

# CORA EXECUTIVE MEETING MINUTES

WEDNESDAY JANUARY 8 2014

**Present** - Gralin, Paul, Cindy, Graeme, Lynda, Nikki, Rob, Carmen, Sharon, James, Leanne

8:00pm Meeting called to order. Minutes of last meeting approved (Cindy, Lynda).

**Board Positions (changes)** - Rob: Treasurer with Sharon assisting during transition. Carmen: business secretary. Gralin: recording secretary.

**CORA Membership (website updates)** - Membership database issue being corrected by Colleen.

Action Item: Cindy to email reminder to Club reps re individual & club memberships are now due.

Agreement that all future website, "Notice of Expiry", notifications be directed to the [information@canadianoutrigger.com](mailto:information@canadianoutrigger.com) for quick response.

Colleen has completed.

**Finance & Budget** - Report on Financials presented by Sharon. Agreement that Membership database reconciliation would not be pursued (benefits outweighed by the time and effort required)

Sharon reviewed November 2013 statement and will continue to review and deal with 2013 transition to 2014

**Communications & Website** - Paul continues to monitor ongoing activity & arising issues.

Action Item: Paul & Graeme to discuss website changes/improvements.

**Grants & Clinics** - Application forms have been updated to reflect current year. FC has applied for clinic grant. Education grant form nearly complete; preliminary approval agreed. To be released for final approval soon.

Action Item: Cindy will complete the Education grant and submit to Board for final review and then implementation into the website

**Short Term Development/Videos** - FC women confirm they will be able to finish the 2<sup>nd</sup> video within the previously budgeted amount.

**Long Term Development** -

Action Item: James expects to have some initial proposals ready for review within the next week.

**CORA By-Laws** - Sharon has submitted by-laws and minutes to lawyer (Martha) for review. They should be ready for final board approval soon.

**Novice Racing & Juniors Cup** - Rob agreed to sit on committee. Action Item: Cindy and Rob to discuss possible list of recruits to sit on committee as well as a framework for proposal.

**New Business** - Tina, Cindy, Nikki, Leanne, & Erik to collaborate and form proposal for update to CORA Safety Guidelines.

**Adjournment** – 9:02 PM

**Next Meeting – Wednesday, February 5 2014 8:00 PM**