



**CORA Meeting Minutes
Wednesday Dec 6, 2017
7:00 PM PST (8:00 PM MST)**

- Welcome and Roll Call
 - In Attendance: Gralin, Nicole, James, Jonathan, Grace, Leanne, Rob, Don, Ron, Lynda, Erik, Paul, Marianne, Graeme, Jill
 - Regrets: N/A
- Adoption of Last Month's Minutes (**Proposed by Lynda to accept once Ron's amendment is added, and Ron seconded**)
- Confirmation of Agenda/Add New items
- Standing Items
 - **IVF Representative Update – Lynda**
 - 2017 Team Canada participants submitted replies to the IVF survey. Lynda will send they survey link and login info for any board member that would like to read the feedback, of which Lynda gave an overview.
 - Lynda gave an update about the May 2018 clinics coming up at Jericho and in Kelowna, with Jan and Leanne's support. Leanne gave a summary about the camps.
 - There will be Canadian entries for each age class/ category at the 2018 event
 - This committee would like to see the final CORA Conflict of Interest before it can reach out to coaches that have voiced interest in assisting 2018 teams to train for the event.
 - Lynda will draft some information about the funding that CORA will contribute to 2018 Team Canada teams,

and what it will be used for, to post on the CORA website. This will help inform the paddlers what kind of funding assistance is provided by CORA, and which costs each individual is responsible for covering.

- **Financials/Treasurer Update – Rob**
 - Rob distributed financials prior to the meeting. A few expenses have yet to clear. 2017 is expected to be a neutral year (no loss or surplus).
 - Financials accepted unanimously.
- **Membership Updates – Gralin**
 - No new memberships, though Erik (FGPC) passed Cindy a few one-day memberships from Wetdasche.
 - On Dec 31 Jan and Colleen will roll the automated system over to accept new online membership registrations for 2018. Paul will check if this can happen earlier, or if the site can be disabled until Dec 31. Paul to post a notice to members on the website so that they do not enroll for 2018 before the system is ready.
- **Grant Updates – Ron**
 - Ron gave an update about the grants. There are a few still being processed and we expect to be about \$300 under budget when we close 2017.
- **Communications & Technical Update – Paul**
 - Paul and Erik working on communications and administrative systems. The website seems stable and there have been no recent issues.
 - See action item #12.
- **Coaching Resources – Marianne and Leanne**
 - Tabled until January.
- **Juniors Support – Marianne**
 - Marianne is collaborating with Grace on ideas for the New Year and they will have a plan to present to the board in early 2018.
- **Additional CORA funding – Gralin, Graeme, Leanne**
 - Leanne will have a proposal for the six regional coached training sessions to present to the board in early 2018
- **New Business**
 - **Board nominations and confirmation of roles – Gralin**
 - Re: officers and directors needs to be updated and listed more accurately on CORA website as is very relevant to the Conflict of Interest being developed. Per the by-laws, the office is to consist of at least five members: Chair, Vice-Chair, President, Treasurer, and Secretary.
 - Graeme was nominated for CORA President by CORA member Frank Burns and accepts the nomination. Lynda

nominated Rob for President and Chair, Leanne seconded that, and Rob accepted nomination. Graeme offered to stand down so that Rob could fill both roles.

- Gralin as “Past President” was welcomed to be an Officer of the Board and Gralin accepted.
- Jonathan: Rob nominated Jonathan as Treasurer, and he accepted. Rob will coordinate knowledge transfer and transition of role’s responsibilities.
- Ron: was nominated as Vice President and has accepted
- Grace: New 2018 Director. Will be taking over the Membership role from Gralin, working with Jan.
- Jill: New 2018 Director. Will be working with IVF Committee, and with Ron on the Conflict of Interest.
- Erik: New 2018 Director. Will be working with Paul and Jan on administrative improvements and the website.
- Paul to update website CORA Exec page to reflect these updates
- **Transition planning (for newly appointed roles and new people) – Nicole**
 - Rob gave a welcome to the new members and suggested we get together in person this year for at least a one day planning sessions. Feel welcome to volunteer with CORA committees in areas of interest.
- **Briefing note re: proposed administrative improvements – Erik**
 - Erik gave an overview of the briefing note, and the benefits/risks of Google Enterprise were discussed and seen to be a positive add to CORA’s initiatives and workload. Ron will contact our lawyer Martha to get the CRA # so that we can get Google Enterprise for free.
 - New directors are to send their names and address to Ron to share with our lawyer.
- **Draft Conflict of Interest page-turn (review) – Ron**
 - It is largely believed CORA that has acted appropriately and self-declared when a Conflict of Interest has arisen.
 - Jill offered to comb through wording of Conflict of Interest with Ron, and tighten the language of the policy to reduce the need for analysis where the wording is nebulous or contradictory. No other volunteers came forward looking to participate/contribute, though the Board will review the next draft.
- **Review of actions from AGM weekend & initiatives to bring forward to monthly meetings – Nicole**
 - The survey results are posted on the website in the Technical Meeting Minutes. Nicole will also coordinate the survey results themselves to be sent to CORA club contacts to share with their membership.
 - Ron will write up an article about the grants that CORA has funded to be posted on the website for membership awareness.
 - A review of the ideas that came up during the AGM weekend will be reviewed in the January meeting, so that we agree which ideas will be brought forward to carry out in 2018.
- **Volunteer Coordinator – Nicole**
 - Nicole and Erik will write a note to the CORA membership to try and find someone willing to act as a Volunteer Coordinator for CORA on an ongoing basis. The note will first go to the members that offered to volunteer in the survey, and may be expanded to the rest of the CORA membership if needed.

- Nicole will also write a note to the members offering to volunteer for CORA to let them know that their names and contact info have been shared with the CORA Board to call upon people as needed.

- Action items

No.	Assignee	Action Item	Due Date	Comments
Action items identified in meetings prior to Jan 4, 2017				
4	Ron	Create a conflict of interest guideline for the board	Jan 3	Jan 4: Tabled to Feb. Feb 1: Ron will put together a draft prior to the March meeting and send out for input. Mar 1: Ron sent this out today inviting input from the board. Apr 5: Ron still awaiting input and will resend to board. May 10: Ron recirculated it and was requested to simplify these. Jun 7: Tabled to July. Jul 5: Tabled to August. Aug 2: Simplifying per suggestion from Lynda. Sep 6 & Oct 4: In progress. Nov 1: Ron will recirculate these prior to AGM. Dec 6: Jill will review with Ron to complete latest draft, and tighten up language to reduce the need for analysis / interpretation by officers once in place.
Raised Jan 4, 2017				
8	Leanne	Provide Rob with a 2017 budget for Coaching Development	Cancelled	Feb 1: no update. Mar 1: in progress. Apr 5: Leanne will prepare. May 10: Not on call, tabled to June. Jun 7, Jul 5, Aug 2: In progress. Sep 6 & Oct 4: On hold, need someone to take this on. Nov 1: Tabled until the weekend AGM meetings. Dec 6: 2017 is over so this item can be cancelled.
9	Paul	Provide Rob with a 2017 budget for Communications	Cancelled	Feb 1: no update. Stu's name removed from action. Mar 1 & Apr 5: in progress, dependent on action #12. May 10: Not on call, tabled to June. Jun 7, Jul 5, Aug 2: In progress. Sep 6 & Oct 4: On hold, need someone to take this on. Nov 1: Tabled until the weekend AGM meetings. Dec 6:

				2017 is over so this item can be cancelled.
Raised Feb 1, 2017				
12	Gralin	Reach out to Paul to plan how Communications & Technical Update work can be carried out without Stu, particularly the website initiative (re: replication and updates)		Mar 1 & Apr 5 & May 10: discussions in progress. Reached out and awaiting communication with Paul. Jun 7: In progress. Jul 5: Gralin & Paul to conference with Jan re “next steps”. Aug 2: Paul, Jan and Gralin to meet. Sep 6: On hold, need someone to take this on. Will bring this up at AGM. . Nov 1: Tabled until the weekend AGM meetings. Dec 6: This is in progress with Jan, Erik and Paul
Raised Apr 5, 2017				
16	Leanne, Marianne	Review and reply to Cindy’s communication re: coaching calendar for CORA site. Identify next steps to put this in place.		May 10: Not on call, tabled to June. Jun 7: Leanne replied. Steps in progress. Jul 5, Aug 2, Sep 6: Still to-do. Oct 4: Marianne and Leanne have begun planning discussions and will share communication about next steps. Nov 1: Tabled until the weekend AGM meetings. Dec 6: Tabled to Jan 3
Raised Jul 5, 2017				
24	Gralin	Discussion to invite new/existing current non-CORA clubs to become member clubs.	Completed	Jul 5. Board was in agreement that this is a positive initiative and that clubs well known to CORA, should be invited to join the organization. Aug 2: Gralin would like to see a complete list of clubs/contacts that could be invited to join CORA. Asked CORA members to submit contacts to him. Sep 6 & Oct 4: Still in progress. Nov 1: Tabled until the weekend AGM meetings. Dec 6: This is complete and many new members joined in 2017.
25	Gralin	Vaikobi PFDs: update Safety manual recommendations to reflect CORA’s position on this		Jul 5. CORA’s position in discussion on the regulated use of these pfd’s which are not Transport Canada approved. Aug 2: We’re going to update Safety manual recommendations

				to reflect race rules. Sep 6: In progress. Oct 4: Vaikobi attempting to get certification from appropriate government body. Nov 1: Tabled until the weekend AGM meetings. Dec 6: Tabled to Jan 3
26A	Graeme	Update Parts & Service providers list		Jul 5. Discussion on what CORA can do to update and better provide information on where/who clubs contact when certain parts/services are required. Aug 2: Can someone volunteer to take this on? Outsource option? The partial list on the website needs to be updated. Sep 6: There are many people working on RME grants, Graeme working to get this list updated. Oct 4: Graeme has updated this and distributed to board for input. There were a few additions shared with Graeme to add to list. Nov 1: Tabled until the weekend AGM meetings. Dec 6: Tabled to Jan 3
26B	Paul or Colleen	Confirm when Parts & Service providers list updates can be posted to CORA website		Sep 6: If Graeme gets this updated, how soon can Paul or Colleen get this up onto the website? Oct 4: Paul offered to put list on the website, inclusive of links. Nov 1: Tabled until the weekend AGM meetings. Dec 6: Tabled to Jan 3
Raised Aug 2, 2017				
27	Gralin	Contact Rob about the inventory update after canoes were weighed at Nationals		Oct 4: Rob took pictures of boats and took down weights, and will find list to send to Gralin. Nov 1: Tabled until the weekend AGM meetings. Dec 6: Tabled to Jan 3
Raised Dec 6, 2017				
29	Lynda	Share 2017 Team Canada survey results access with CORA Board		

30	Lynda	Draft an overview showing where CORA funds will be directed to assist Team Canada training. Also outline costs the athlete will need to cover independently. This will be posted to CORA website		
31	Paul	Check if CORA online member registrations can be disabled until Dec 31 when 2018 membership enrolment is available. Post a notice advising CORA members when they can register for 2018.		
32	Paul	Update CORA Exec webpage with 2018 info		
33	Ron	Obtain CRA# from lawyer Martha and provide to Erik so that we can utilize Google Enterprise for free, as a Canadian non-profit		
34	Ron	Collect new directors' names and addresses for lawyer		
35	Nicole	Coordinate the sharing of the survey results with CORA Club Contacts to share with their membership		
36	Ron	Write up article on CORA grants for website		
37	Nicole /Erik	Write to CORA membership to ask for a volunteer to act as a Volunteer Coordinator on an ongoing basis		

Adjournment: 08:25 pm PST

Next Meeting – Wednesday, Jan 3, 2017, 7:00 PM PT (8:00 PM MT)