list of important and relevant questions that need to be included in the club membership form.

## **New Business**

1. **Insurance** - There has been an increase in membership and additional clubs have joined resulting in CORA surpassing the membership estimates. It was proposed to pay the invoice for additional membership. Approved unanimously.
2. **Membership year** - It was suggested that the paddling season could start at a different time. Peter suggested May 1st hard deadline with CORA to cover the additional insurance cost of moving the start of the membership year. The proposal would be for an April 1st due date with penalties for paying after May 1st. Peter to check with Allsport about changing our membership year. If our insurance provider does not have any issues with it then it will be put to the membership for voting at the AGM.
3. **CORA board vacancies for 2010/2011** - In keeping with the two year rotations the exec will need to fill three vacancies for the 2010/2011 season. Peter Forand (Jericho), Jen Burford (VOS) and Shane Martin (FCRCC) will be at the end of their two year term.
4. **AGM - one day vs. two** - It was suggested and agreed that the CORA AGM and Technical meeting could be merged into one

day.

5. **CORA National Iron Champs status** - All is wonderful according to Ryan
6. **Clinic proposal process** - It was suggested that the biggest impediment to clubs hosting training clinics with CORA funding is the need for exec approval. The exec is comfortable with having a single point of accountability who has a list of well defined parameters for accepting requests. It was agreed that Leanne will be the SPA for clinic funding requests.



## **CORA EXECUTIVE MEETING MINUTES**

Monday, September 20, 2010

7:00 - 8:00 pm

A) Welcome - Roll Call

Shane, Rob, Ron, Jen, Peter, Leanne, Ryan

B) Additions to and Adoption of Agenda

C) Approval of July Meeting Minutes

D) On Going Business

1. Membership

- a. Overall membership numbers are up from the previous season and our insurance cost has risen accordingly. Jen will follow up and make sure additional insurance invoice was paid and ensure we remain in good standing with Allsport.
  - b. What it means to be a club? The requirements for becoming a CORA sanctioned club are a work in progress (Peter).
  - c. It was suggested that the membership year start date be moved from January to April. There would be a cost to bridge our current insurance policy from Jan to April but we have sufficient reserves to handle it. The bulk of the memberships are done by end of January in time for IceBreaker so moving membership date may not be worthwhile.
2. Sprints - Consensus was that Calgary Canoe Club (CCC) would run the 2012 sprints and share any profits with CORA. Contact info for both Team Canada and the 2012 organizing committee will be available within 4 weeks. Sourcing V1s for the event has been sorted out by the organizing committee.
  3. Finances - So far we have not had any unexpected expenses and CORA looks to have a surplus for the 2010 season.
  4. Website update - Leanne is trying to follow up with our webmaster. Current priorities include cleaning up the resources page and adding a link for [canadianoutrigger.blip.tv](http://canadianoutrigger.blip.tv).
  5. Outrigger Promotion - Jaques Blais has been travelling extensively filming both CORA and non-CORA event. Now that we have a fair bit of archive

footage we would like to solicit ideas from the membership for how we are going to use it. i.e. sprint footage, junior, scenic, broad spectrum, etc.  
(Shane to follow up)

6. Canoe Registry - The canoe registry still needs to be updated. (Shane to follow up)
7. Club definition - Work in progress (Peter to follow up)

#### E) New Business

1. CORA board vacancies for 2010/2011 - In keeping with the plan to have board members for staggered two year terms we have vacancies to fill. Ryan Pogue has volunteered to sit for another two year term but Jen Burford, Peter Forand and Shane Martin are all at the end of their terms. The key role to fill is that of treasurer which should be someone with accounting experience.
2. AGM - The AGM will be scheduled for Saturday, November 20th, 2010 and held at the Jericho Sailing Center. We will try to consolidate the Technical Meeting and AGM into a single day this year.



## **CORA EXECUTIVE MEETING MINUTES**

Monday, November 8, 2010

8:00 - 9:00 pm

A) Welcome - Roll Call

Shane, Ron, Ryan, Jen, Leanne, Rob, Peter

B) Additions to and Adoption of Agenda

Agenda was adopted as is.

C) Approval of September Meeting Minutes

Minutes approved, no changes required.

D) On Going Business

1. Membership

2. Sprints

- a. 2012 World Sprints - On behalf the Calgary 2012 organizing committee, Donna Harrison requested that CORA put aside \$10,000 as seed money for the organization and running of the event. The Exec proposed providing a \$5000 grant and a \$5000 forgivable loan (only paid back if the event is profitable). This will be included in the 2011 CORA budget pending acceptance by the 2012 organizing committee. - Approved
  - b. 2012 Team Canada - On behalf of Team Canada 2012, Donna Harrison proposed that CORA buy two Bradley Lightning OC6 canoes and four Tevanui V1 canoes to be used for training by Team Canada 2012. The Exec feels that CORA should not be in the business of providing training equipment. - Rejected
  - c. Regional Sprint Development - Donna Harrison proposed that CORA establish Regional Sprint Development locations (clubs where national team crews could train together). The Exec is proposing to set aside \$500 per development area (Vancouver Island, Metro Vancouver, Okanagan, Alberta, Ontario). Leanne will work on drafting the rules and agreement. - Approved
3. Finances - The final accounting for 2010 is still waiting for details from Donna regarding the sprint team. The Exec has decided that for 2011 the Sprint team should have it's own bank account to handle expenses and make tracking of the inputs/outputs easier.

4. Website update - Leanne has submitted a list of changes for the CORA website. Currently waiting for feedback from the developer.

#### E) New Business

1. CORA board vacancies for 2010/2011 - Ryan and Rob have both been recruiting for the 2010/2011 CORA board so we should not have any problems replacing the outgoing exec.
2. AGM / Technical Meeting - Ryan is working on the Agenda and hopes to have it ready for approval and posting shortly.
3. Cheque Signing authority - Our current members with cheque signing authority are stepping down. The Exec is hoping to get the new Treasurer and two other board members authorized shortly after the AGM.
4. Racing Rule clarifications - A request was made to the Exec to clarify the overlap rule. Shane will attempt to provide a rewritten version of the rule for the Technical Meeting prior to the AGM.
5. Travel Grant - There has been some confusion about which events are eligible for the travel grant (for the transport of canoes). The travel grant is strictly for CORA Cup events.