



**CORA Meeting Minutes
Wednesday Oct 4, 2017
8:00 PM PST (9:00 PM MST)**

- Welcome and Roll Call
 - In Attendance: Nicole, Ron, Rob, Leanne, Gralin, Graeme, James, Paul, Marianne
 - Regrets: Don, Lynda
- Adoption of Last Month's Minutes (**Moved by Gralin, seconded by James and accepted**)
- Confirmation of Agenda/Add New items (**One additional item added**)
- Standing Items
 - **IVF Representative Update – Lynda**
 - 2018 Tahiti Sprints: Lynda shared time trial results over email.
 - Participants have been emailed to confirm they accept their spot on the team. Once crews are confirmed the members will be asked to make a deposit, and teams will be announced.
 - **Financials/Treasurer Update – Rob**
 - Rob emailed the financials to the board ahead of the meeting. A large portion of many of the 2017 CORA budgets has been spent.
 - **Membership Updates – Gralin**
 - There are approximately 34 CORA clubs this year (including the addition of the Squamish club), and 1478 individual CORA members.

- See action item #24.
 - **Grant Updates – Ron**
 - Outstanding information needed to finalize a few clinic and RME grant applications is being collected, with the target to complete by the end of October.
 - **Communications & Technical Update – Paul**
 - The website seems more stable. Paul proposed exploring how to execute the website upgrades at the upcoming AGM, potentially with a larger group involved in planning and executing this project. Paul will re-initiate discussion with the Vancouver subcontractor about this initiative.
 - Colleen has access to add AGM date update to the CORA website. We need to enable more than one person to update the website.
 - See action item #12. On Hold.
 - **Coaching Resources – Marianne and Leanne**
 - Marianne has received interest from people looking for coaching certification.
 - **Juniors Support – Marianne**
 - In future updates to the CORA safety guidelines, it may be recommended that clubs ensure coaches responsible for junior paddlers are certified.
 - **Additional CORA funding – Gralin, Graeme, Leanne**
 - Proposed ideas were distributed via email to be reviewed and discussed ahead of the AGM. Input is welcomed. We need to ensure we are addressing CORA's key objectives.
 - See action items #8 & 9. On Hold.
- **New Business**
 - **AGM date to be scheduled – Gralin**
 - The pre-AGM meeting was proposed to be held 4-7pm Sat Nov 4, in Ron's office.
 - The AGM will likely be Sun Nov 5, 9:30am, to be confirmed after Gralin finds out if Jan is available.
 - Consider if there are any nominations of potential new members to add to the CORA board ahead of the AGM, or additional volunteers (outside of the board) that could assist on any of the current CORA initiatives.
 - **Anonymous survey pre-AGM – Graeme**
 - It was proposed to put out an anonymous survey to CORA members about member interests, where they would like to see more CORA efforts and funding focussed, etc.
 - Rob, Graeme and Nicole to complete survey content and distribute to board for input by Wed Oct 11.
 - Once survey is ready, Colleen to send to entire membership and post on the website.

▪ 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	before Nov 2017 AGM	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
Raised Jan 4, 2017				
8	Leanne	Provide Rob with a 2017 budget for Coaching Development	On Hold until 2017 AGM	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.
9	Paul	Provide Rob with a 2017 budget for Communications	On Hold until 2017 AGM	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
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)	On Hold until 2017 AGM	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.

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
Raised Jun 7, 2017				
21	Paul	Collect more info from Colleen about how to add additional security to the website	Completed	Jul 5: Paul had Colleen purchase and install Wordfence Pro in attempt to increase security. This was previously approved by the board. Aug 2: Trying to identify if this is helping and then will mark as complete. Sep 6: Paul to provide update in Oct. Oct 4: Done
Raised Jul 5, 2017				
24	Gralin	Discussion to invite new/existing current non-CORA clubs to become member clubs.		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
25	Gralin	Vaikobi PFDs		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.
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.
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.
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.
Raised Sep 6, 2017				
28	Lynda	Submit an article for the CORA Home page on the IVF time trials	Completed	Oct 4: Done
29	Gralin	Find template for Nicole to propose 2017 AGM date options to CORA board members	Completed	Oct 4: Done

Adjournment: 09:10 pm PST

Next Meeting – Wednesday, Nov 1, 2017, 8:00 PM PT (9:00 PM MT)