



**CORA Meeting Minutes
Wednesday Sep 6, 2017
8:00 PM PST (9:00 PM MST)**

- Welcome and Roll Call
 - In Attendance: Nicole, Gralin, Graeme, Leanne, Ron, Lynda
 - Regrets: Don, Paul, Marianne, Rob, James

- Adoption of Last Month's Minutes (**Moved by Gralin – accepted as amended**)

- Confirmation of Agenda/Add New items (**Gralin made an addition**)

- Standing Items
 - **IVF Representative Update – Lynda**
 - July 16-26, 2018 Tahiti Sprints: 84 paddlers still registered, some dropping out but more joining in. All set with volunteers.
 - **Financials/Treasurer Update – Rob**
 - Rob was not able to attend. No updates.
 - **Membership Updates – Gralin**
 - There are approximately 1443 CORA members.
 - Gralin is inviting some additional clubs to join CORA. See action item #24.
 - **Grant Updates – Ron**
 - Ron received an application for a clinic grant. Clinic focus is small boat paddling for females Sep 23 in Victoria.

Paul has been asked to post it up on the CORA page.

■ Ron is following up on missing information needed to finalize a few grant applications, due by end of October.

■ Ron emailed some clubs advising them of their eligibility for 2017 RME grants.

○ **Communications & Technical Update – Paul**

■ See action item #12. On Hold.

■ Tabled

○ **Coaching Resources – Marianne and Leanne**

■ Tabled

○ **Juniors Support – Marianne**

■ Tabled

○ **Additional CORA funding – Gralin, Graeme, Leanne**

■ Leanne is finalizing her proposal for how additional CORA funds may be spent and will distribute once ready

■ Graeme also sent some ideas which Gralin reviewed verbally to the board, many of which could help increase paddler participation in outrigger canoeing

■ Gralin welcomed the submission of other ideas (including description of how the ideas can be implemented)

■ See action items #8, 9, & 10. On Hold.

■ **New Business**

○ **CORA Home page – Gralin**

■ Rather than Nationals coverage, Lynda will submit something about time trials go up on the CORA Home page

○ **CORA new boat registry/inventory – Gralin**

■ Gralin to contact Rob to ask how updating the inventory went after Nationals

○ **Amendment to Delta Racing Canoe Club RME Grant approval – Ron**

■ The grant was approved March 24, 2017, and the club would like to add safety equipment (leashes, whistles) and steering blade since approved small boats repairs totalled less than \$1000. All member of the board are in agreement to approve.

○ **Need to set a new AGM date – Gralin**

■ Gralin to find a template to propose a range of dates to propose to Board

■ Nicole to collect responses

- 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	after Pailolo Sep 16, before 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: In progress
Raised Jan 4, 2017				
8	Leanne	Provide Rob with a 2017 budget for Coaching Development	ON HOLD	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: On hold, need someone to take this on
9	Paul	Provide Rob with a 2017 budget for Communications	ON HOLD	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: On hold, need someone to take this on
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	Cancelled	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, Jun 7, Jul 5, Aug 2: depends on Action Items # 8& 9 being completed. Sep 6: Cancelled as Rob will continue with this ongoing work regardless of Action 8/9 being on hold. The original intent of this action was to help identify areas that could use additional funding and we now have another approach.
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.
Raised Jun 7, 2017				
21	Paul	Collect more info from Colleen about how to add additional security to the website		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.
22	Nicole	Distribute the CORA Cup (Club and Crew) points tracker	Complete	Jul 5: Gralin will contact Nicole to see where we are at with this. Aug 2: Nicole to PDF document and send to Paul to upload to site. Sep 6: Complete
Raised Jul 5, 2017				
24	Graeme	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: 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.
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
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?
Raised Aug 2, 2017				
27	Gralin	Contact Rob about the inventory update after canoes were weighed at Nationals		
Raised Sep 6, 2017				
28	Lynda	Submit an article for the CORA Home page on the IVF time trials		
29	Gralin	Find template for Nicole to propose 2017 AGM date options to CORA board members		

Adjournment: 08:56 pm PST

Next Meeting – Wednesday, Oct 4, 2017, 8:00 PM PT (9:00 PM MT)