



## CORA ANNUAL GENERAL MEETING MINUTES

Sunday November 22, 2009

Jericho Sailing Centre

1300 Discovery St. Vancouver, B.C.

Shane Martin (FCRCC) Communications  
Director CORA  
Jen Burford (FCRCC) *Treasurer CORA*  
Peter Forand (Jericho) *Race Director CORA*  
Donna Harrison (Gibsons) IVF and Sprint  
Canada Rep  
Brian Johns (Comox) *President CORA*  
Robin Roots (Jericho) *Secretary CORA*  
Jan Chavrie (Jericho) *CORA Membership*  
Doug Mancell (Lotus)  
Jason Riggins (Delta)  
Robert Glasford (Nanaimo Canoe & Kayak  
Club)  
Lynn Redmond (Penticton RCC)  
Cindy Wright (Ocean River Paddling Club)  
Carmen Varnel (Pacific Reach)

Rob Varnel (Pacific Reach)  
Phil Gorsuch (Pacific reach)  
Greg Smith (SOAR)  
Ron Dickinson (SOAR)  
Rob Pronger (Penticton RCC)  
Barb Alley (Lotus)  
Grace Morissette (Lotus)  
Jane Teoh (Lotus)  
Willene Wong (Jericho)  
Colleen McCarthy (Jericho)  
Leanne Stanley (Wai Nui)  
Sue Milligan (Powell River)  
Ken Linklater (Delta)  
Maureen Linklater (Delta)  
Bob Stewart (Jericho)  
Adrienne Scott (False Creek RCC)

### **Welcome**

Meeting convened at 10:10am

**Motion to Adopt Agenda as circulated: Peter Forand**

**Seconded: Rob Varnel**

**Motion carried**

**Motion to adopt 2008 CORA AGM Minutes as posted: Peter Forand**

**Seconded: Cindy Wright**

**Motion carried**

### **1. President's Report- Brian John**

#### **Overview of the 2009 season presented:**

Highlights of the report include: Many good races were held, attendance was good, membership is high, hard work by the Board on the Insurance issue and the completion of the CORA Safety Manual. Happy paddling everyone.

### **2. Treasurer's Report- Jen Burford**

Jen presented an overview of the Finances and noted that there were some issues that needed to be dealt with. It became apparent that the financial practices of CORA were not in line with the By-laws.

2.1. By-Law # 41 requires the books to be audited on a yearly basis. The last audit was done in 2004. The cost of audits, notice to readers and reader engagement is approximately 20% of our operating budget and so make this regular feature financially prohibitive for the organization. While it is important to have the books reviewed on a regular basis, a notice to reader done every five years may be sufficient. Cindy Wright asked if this was legal under Industry Canada and Victoria, the answer is yes. General comments from the floor were that given the small budget and financially responsible nature of the organization, the least expensive route should be chosen.

**Jen put forward a motion to revise the current By-law 41 and 42.**

Current By-Law 41: **Auditor:** The individual members shall at each annual meeting appoint an auditor to audit the accounts of the corporation for report to the members at the next annual meeting. The auditor shall hold office until the next annual meeting provided that the Directors may fill any casual vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the board of directors.

Current By-Law 42: **Keeping of Records:** The Directors shall see that all necessary books and records of the Corporation required by the By-laws of the corporation or by any applicable statute or law are regularly and properly kept.

**Motion to Change By law #41: Jen** and the Board proposes a resolution to rescind CORA By-Law #41 regarding official audits of the financial records of CORA and an amendment to By-Law #42.

**Proposed revision to By-Law #42:**

By-Law 42: **Financial Review and Keeping of Records:** The Directors shall see that all necessary books and records of the Corporation required by the By-laws of the corporation or by any applicable statute or law are regularly and properly kept. The Directors will obtain a review or other financial engagement from a qualified accountant as determined by the Board of Directors of the financial records of the Corporation on a bi-annual basis.

**Seconded by Rob Varnel**

No further discussion

**Motion Carried**

**2.2. Resolution to Rescind the requirement under the By-law 41 to suspend the 2008 audit presented by Jen:**

Whereas the CORA Board has reviewed the auditing practices of non-profit corporations; whereas the budget of CORA is 25000.00 and the accounts are kept consistent with current Canadian accounting standards; whereas the costs of an audit are cost-prohibitive, the Board has decided that, consistent with section 43 of the by-laws, the audit requirement as per By-Law 41, be suspended for 2008.

**Seconded by Cindy Wright**

**All in favour**

**Resolution to suspend the requirement of the 2008 audit as per the terms of By-law 41 as written during the CORA Board period 2009 carried.**

Revision of 2008 Financial Statements. The invoice for the \$3000 fee for the website upgrade was received in 2009 however the expense was incurred in 2008. An adjustment to the 2008 financial statements is required.

**Motion proposed by Jen to revise the 2008 financial statements**

**Seconded by Peter Forand**  
**All in favour**  
**Motion carried**

**2.3.** Presentation of the 2009 budget and 2010 Projections. Given the revision to the Insurance premiums, Jen has reflected this adjustment in the financial forecast for 2010. There were comments from members to the effect that we are accumulating a fair amount of cash (as of Oct. 2009 \$42000.). Jen explained this as having built up a surplus due to the unknown cost of the Insurance renewal. Expenses in 2009 were also not as high expected (\$11920. As compared to budget of \$18000.) given that we only held one clinic, there were no other applications and only a few travel grants were issued.

General discussion regarding what money could be spent on marketing, nationals, etc. The new Board will consider what the 2009-2010 priorities should be. Members are encouraged to contact the Board and provide input.

**3. Insurance:** Peter provided an overview of the presentation given by Clayton from All Sport Insurance agency yesterday (Nov 21) at the Tech meeting. Peter described each of the Insurance options and outlined the revisions to #3 and the reason for the change in cost to number 3 (from \$15000. to \$5800. Due to clarification and confirmation of the approximate number of recreational paddlers per club (250 as compared with a much greater number). Most of the club reps that were at the meeting had their questions answered. The majority of the questions centred on multi-disciplinary clubs. Clubs are expected to have third party insurance for paddlers who participate in other sports. Dragon boating is not covered whatsoever. If a paddler from another sport wishes to paddle outrigger then they are encouraged to purchase CORA insurance. CORA Board recommends option # 3 (Option 3: CORA purchase an insurance policy that covers premises, personal injury, bodily damage, errors and omissions. The policy protects 1) the CORA Board for operating budget, errors and omissions, 2) CORA sanctioned races, and 3) 28 Member Clubs for operating budgets, board of directors' errors and omissions, day to day activities. The policy extends to "Recreational" Paddlers within each club (approx 200 total). Protection includes the 39 annual Races with 200 Paddlers per race (comprised of the current 1,000 CORA members / racing paddlers listed on the policy). **Estimated CORA cost** (based on an estimated number of racing and recreational paddlers): **approx \$5900.**

There are a number of stipulations on choosing this option. These include:

- The CORA Board will be responsible for knowing exactly how many paddlers paddle outrigger in each club, how many registered members are in each club and the operating budget of each club (as the Insurance policy covers the E & O of each BoD of each club) and that
- All Clubs must pay their club membership dues and provide an approximate number of paddlers in their membership at the start of every year
- Clubs will be responsible for tracking and reporting on the number of outrigger paddlers in their club and ensuring that all memberships are paid up
- All clubs must show proof of Third party parallel insurance for other on water activities (Policy number and carrier)

- All clubs must provide CORA with their legal name ( or name of person responsible for the membership)
- There will be a more balanced and detailed reporting of the membership to All Sport by CORA including the number of races, number of paddlers per race.
- CORA will create a document that outlines what a Club needs to provide to ensure that it is “Club in Good Standing”

Note : All policies cover: \$5 M accidental bodily injury and property damage protection and \$2 M errors and omissions (director’s & officers wrongful act)

**The 2008-2009 CORA Board Recommends Option 3. Rationale:** Race registration and CORA club registry provides a manageable means on ensuring that risk and membership registration are balanced. The diversity of club membership (racing and recreational) and paddling activity (other paddling disciplines) as well as the variety of insurance coverage that clubs currently hold make this option the most viable and reasonable.

**Motion to adopt Option #3 Insurance Policy put forward by Peter Forand  
Seconded by Cindy Wright**

**Further discussion on the topic:** What to do about the proxy vote? Proxies signed by members were based on a different proposal than what was arrived at in the last 48 hours, however as the majority of them assigned their vote to the card carrying member, were in alignment with the end result of Option #3 and it appears that there is a majority vote, the proxy vote is not necessary at this time. Proxies were given to Jan and checked for their membership eligibility- note that some were invalid due to membership not paid or not a member on the database.

**All members present in favour.**

**Motion carried**

**4. Membership Report given by Jan Chavarie**

The numbers of paddlers 956 increased over 2008 (904). 2005 saw the highest number of members at (1002). There are still more women (560) than men (396), and juniors make up a very small number of the members (33).

There are 31 paid clubs but only 27 clubs have members. This is an example of clubs that purchased membership for insurance coverage. This will no longer be acceptable. False Creek Club has the greatest number of members and Lotus follows second. Jan noted that there a total of 250 day fees were issued and there were still people paying dues in October. It is evident that CORA and clubs are going to have to be more diligent in collecting membership fees. General discussion took place regarding the different times of year that paddlers come to the sport (After dragon boating season, spring not Jan 1<sup>st</sup>, etc) however it will be up to the Club to guesstimate the number of paddlers they will have and update the membership and CORA as paddlers join. Clubs would do well to remind their members of the risk of the sport and the liability that the BoD of each club assumes.

Discussion returned to insurance and membership: What happens for people coming out to try the sport? All Sport will cover the club, however it is up to the Club to make the decision whether they want a waiver forms (which may not hold), but it is recommended that the club collects the CORA membership fee. Annual junior fee is \$10.

Question from Rob Varnel regarding the membership and the membership database: Do we know how many adults members came from a junior program? There is a field in the

database as to what year the member joined however as we have not been collecting data for long enough, difficult to determine. This is an area that we may wish to explore in order to determine where to best recruit our members or concentrate the programs. Grace, Jane and Doug (Lotus) spoke to the Lotus programs and the success of recruiting juniors who then go on to be adult members. Colleen asked about the percentage (19%) of our members are open (198 members) and perhaps this was an age category to market.

Donna asked about posting the Membership database on the website now that date of birth has been removed. However it was concluded that there was no need for the membership to be made public and that there was still an issue of privacy. It was suggested that there be a check box on the membership forms that indicates whether the member would be willing to volunteer their time for a committee

	<b>CORA CLUBS</b>	<b>CORA Members</b>
<b>1</b>	Calgary Canoe Club	23
<b>2</b>	Comox	42
<b>3</b>	Delta	15
<b>4</b>	Fairport Aquatic (Pickering, Ontario)	0
<b>5</b>	False Creek Racing Canoe Club	136
<b>6</b>	Gibsons	0
<b>7</b>	Gorge Rowing and Paddling	73
<b>8</b>	Jericho	45
<b>9</b>	Kelowna Outrigger racing	15
<b>10</b>	Lotus Sports	80
<b>11</b>	Nanaimo Paddle	16
<b>12</b>	Nanaimo Canoe and Kayak	31
<b>13</b>	North Van Canoe Club	1

	<b>CORA CLUBS</b>	<b>CORA Members</b>
<b>14</b>	Ocean River Paddling Club	59
<b>15</b>	Pacific Reach	42
<b>16</b>	Paddlers Haven	36
<b>17</b>	Penticton	61
<b>18</b>	VOS	26
<b>19</b>	Powell River	29
<b>20</b>	Spirit of Aloha	6
<b>21</b>	Toronto Sailing CC	0
<b>22</b>	Unaffiliated	64
<b>23</b>	Victoria Canoe and Kayak	11
<b>24</b>	Vernon	37
<b>25</b>	Wai Nui O'Kanaka	42
<b>26</b>	Sproat Lake	44
	<b>TOTAL</b>	<b>956</b>

## 5. Communication Report given by Shane Martin

The old blue website is back up and running and it has been working just fine. Shane had proposed that he change it to be able to do more however as it is fully operational there is no need to do this. There are some needed changes and some money will be invested into upgrading it this winter. A quick poll was done to see if there was interest in changing the colour and cosmetics of the website. Most members like the familiarity of the old site and know where to go to get stuff and no consensus on changing the colour. In general it was felt that this was not necessary. There was discussion as to whether there was a need for a Buy and Sell column. It is important that members are able to find new postings and retrieve postings that have been cleared off the front page. Rob asked how often the Board communicates with the membership. Messages are sent to the Club reps and then they are distributed. Perhaps there is a way to improve upon this.

Cindy asked if it is possible to have an RSS to the site to notify of changes. Leanne Stanley has a huge list of changes she would like to present to the Board for consideration.

**6. Safety Report- Donna and Peter**

The CORA code of Safety was revised by the Board and vetted by Gary Mancell. It has been reduced significantly from its original size, complexity and vagueness. It now provides clear guidelines for all clubs and clubs are asked to follow it. One of the reasons for its development is for insurance purposes as well as to build an associative relationship with CKC. This will then allow us to apply for federal funding etc. The CORA Safety Manual will be posted on the Website in the next few days.

**7. Sprint Canada and IVF Report- Donna Harrison**

Time trials for Sprints were held in Vancouver on the Thanksgiving weekend and were a great success. There were a total of 65 participants, 25 great volunteers and lots of spectators. 5 people came from Ontario, some from Calgary. Total revenue was \$3600. which will go back to team Canada. The event was a success in part due to the combined effort of many clubs: lending equipment, organizing safety boats etc. 50 paddlers will represent Canada at New Caledonia. (135 paddlers went to Sacramento) Donna expects the numbers of paddlers at Penticton 2012 to be much greater. Members asked questions regarding Penticton 2012. It is hoped to be held on the second weekend in September 4 – 9, 2012. Many of the details regarding sponsorships, grants, etc have not yet been decided / discussed. Previous experience from other venues is that it can be a money generating event. Discussion regarding boat building / pre-selling boats etc has begun. Approx 18 boats are needed. A proper business plan will be submitted to the Board ahead of time.

**NEW BUSINESS:**

**8. CORA National Championship:**

**8.1. Junior prize money-** the decision that was made at the AGM last year was not finalized in the minutes. However as it is not a by-law than the monies can be assigned accordingly.

**8.2. Cindy Wright** raised the point that when more than one club bids for the championship, the Board should consider awarding it a single club rather than expecting the clubs to come together. Jointly hosting a championship was not a successful model.

**8.3. CORA Series:** There was some discussion yesterday at the Technical meeting about the need to change the format of CORA series and the national championship event. Peter summarized some of the Points that Ryan made. The Board will decide on any changes proposed.

**8.4. National Championship:** Lotus has been approached to host the CORA National Championship. Doug will need to discuss this with the Lotus board however he raised the point about a number of clubs coming together to jointly host the championships. Jericho has a perfect venue; perhaps some of the other clubs could supply the volunteers or look after different aspects of the race. This would make it a true CORA community event. Colleen raised the issue of the importance of an event after the race as being one of the defining features of the Nationals and the sport.

**Motion proposed by Colleen McCarthy that \$1500 be given by CORA to the club hosting the Nationals to cover the entertainment and equipment such as tables, tents needed for an event.**

**Seconded by Sue Milligan**

**Discussion that the Board will decide on what it will be used for etc.**

**Motion carried**

### **9. Age groupings:**

Shane Martin raised a proposal to change the age groups for CORA races so that they are in line with the PNWORCA and Hawaii. The age categories would be a decade apart and as follows:

Juniors –19 and under

Novice –1 to 2 years competitors

Open – any age

Masters – 40+

Senior Masters – 50+

Golden Master – 60+

Kupuna – 65+

**Motion proposed by Peter Forand that the age categories of CORA change to be in line with other organizations as outlined above.**

**Seconded by Ken**

**No further discussion**

**All in favour**

**Motion carried**

### **10. Weight Class of Boats:**

Significant discussion at the technical meeting regarding the change in weight class for OC6s that is occurring in many other countries. Peter outlined some of the discussion and reason for this. A number of members support a move to lighter boats for the ease of carrying, use by juniors etc. A general discussion occurred regarding how to weigh boats, whether weights added to the boat to bring it up to spec should be permanent or temporary. However this is not a significant issue until more clubs have lighter boats and wish to race in a different class. As there is a need to update the boat registry for insurance purposes, boats will be weighed in 2010. Ryan has offered to bring his scale to the first few races of the season and all boats will be weighed and recorded for 2010.

A new open class (weight under 400lbs) has been created.

### **11. Novice paddlers:**

Sue Milligan raised the point that all novice crews should have an experienced steersperson. The race rules do not specify this directly.

Action: The Board will modify the race rules to indicate the only member of a novice race crew with experience is to be the steersperson.

### **Election of 2009-2010 CORA Board**

CORA Board members who are stepping down as their terms have been completed:

Robin Roots

Kathleen Burton

Brian Johns

Continuing on the Board:

Ryan Pogue

Jen Burford as Treasurer  
Shane Martin  
Peter Forand

New Board Members:

Donna Harrison nominates Leanne Stanley (accepted)

Donna Harrison nominates Ron Pronger (accepted)

Cindy Wright and Peter Forand nominate Rob Varnal (accepted)

**2009 - 2010 CORA Board of Directors:**

Ryan Pogue, Jen Burford, Shane Martin, Peter Forand, Leanne Stanley, Ron Pronger, Rob Varnal

**Positions will be determined at the first Board meeting.**

**Additional Non-Board Support**

Jan Chavrie will be doing membership with help from Cindy Wright (Island membership)

Donna Harrison – IVF Sprint Rep

**Meeting adjourned at 2 pm**