



**CORA Meeting Minutes
Wednesday May 10, 2017
7:00 PM PST (8:00 PM MST)**

- Welcome and Roll Call
 - In Attendance: Gralin, Nicole, Ron, Rob, James, Don
 - Regrets: Paul, Graeme, Leanne, Marianne, Lynda
- Adoption of Last Month's Minutes (**Moved by Gralin – approved**)
- Confirmation of Agenda/Add New items (**Moved by Gralin – accepted as amended with new additions**)
- Standing Items
 - **IVF Representative Update – Lynda**
 - Not on call, tabled to June
 - **Financials/Treasurer Update – Rob**
 - Financials were distributed before the call and revisions were reviewed (i.e., coaching expenses for Team Canada, coaching education grant money paid out, etc.)
 - Additional 2017 membership fees are expected to be collected this summer
 - **Membership Updates – Gralin**
 - 32 clubs are current members, 1 more expected soon
 - There are nearly 1100 individual members
 - Rob is assisting the new and returning clubs with insurance, etc.

- **Grant Updates – Ron**
 - Not too many grant application have been received, just a few for coaching education and one for travel
 - More travel grant applications expected to be received after Jericho
 - **Communications & Technical Update – Paul**
 - Not on call, tabled to June
 - See action item #12
 - **Coaching Resources – Marianne**
 - Not on call, tabled to June
 - **Juniors Support – Marianne**
 - Not on call, tabled to June
 - **Additional CORA funding**
 - Tabled for June
 - Action items 8, 9, & 10 will help update current budget and identify areas of greater need
- **New Business**
 - **CORA Cup race registration form – Ron**
 - See action item #14
 - **CORA small boat numbers – Gralin**
 - It was decided that it is just as easy to buy new ones as it is pick-up the ones from PNWORCA. Gralin to reach out to Graeme and/or Sabina to see if anyone is coming up across the border anytime soon that could bring existing numbers to Canada. This will help determine how best to get numbers for the next small boat race.
 - See action item #15
 - **CORA AGM minutes posting – Gralin**
 - Gralin has the minutes from Christine and will send to Paul to post, in addition to long term planning notes.
 - **CORA website info – Gralin**
 - Some info on the website is not current, likely due to the roll-back of an earlier copy of the site done earlier in the year to address a problem with the site. Outdated info needs to be addressed as it is identified to Paul.
 - **CORA small boat sanction request – Gralin**
 - New races need to be proposed at the Technical AGM, no later than May 1. At the board's discretion late applications may or may not be reviewed and considered. One big consideration for new races is whether or not they conflict with the existing events on the calendar.

○ **CORA admin procedures for clubs – Gralin/Graeme**

■ It was briefly discussed that we need a better way of discovering when the club contacts change. There is an onus on the club to provide us with new contact info and names.

▪ Action items

No.	Assignee	Action Item	Due Date	Comments
Action items identified in meetings prior to Jan 4, 2017				
1	Paul	<p>Update CORA Long Distance Rules:</p> <ul style="list-style-type: none"> • Add a summary page listing the changes made to the rules this year (Rob's recommendation) • Rework wording re: the CORA "race committee" that may be called upon by the race director/ organizer at the event if there is a dispute or protest. 	Prior to CORA Cup race season (May)	<p>Jan 4: Age classes have been updated to align with IVF in the updated version Gralin distributed today. Feb 1: Gralin sent out an updated version last night and has some additional input from Ron (e.g., term definition) to incorporate before re-distributing. Reviewers can run document "Compare" feature in Word to note the differences between the previous to current versions. Mar 1: Gralin to send final version of 2017 rules to Paul, then Paul to remove 2013 race rules and upload the spring and distance race rules. Apr 5: Ron finalizing rules before will be posted. May 10: Ron completed updates. Don sent rules out to Race Directors. Can mark this as complete once rules are posted by Paul on the website</p>
4	Ron	Create a conflict of interest guideline for the board		<p>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</p>
Raised Jan 4, 2017				
8	Leanne	Provide Rob with a 2017 budget for Coaching		Feb 1: no update. Mar 1: in progress. Apr 5: Leanne

		Development		will prepare. May 10: Not on call, tabled to June
9	Graeme	Provide Rob with a 2017 budget for Communications		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
10	Rob	Update CORA budget with the input from IVF, Coaching Dev and Communications, new grant budget numbers (RME, Education, etc.) then redistribute to CORA board		Feb 1: 2017 IVF input added to budget. Still need figures for coaching dev, comms. Mar 1: in progress, dependent on 8 & 9 above. May 10: depends on Action Items # 8& 9 being completed
Raised Feb 1, 2017				
11	Lynda, James	Send Paul the Team Canada 2018 info to post on CORA (signup for intent to compete, time trial date, selection criteria, etc.)	Complete	Mar 1: info will be sent to Paul by Lynda in early April. Apr 5: Lynda will collect feedback, finalize documents and send to Paul Apr 8. May 10: Posted on the site
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.
Raised Mar 1, 2017				
14	Paul	Email the 2017 CORA Cup rules and the CORA Cup race registration form revised by Ron to CORA Cup race directors to get feedback on template.		Apr 5: dependent on Ron's action item #1 to be completed first. May 10: Rules and form distributed. Can be marked as complete once Paul posts to website
15	Gralin	Check with PNWORCA to see which number range they are using for their small boat #s for 2017 to ensure CORA #s are unique	Complete	Apr 5: Email sent and awaiting a reply. We will pick a 4 digit number to use for CORA. May 10: Done
Raised Apr 5, 2017				
16	Leanne,	Review and reply to Cindy's communication re:	Apr 12	May 10: Not on call, tabled to June

	Marianne	coaching calendar for CORA site. Identify next steps to put this in place.		
17	Gralin	Communicate CORA board approval/ sanctioning of the Bowen Island race to this race's director	Complete	May 10: Done
Raised Apr 5, 2017				
18	Gralin	Communicate with Graeme to see if anyone from PNWORCA is coming up to Canada soon, and if they can bring us small boat numbers. If not, order new ones to be made locally.		
19	Gralin	Send AGM minutes and long term planning notes to Paul to post on the website		

Adjournment: 8:00 pm PST

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