



**CORA Meeting Minutes
Wednesday Apr 4, 2018
7:00 PM PST (8:00 PM MST)**

- Welcome and Roll Call
 - In Attendance: Nicole, Ron, Grace, Rob, Lynda, Don, Melisa, Jill, Erik, James, Leanne
 - Regrets: Jonathan, Graeme, Paul, Marianne

- Adoption of Last Month's Minutes (**Proposed by Lynda to accept, and Erik seconded**)

- Confirmation of Agenda/Add New items (**Proposed by Rob to accept. The one additional item is already covered in the action item list.**)

- Standing Items
 - **Conflict of Interest – Ron and Jill**
 - This no longer needs to be a standing agenda item. The small remaining pieces of work on this initiative is tracked in action items 47 and 50.

 - **Communications & Technical Update – Paul**
 - CORA's drive and email systems are now fully operational
 - CORA coach and IVF online submission forms developed, tested and provided in functional format for upload and distribution.
 - Next project is to automate CORA grant applications to replace the paper-based PDF forms, though ones

received through mail will still be accepted.

- Jonathan and Ron approved the development of RME and Travel grant online forms, with submissions stored and processed on the drive and alerts sent to relevant directors when forms are submitted. The board as a whole also supported this initiative.

○ **Membership Updates – Grace**

- 1,023 paddlers have current CORA memberships
- Club membership renewals have come in from 31 clubs. Prince Rupert Outrigger Association has joined CORA
- The individual and club membership lists are available on the Team Drive.

○ **Grant Updates – Ron**

- RME Grants: one cheque issued to a club for the full \$1000.00
- Travel Grants: one cheque issued to cover trailer to/from Crazy 8s
- Clinic Grants: no activity
- Coaching Education Grants: one cheque issued for Squamish and on-line NCCP courses
- Ron shared some positive input received about the CORA grants offered to the paddling community, and a desire to encourage support from other partners (Canoe Kayak Canada, etc.)

○ **Coaching Resources – Leanne**

- Coach the coaches is on hold until the fall due to the crowded CORA and IVF calendar

○ **IVF Representative Update – Lynda and Leanne**

- **IVF Tahiti 2018:** On track. Uniforms all ordered. Fees to IVF paid. Update for camp #1 May 27th at Jericho in the works.
- **IVF 2019 Project:** Trial #1 to be hosted at FLCC, April 14. 29 paddlers registered for this trial. Registration deadline is April 6. Payment via Interac working well.
- Trial #2, Victoria, April 21. 27 paddlers registered. Deadline to register is April 13.
- Trial #3, Kelowna. Sunday, June 3.
- Trial #4, Montreal, Aug 4
- Total registered is: 35 female, 36 male. Balanced ages for males (open to 70), 50's is dominant category for females.
- 3 coaching applications received. Need info posted to the CORA website. We are spreading the word via FB

and contacting any coaches we think may be interested in the meantime.

- Lynda doing a bulk Vaikobi order and can add to it if anyone is interested
- Lynda has a seamstress that can make covers for unlimited canoes

- **Financials/Treasurer Update – Jonathan**

- Membership has grown over past years. Increase in CORA one day insurance purchases too. Jonathan also emailed out statement about IVF trials income, GST registration this fall, and plans to submit a 2017 T2 to Revenue Canada.

- **Juniors Support – Marianne and Grace**

- In progress, no update

- **New Business**

- **CORA Cup – Don**

- This no longer need to be on the agenda, as remaining actions will be tracked to closure on action item list #42 and new items: Melisa to help find Don a volunteer to compile the CORA Cup spreadsheet. Nicole to provide sample spreadsheet via Google Drive.

- **Review of AGM ideas for 2018 initiatives – Nicole**

- Many items already carried out:

- Volunteer Coordinator engaged
- fall 2017 member survey results shared with club reps to share with their membership (particularly race directors)
- Budget changes were made for 2018.

- Some items are in progress:

- short course CORA Cup now open to be awarded to teams other than junior and novices
- 6 regional coach the coaches clinics being put together for Leanne to begin in the fall
- determining a maximum board size and whether regional representation should be more proportional will be a topic to be discussed at next AGM
- travel grant application form to be reviewed to ensure it is clear to membership that it could help cover costs of rented vehicles, paying professional drivers as well as gas money

- Melisa to see if she can find a volunteer interested in coordinating the formation of a newsletter and to increase social media presence. Interactivity with the paddling community would be desirable. This could be leveraged to help promote all CORA races.
- Grace asked for ideas about how to help cover junior’s expenses and make coordination easier. Ron will ask FCRCC for ideas. Don might be able to find out from swim clubs.
- Some items are cancelled:
 - 2018 budget was approved without any change to how the current RME grants are allocated to clubs
 - CORA encourages clubs to coordinate with other clubs directly to help each other trailer canoes to races, rather than to add CORA as a go-between
- Some items are to be considered for future:
 - Add a website feature for a welcome letter to be sent to every person purchasing an online membership
 - Leanne will be traveling to meet paddlers for clinics in eastern Canada this summer and will collect ideas for how CORA can promote and support OC in their region
 - Graeme offered to help with proposing a small boat racing schedule to the CORA website
- **Crowded race schedule (solutions for 2019 and onward) – Leanne**
 - Board needs to continue brainstorming and collecting ideas from other Racing Associations about how to manage such a crowded race and event schedule.

▪ Action items

No.	Assignee	Action Item	Due Date	Comments
Raised Jul 5, 2017				
25	Rob	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. Jan 3: Vaikobi rep says

				Transport Canada is looking to approve. Rob would like to track this on the action item list. Feb 9 & Mar 7: Still in progress. Apr 4: Local rep contacted owner/ manufacturer. PFD is ISO certified and Transport Canada is looking to accept these PFDs, as they are in several other countries.
Raised Aug 2, 2017				
27	Jonathan	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. Jan 3: Jonathan working with Rob to consolidate inventory past and present, then this can be closed. Feb 14, Mar 7 & Apr 4: No update
Raised Nov 4, 2017 at Pre-AGM meeting				
Pre-A GM1	CORA Board	Review ideas mentioned during this meeting and identify which initiatives we will bring forward to execute in 2018	Completed	Jan 3: Tabled to February. Feb 7: Tabled to March. Mar 7: Nicole to post ideas collected for board input. Apr 4: This was completed this evening and further investigations and actions were identified.
Raised Dec 6, 2017				
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	Completed	Jan 3: In progress with Lynda, Rob and Jonathan. Feb 7: IVF committee will consider posting a note on the website advising all IVF events are user-pay model. CORA may offer funding to help with coaching/training. Mar 7: Tabled to April. Apr 4: User pay model to be posted on website as a blanket statement to apply to all years. 2019 Event description points all interested paddlers to the Intent to Compete Entry form. This form states explicitly that paddler pays for all costs related to travel and racing.

Raised Jan 3, 2018				
38	Jonathan	Prepare a long term plan for GST account registration	Aug 31, 2018	Feb 9: We will need to plan to collect GST on 2019 CORA memberships well in advance of the AGM in Nov/Dec 2018. In progress. Mar 7: In progress, being planned. Apr 4: on hold until the fall, when we will register.
40	Erik	Ensure that the 2017 Team Canada selection document gets published to CORA website.		Feb 9: Documents being finalized. Mar 7: Tabled to April. Apr 4: Reassigning to Erik to work with Jan. Nicole/Rob will send Jan an email advising Erik will need access key to carry this out.
41	Jonathan	Draft position description for the Director of Education mentioned in the CORA constitution		Feb 9, Mar 7 & Apr 4: No progress to date
42	Don	Update the CORA Cup rules on the website to show that the short course CORA Cup is now expanded to overall men, women and mixed.		Feb 9: Tabled to March. Mar 7: Input collected from Board to help finalize these docs Apr 4: Rules are updated on the website and form distributed to race directors. Ron suggested we just need the note added that crew members need to be an annual member to qualify for Cup
Raised Feb 7, 2018				
46	Nicole	Collect Conflict of Interest acknowledgement forms from CORA directors and track until all received		Mar 7: In progress, with 6 of 16 received. Apr 4: Nicole to follow up on outstanding forms due in from directors.
47	Ron	Outline process for identifying and addressing potential conflicts of interest		Mar 7 & Apr 3: In progress
Raised Mar 7, 2018				
48	Erik	Upload website to show we are once again accepting applications for 2018 coaching		Apr 4: Reassigning from Paul to Erik

		education grant allocations		
49	Paul	Update CORA application forms with new CORA email addresses provided by Ron	Completed	Apr 4: Ron checked the website and this is done
50	Paul	Upload Final Conflict of Interest Policy to website		Apr 4: Ron to provide to Erik and he will coordinate this
51	Ron	Coordinate membership vote to determine if CORA Board can increase maximum number of directors to 20	Nov 2018	On hold until next AGM
Raised Apr 4, 2018				
52	Nicole	Review existing travel grant to see if a point could be added to suggest this grant could help cover costs of rented trucks to tow trailers of canoes to races.		
53	Lynda	Follow up with Paul (CC Erik) on IVF info needed to be posted on website for upcoming events and coaches needed		
54	Melisa	Help find a volunteer for Don to help compile the CORA Cup points spreadsheet		
55	Nicole	Provide Melisa a copy of 2017 CORA Cup points spreadsheet		
56	Melisa	Try to find one or more volunteers that would be interested in putting together newsletters for CORA. (Leanne would be the contact)		
57	Nicole	Confirm Graeme will help with promoting		

		small boat racing.		
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Adjournment: 08:20 pm PST

Next Meeting – Wednesday, May 2, 2018, 7:00 PM PT (8:00 PM MT)