



**CORA Meeting Minutes
Wednesday Jan 3, 2018
7:00 PM PST (8:00 PM MST)**

- Welcome and Roll Call
 - In Attendance: Ron, Nicole, Jill, Grace, Jonathan, Erik, Graeme, Rob, Don, Lynda, Paul, Marianne
 - Regrets: James, Leanne
- Adoption of Last Month's Minutes (**Proposed by Rob to accept, and Erik seconded**)
- Confirmation of Agenda/Add New items (**Proposed by Rob to accept, Nicole added one item**)
- Standing Items
 - **IVF Representative Update – Lynda**
 - 2018 plans are underway and on track
 - For 2019 distance event, all age categories will be represented, which could mean additional selection process and funding considerations. CORA may contribute towards some training camps and coaching, or other expenses which will first be discussed amongst the IVF committee.
 - **Financials/Treasurer Update – Jonathan**
 - Our revenue is almost reaching the limit after which we will need to pay GST. We need to prepare for registering for a GST account and collecting/submitting for the upcoming year or two.
 - Marianne confirmed some details about the funding (hosting and transport grant) that will be available to host Nationals Sprints at Elk Lake this year. Jonathan will clarify budget line items to distinguish between Nationals

Sprints and Nationals Distance

- Proposed by Jonathan Wilkins:
 - The draft budget was discussed and some amendments suggested. Following further analysis of the balance & transactions at PayPal, and further discussions regarding IVF budgets, a revised draft is to be circulated prior to the February meeting.
 - It is proposed that the signatories for the “CORA Account” and the “Sprint Account”, held at Royal Bank of Canada, be changed to add Jonathan Wilkins and remove Rob Varnel. Jan Chavarie and Ron Chin are to remain as signatories.
 - The premium for the Liability Insurance for 2017 has been paid. The policy is to be reviewed and additional quotations obtained to enable discussion and approval by the Board prior to the next renewal
 - Regarding the two GICs that mature this month, he proposed to invest \$20,000 into a 1 year non-redeemable GIC with RBC on or after the maturity on Jan 4, 2018 and to invest \$20,000 into a 2 year non-redeemable GIC with RBC on or after the maturity on Jan 19, 2018
- The board unanimously agreed to support Jonathan’s proposals
- **Membership Updates – Grace**
 - Grace offered a membership update for clubs and individuals registering for 2018. Renewals are coming in and contacts are being updated. There were some problems with the automated registration via the website and some individuals did not receive confirmation emails. Problem seems to be fixed now.
- **Grant Updates – Ron**
 - Ron gave an update about the grants. There is a receipt missing, and expected to be submitted, before 2017 grant cheques are completed.
 - Jonathan will send a list of RME withdrawals to Ron to compare to his records, so that the total can be confirmed for 2017 grants.
 - Ron moved to approve Pac Reach’s RME grant application for the boat cover for their Mirage. Grace seconded.
- **Communications & Technical Update – Paul**
 - Paul gave an update on the website updates made by him and Colleen.
 - Erik updated that CORA has been approved to use Google Enterprise for free as a non-profit organization. Process is being drafted for how to organize information and awarding access to the domain. Rob mentioned that Jonathan would like to help out on this initiative.
- **Coaching Resources – Marianne and Leanne**
 - In progress

- **Juniors Support – Marianne**
 - Marianne and Grace are collaborating on ideas for the New Year.
- **Additional CORA funding –Graeme, Leanne**
 - Leanne not on call. Tabled until February.
- **Draft Conflict of Interest page-turn (review) – Ron**
 - Jill distributed a copy of the draft in progress with her and Ron. Ron and Jill discussed how the document was put together, and its intent to both guide and protect the CORA board in areas of work where it might appear a conflict of interest exists. Ron and Jill to take feedback received to date and propose a final draft.
 - Rob to make sure the 2017 Team Canada selection document gets published to CORA website.
- **New Business**
 - **Review of actions from AGM weekend & initiatives to bring forward to monthly meetings – Nicole**
 - AGM actions were added to the action item list so that they can be tracked to closure in one place.
 - Ideas raised at recent AGM for potential 2018 initiatives will be discussed in February, and decisions made about whether or not to carry them forward.
 - **Volunteer Coordinator – Nicole**
 - A correspondence has been sent out to volunteers that came forward in the CORA membership survey, looking for a Volunteer Coordinator. Jan 24 is the deadline set for a response.
 - **Director of Education for CORA**
 - Jonathan raised the point that the CORA Constitution says we should have a Director of Education. This person would evaluate the content of clinics, etc. Jonathan will draft up this position description.
- **Action items**

| No. | Assignee | Action Item | Due Date | Comments |
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| Action items identified in meetings prior to Jan 4, 2017 | | | | |
| 4 | Ron | Create a conflict of interest guideline for the board | Closed | 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 |

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| | | | | 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. Jan 3: This is now being tracked as a Standing Agenda item and no longer needs to be tracked as an action item. |
| 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) | Closed | 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. Jan 3: Jonathan has offered to help on this committee and they have a plan in place to carry out these initiatives. |
| 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 & Jan 3: Tabled to next month. |
| 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 |

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| | | | | 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. |
| 26A | Graeme | Update Parts & Service providers list | Completed | 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. Jan 3: Graeme completed this and sent to Paul to upload to website |
| 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, Dec 6 & Jan 3: Tabled to next month |
| 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. |
| Raised Nov 4, 2017 at Pre-AGM meeting | | | | |

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| Pre-AGM1 | CORA Board | Review ideas mentioned during this meeting and identify which initiatives we will bring forward to execute in 2018 | | Jan 3: Tabled to February |
| Raised in CORA Annual Technical Meeting, Nov 5, 2017 | | | | |
| Tech1 | All race directors | Provide all <u>proposals</u> for CORA Sanctioned Races prior to month-end so that it can be included in the list presented to CORA's insurer | Completed | Jan 3: Done |
| Tech 2 | All race directors | Provide all <u>date changes</u> for your CORA Sanctioned Races prior to month-end so that it can be included in the list presented to CORA's insurer | Completed | Jan 3: Done |
| Tech 3 | Jan | Update race grid to show Jericho as moved to May 26 and Island Iron moved to Jun 9/10 | Completed | Jan 3: Done along with other changes |
| Tech 4 | Graeme | Watch for For The People's "No Guts, No Glory" race application to the CORA inbox and work with Nicole if we need to reach out to Clinton for the info. | | Jan 3: Graeme received this race application and forwarded on to Gralin, and will send on to Rob. (Jonathan proposed we have a Race Director to take this on instead of the President.) Once Rob reviews, can post on website and advise insurers. |
| Tech 5 | Lynda | Reach out to CORA members that offered to volunteer with IVF | Closed | Jan 3: This does not need to be tracked as an action item, but can happen as-needed. |
| Tech6 | Lynda | Share IVF survey with the past participants to fill out | Completed | Jan 3: Done |
| Tech 7 | CORA Board | Flush out the idea for the regional paddling clinics for 2018 | Closed | Jan 3: Standing agenda item so does not need to be tracked as an action item. |

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| Tech 8 | Graeme, Nicole, Rob | Publish CORA member survey results to share with these minutes. Include recommendations and intent to follow up on the feedback received. | Completed | Jan 3: Done |
| Tech 9 | CORA Board | Confirm if the short course CORA Cup will still be awarded only to Juniors and Novices, or if it will be expanded to overall men, women and mixed. | Closed | Jan 3: All agreed we will. Added new action item for Don to amend CORA Cup rules for website |
| Tech 10 | Nicole | Engage a Volunteer Coordinator to reach out the membership interested in volunteering. | | Jan 3: Sent request to those that volunteered through survey, with response deadline of Jan 24. |
| Raised in CORA Annual General Meeting, Nov 5, 2017 | | | | |
| AGM1 | Rob | Lead Board discussion on RME grant allocation model ideas for 2018 prior to establishing budget and grant application rules. | | Jan 3: Tabled to next month |
| AGM2 | Lynda | Establish and distribute a budget showing how much cost is involved in sending Team Canada to IVF events each year. Differentiate what CORA will contribute towards the costs from the portion of the funds required to be paid by the participating paddler. | | Jan 3: Tabled to next month |
| AGM3 | Jan | Update 2018 race calendar on the CORA website to reflect the recently proposed CORA sanctioned races and any subsequent changes made to the schedule. | Completed | Jan 3: Done |

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| AGM4 | Paul | Update the CORA website to show as Cindy Wright as the ORPC club rep. | Completed | Jan 3: Done |
| Raised Dec 6, 2017 | | | | |
| 29 | Lynda | Share 2017 Team Canada survey results access with CORA Board | | Jan 3: The Survey Monkey results are available to read through a login link. Jill offered to get the results in Lynda and Leanne's absence. |
| 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 | | Jan 3: In progress with Lynda, Rob and Jonathan |
| 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. | Closed | Jan 3: 2017 registrations are taken down and 2018 registration link is available for paddlers and clubs. |
| 32 | Paul | Update CORA Exec webpage with 2018 info | Completed | Jan 3: Done |
| 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 | Completed | Jan 3: Done |
| 34 | Ron | Collect new directors' names and addresses for lawyer | Completed | Jan 3: Done, and Martha will be registering corporation provincially too. |
| 35 | Nicole | Coordinate the sharing of the survey results with CORA Club Contacts to share with their membership | Completed | Jan 3: Done |

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| 36 | Ron | Write up article on CORA grants for website | | Jan 3: Waiting to close 2017 and then will complete this |
| 37 | Nicole /Erik | Write to CORA membership to ask for a volunteer to act as a Volunteer Coordinator on an ongoing basis | Completed | Jan 3: Done |
| Raised Jan 3, 2017 | | | | |
| 38 | Jonathan | Prepare a long term plan for GST account registration | | |
| 39 | Jonathan | Sent list of 2017 RME withdrawals to Ron to compare and match with his records / budget | | |
| 40 | Rob | Ensure that the 2017 Team Canada selection document gets published to CORA website. | | |
| 41 | Jonathan | Draft position description for the Director of Education mentioned in the CORA constitution | | |
| 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. | | |

Adjournment: 08:44 pm PST

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