



**CORA Pre-AGM Meeting Minutes**  
**Saturday, November 3, 2018 at 4:30 pm**  
**Farris, Vaughan, Wills & Murphy LLP**  
**Toronto Dominion Bank Tower**  
**25th Floor, 700 West Georgia St., Vancouver, BC**

1. Welcome and Roll Call
  - 1.1. In Attendance: Nicole Cherrington, Jill Kelly, Erik Ages, Ron Chin, Marianne Pilon, Rob Varnel, Lynda Roberts (by phone), Grace Morissette, Graeme Galves, Paul Pilon, Don Mulhall, Jonathan Wilkins
  - 1.2. Joined by phone: Cindy Wright (ORPC) for the IVF discussion only
  - 1.3. Regrets: Leanne Stanley, James Hill
2. Confirmation that Standing Long Term Initiatives on AGM and Technical Meeting agenda are up-to-date and representative of 2018 initiatives
  - 2.1. Agendas reviewed, speakers and topics confirmed
  - 2.2. Ron will print the 2017 AGM minutes for members present to review and approve
  - 2.3. Rob will speak to the Safety Report (incidences reporting to CORA, safety concerns, violations of rules at CORA sanctioned events or races).
3. Additional CORA funding (i.e., Leanne's proposal, six regional clinics)

- 3.1. The six regional clinics are on hold. Leanne will not be able to lead this in the next few months, and there were no other volunteers able to take this on. There is an appetite for the membership (coaches and paddlers) to receive some coaching. CORA will improve visibility and bring greater awareness to the clinics hosted at CORA clubs. Erik will take the idea of a push messages / push calendar back to the Communications team to see how it can be implemented.
4. 2019 Board Nominations:
  - 4.1. There will be a member vote tomorrow about increasing board max size to 15. (Notice of Continuance and the Corporate Search says a maximum 9 directors (we currently have 14, and as James will not be returning, we will be down to 13).)
  - 4.2. Regional representation was discussed. We currently have 13 board members: 5 from Vancouver Island, 5 from BC lower mainland, 2 from BC Interior and 1 from Alberta. This may align with the proportion of active CORA members, but it is desirable to get some representation from clubs east of BC. Perhaps Lynda and Leanne can reach out to Ontario paddlers. It is too late for 2019 director nominations, but the board can appoint officers if there are interested individuals.
  - 4.3. Process and staged timeline for re-elections: This needs to be done, hopefully mitigating the risk of too many members leaving at once. Will be handled at monthly meeting.
5. Charitable Donations proposed to be part of 2019 budget
  - 5.1. A proposal was made earlier in the year with how CORA might support something similar to a good and welfare fund, that for example could send a donation from its membership to a storm-ravaged club in Hawaii to replace destroyed/missing equipment. Should we create a small budget for charitable gifts, in an open pot of general funds.
  - 5.2. It would be appropriate for CORA to advertise the opportunity to give or communicate how else interested individuals might offer help. Many members thought it should be left up to individuals to decide how and to which cause they would like to give.
6. IVF Crew Selection for 2019
  - 6.1. Cindy Wright (IVF volunteer distance coach) joined the call for this agenda point in order to provide additional information in response to questions asked by Board members regarding the selection process.
  - 6.2. Rob gave an overview of the IVF Coach Selection and Crew Selection processes that have been developed and are being piloted. Tonight, the board was asked to ratify the crew selection process.
  - 6.3. The crew selection process was captured in a Word document shared with the board and IVF committee.
  - 6.4. Coaching committee decision makers recused themselves from crew selection decisions where there may be a potential for conflict of interest.
  - 6.5. An Excel document showed how 2019 distance athletes were ranked on a ladder and included time trial speeds. .

- 6.6. The board asked to see the chart/grid that supports the quantifiable ranking of athletes on the ladder with their amassed points (blend, coachability, technical skills, technique, seat suitability, experience). Cindy or Lynda will distribute the template without names on it. (She did this after leaving the call.) With this understanding of how the process is applied and each criterion weighted, the board was comfortable with voting on the crew selection process that the committee would implement.
- 6.7. Rob motioned for the IVF committee to send the invitation to the athletes selected to Team Canada, so that paddlers have an opportunity to accept the seat on a crew they are offered. Marianne seconded. Two board members were not in favour until they saw the weighted grid that will quantify paddler ladder positions. Two board members recused themselves from the vote as they were competing for a Team Canada seat. There was enough support to pass the motion.
- 6.8. A dispute process, that was yet to be developed by the coaching committee, would allow the crew selection decision to be challenged (in writing) by paddlers.
- 6.9. A survey will be given to all participants which attended the Round 2 TT event. Survey results will be shared with the board.
7. Discuss definition and criteria for CORA Clubs to be considered in “good standing” and ensure CORA is collecting the information to make this determination
  - 7.1. Graeme’s 5 recommendations were reviewed for how to define “in good standing”.
    - 7.1.1. A club should have at least six active CORA members (i.e., be able to fill an OC6).
    - 7.1.2. A club should have a club representative as a primary contact to communicate with CORA. This club representative or a delegate from the club is strongly encouraged to attend the AGM and Technical meeting.
    - 7.1.3. A club will submit their canoe inventory on CORA club registration forms.
    - 7.1.4. A club will pay their annual club dues by a designated timeline.
    - 7.1.5. To support CORA’s mandate, the club should participate in a designated number of CORA events/races per year in order to qualify for a grant. The club will submit the names of the events attended and crew name as part of their grant application.
    - 7.1.6. Erik will coordinate the review of the CORA Club registration form for 2019.
    - 7.1.7. (Lynda left the call at this point)
    - 7.1.8. If a club wishes to apply for a grant but does not meet the criteria for a club in good standing, there will be an appeal/exception process available so that the club can make a special request to be exempt from the criteria.
8. Determine how CORA club contacts and race directors can access a list of paid individual CORA members to ensure their members up to date

- 8.1. It is quite a burden for Jan to respond to all the inquiries over email and there needs to be a better way for clubs to check their members, and for members to check/change their own details.
- 8.2. Process/technology needs to be improved as some clubs do not maintain their own insurance and need to make sure annual renewals/registrations are made to CORA.
9. Discuss CORA Cup Series:
  - 9.1. ideas to make points consolidation easier
    - 9.1.1. If CORA race directors were incentivized, perhaps they would fill out the Excel race results template that would help make CORA points consolidation easier. The race host club would also need to make corrections submitted by race participants over a predetermined and advertised, reasonable deadline. This would help mitigate the number of instances that CORA is asked to make corrections for the five races up to five minutes before the Nationals awards ceremony.
    - 9.1.2. Other ideas included getting rid of CORA Cup, enforcing clubs to register online using pre-set dropdown menus
    - 9.1.3. Graeme gave a demo of PaddleGuru, which would enable setting up race information in one interface, allow for online race registration and results posting, for a small cost. There were some questions about how race directors could interact with the tool to coordinate race waivers and check CORA Cup memberships ahead of time, odd input categories (similar to Webscorer), how it could be used if no wi-fi/cell service, and if there were other similar programs out there that CORA could control instead of a third party. Graeme will set up PaddleGuru for Icebreaker race registration by Nov 6. Erik suggested asking PaddleGuru for an Exec meeting, so it can be discussed how they might be willing to work with CORA. Using an online service for posting searchable results on the Internet might help bring more exposure to CORA races. There was some concern about having to train race directors and paddlers to use this system this close to Icebreaker.
  - 9.2. do DNF, DQ and DNS get awarded points for 2019 rules
    - 9.2.1. The CORA Cup points allocation is meant to increase participation at races. We want crews to get counted for participating in at least two races so that they are motivated to attend Nationals as their third, remaining eligible to vie for the CORA Cup in their division. Therefore, the Board decided that DNF will get 1 point, DQ 0 points, and DNS will get no points or recognition for participating in the race. DNF and DQ will be considered as having their race counted as participating in 1 of the minimal 3 CORA Cup races needed to be eligible for the cup. All in favour.
10. Recommend fee strategy to present to the AGM (inclusive of GST/HST etc.)

- 10.1. Jonathan presented an estimate of the current CORA fees plus the GST we will begin to charge in 2019, Paypal charge, and a small round up so that race registrars are not expected to make odd change to registrants purchasing their CORA memberships on race-day.
- 10.2. It was proposed for Jonathan to round the adult fees to \$30 annual, \$15 day; the junior fees (\$10 annual, \$5 day); and the clubs to \$150 to see if that would provide CORA with the same yield/total based on current membership or if it would put CORA into a deficit
- 10.3. The idea was also explored of CORA covering each members' GST, though that would put CORA into a deficit, as we would not have enough membership income to cover anticipated expenses for the year.
- 10.4. The last fee hike was in about 2005, in anticipation of higher insurance rates. Members will be advised of this fee hike at the AGM/Technical meeting for member input.
- 10.5. It was agreed that if a paddler enters 2 races, an annual fee was to be made more economical than two day-fees.
- 10.6. It would be an administrative burden to allow paddlers to pay one upgrade fee to change from one day-fee to an annual fee. Paper and technology systems would require a multi-stepped process for CORA volunteers to execute to support this offering, and the paper trail would be hard to trace.
11. Consistency of presentations/recognition at CORA cup races
  - 11.1. A special thanks to Graeme for consolidating all of the discussions into one document.
  - 11.2. Many proposals were made for standardizing race result recognition and online posting (PaddleGuru could help with this); CORA sponsorship for helping with prizes/awards' costs and coordinating order; medals for CORA Cup only; medals for Nationals only;
  - 11.3. This committee will work on a set of recommended standards/criteria for CORA sanctioned races and send to race directors for review once the race calendar is solidified.
  - 11.4. It may become a new process for race directors to send their recognition, safety, awards, timing and other plans to CORA to scrutinize. The race directors would retain decision making powers on finer details of their race plans.
12. Bank Signatories
  - 12.1. Ron and Jonathan proposed to act as single signatories for e-transfer payments for items covered by the current budget, rather than coordinating cheque signatures and couriers to send payments. Setting a limit of \$1001 CAD / day would ensure headroom for the RME grants to be issued quickly, while mitigating the risk of too much being withdrawn at once. Any amount higher would require a cheque to be sent. Rob motioned, Erik seconded, all in favour.

(Grace and Jonathan left after this discussion point.)

13. Other initiatives that were covered on the monthly meeting agendas:
  - 13.1. CORA Member Code of Conduct / Media use policy
    - 13.1.1. Ron is reviewing this draft
    - 13.1.2. Erik will send Ron FGPC's privacy policy to see if CORA might adapt it for their own. Ron will scrutinize it.
  - 13.2. CORA website Community Message Board moderation
    - 13.2.1. 12a is thought to be able to help with this, putting standards in place. CORA will then need to establish a protocol for addressing breach in the member code of conduct and media use policy. If posts don't meet media use policy they may be removed.
  - 13.3. Open Board position descriptions
    - 13.3.1. Jill gave an overview on the purpose of updating these and adding more information to attract new directors
    - 13.3.2. Ron is check draft document against by-laws
    - 13.3.3. Awaiting questions and concerns to be sent from Leanne
    - 13.3.4. For positions where no description was submitted, they will be presumed to be directors at large. Directors at large position description will need to be confirmed by Ron and Rob. (The risk in not listing a director's specific duties that are unique to their position, is that if that person leaves the board, CORA won't be able to mitigate duties that are left unassigned to another delegate.)
    - 13.3.5. Rob recommended the document is posted to the website as-is. Edits can be made in future, with the goal to have it posted well before the next AGM.
    - 13.3.6. Paul suggested CORA could benefit from a media spokesperson.
    - 13.3.7. Melisa recommended over email that the board consider an engagement coordinator.
14. RME Open Call applications
  - 14.1. There were 4 x \$1000 grants left to award and more than 4 applications to review. Each application was reviewed against various criteria:
  - 14.2. Looked at the past four years to see which clubs received RME grants or RME open calls and prioritized the ones with the least number of grants received over this period.
  - 14.3. Awarded one grant to a new club that is a new CORA Club member to help them get established. They have never received this grant before.
  - 14.4. Prioritized repairs over maintenance to help get paddlers back access to the water.

14.5. Prioritized expenses already incurred over the estimates for future expenses not yet incurred (as they can wait 2 months to claim in January).

15. Topics tabled for another time due to lack of time:

15.1. Google primer

15.2. Crowded race schedule - solutions for 2019 and onward – Leanne, Graeme

15.3. OC weights and boat numbers – Rob, Jonathan

<b>Action items identified in CORA Pre-AGM Meeting, Nov 3, 2018</b>			
<b>No.</b>	<b>Assignee</b>	<b>Action Item</b>	<b>Due Date</b>
Pre-AGM 1	Erik	Work with Communications team to see if push messages / push calendar can be set up to help publicize events (races, clinics)	
Pre-AGM 2	Lynda, Leanne	Promote volunteering with CORA as an officer to Ontario and other non-BC contacts	
Pre-AGM 3	Rob	Ask for volunteer committee to be established to design approach for staged timelines to re-elections	Aug 31, 2018
Pre-AGM 4	Rob	Ask for a volunteer to review the grant application form to see how to integrate the good standing qualifications (and exception request) discussed at Pre-AGM meeting. This person would work with Erik who has volunteered to do the same with the 2019 CORA Club registration form.	Dec 31, 2018
Pre-AGM 5	Nicole	Add to standing agenda under Communications, the desire to improve on the CORA individual member database to make it easier for race directors, club reps and individual paddlers to check it, and for individuals to correct their own.	
Pre-AGM 6	Graeme	Set up PaddleGuru for Icebreaker	Nov 7, 2018
Pre-AGM 7	Rob	Ask for a volunteer committee to be established to design plan to make CORA Cup points consolidation easier. (Plan must be implemented in March in case first CORA Cup race is in April.)	Jan 31, 2018
Pre-AGM 8	Don	Update CORA Cup rules to reflect credit for participation / points allocated / not allocated for DNS, DNF and DQ per meeting notes	Jan 31, 2018
Pre-AGM 9	Jonathan	Run the existing member list numbers against the new proposed CORA fees to see if we are still in a deficit or if we will make >48k in membership income as the budget requires	Dec 4, 2018
Pre-AGM 10	Comm team	Update the system for individual members' 2019 registration to the new fee structure provided by Jonathan. GST charged may need to be entered, tracked and able to be queried for when Jonathan makes GST filing.	Dec 20, 2018

Pre-AGM 11	Rob	Request that race consistency committee set up some standards for CORA race directors to be encouraged to implement. Committee to also determine if CORA has the capacity to set up a process for collecting race plans from director to scrutinize to see how they meet standards.	Nov 7, 2018
Pre-AGM 12	Erik	Send Ron FGPC's privacy policy to see if CORA might adapt it for their own. Ron will scrutinize it.	
Pre-AGM 13	Ron, Rob	Check open board descriptions against by-laws. (Ron and Rob were also asked to check over director at large expectations.)	