



**CORA Meeting Minutes
Wednesday Jul 4, 2018
8:00 PM PST (9:00 PM MST)**

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

- Adoption of Last Month's Minutes (**Motioned by Rob to adopt Jun minutes as presented. No objections.**)

- Confirmation of Agenda/Add New items (**Rob added an item about canoe safety**)

- Standing Items
 - **Review/Updates of Outstanding Action items – Nicole**
 - See table at bottom of minutes.

 - **Communications & Technical Update – Paul & Erik**
 - Some of the CORA forms use an old version of Adobe and need to be updated to a newer technology. Erik and Paul to review and investigate options.
 - Paul will be posting past CORA meeting minutes to the CORA website
 - Erik and Paul are creating a flowchart to document the process for having documents uploaded to the CORA website (including turnaround time). Should be ready for Aug 1.

- **Membership Updates – Grace**
 - There are 1359 CORA member paddlers and 34 member clubs
 - Grace is looking for a Dragon Zone Paddling Club contact so that the club can be contacted with a reminder to renew their club membership to CORA. Many Dragon Zone individual paddlers are CORA members.
 - Jonathan will contact Michael at Powell River to check the status of Club Bon Accueil
 - The process for accepting club and individual paddler renewals does not enable an easy audit when member registration numbers and member fees do not match. There is a discrepancy of about \$750 and 2 clubs. Perhaps in future years the process can be improved. Requiring online payments is one idea for making registration and payment more traceable.

- **Grant Updates – Ron**
 - Clinic Grants
 - Receipts received, and cheque issued June 11th for Powell River Outrigger Canoe Society sprint clinic held April 17-18, 2018.
 - Application received June 5th and approved for Jericho Paddling Club clinic coached by John Puakea to be held on July 5th, 2018.
 - Coaching Education Grants: no activity
 - RME Grants
 - Application received June 7th from Fairway Gorge Paddling Club for tipping docks. Fairways Gorge Paddling Club has met RME grant eligibility requirements for their dock improvements. FGPC members Nicole, Erik and Jill excluded from voting. Rob proposed accepting application and all in favour. Grant application is approved.
 - Application received June 11th from Calgary Canoe Club for PFDs. Memo circulated June 25th and approved/deemed approved June 29th.
 - Travel Grants
 - Application received June 11th from Pacific Reach for trailering to/from Island Iron. Approved and cheque issued June 12th.
 - Application received June 18th from Fraser Valley Paddling Club for trailering to/from KPC Waterman. Approved and cheque issued June 19th.

- **Coaching Resources – Leanne**

- Tabled to August
- **IVF Representative Update – Lynda and Leanne**
 - Tahiti 2018 Sprints Project
 - Camp #2 in Kelowna June 23-24 wrapped up team prep, thanks to KPC for hosting. Equipment provided by KPC and CCC. Nice support from the member clubs helping.
 - Ready to head to Tahiti. Event takes place July 15 to July 26, 55 paddlers.
 - Budget for the sprints project meets our projections.
 - Lynda is creating a write-up for the CORA Board next week as a send off and good luck to the paddlers. Paul Kendall as our official photographer so hope to have lots of good pics for Facebook posts. His friend donated paddlers head buffs so we'll get some promo shots for them.
 - Huge thanks to Leanne for all her coaching assistance.
 - 2019 Distance Worlds Paddler Selection.
 - With the last western trial in Kelowna, invitations have been sent out to round 2.
 - The coaches committee of Leanne, James, Cindy and Michael are chewing away at the details for round 2 to be held in October.
 - There is one more trial in Montreal in August with only a few paddlers signed up to date. Hence this will not affect the round 2 invites.
 - 46 males and 42 females registered.
 - Jill distributed the IVF Committee's Guideline Document, complete with coaches' feedback. Document provide some guidance to the committees, clarify roles and identify responsibilities. Board was asked to give input and approve by Jun 26. Additional sections will be added as subsequent processes are determined and clarified.
- **Financials/Treasurer Update – Jonathan**
 - Jonathan emailed out June financial statements.
 - Board approved CORA accounts financial report unanimously.
 - Budget for distance vs sprints will be separated in future
- New Business
 - **CORA member Code of Conduct / Media use policy – Jill**
 - A code of conduct is common for members of organizations as large as CORA.

- Jill to work with Don on this.
- Once developed it could be posted several times a year on CORA website and social media. It could also be added to the membership form upon joining CORA, so that it is well distributed.
- **Canoe safety for AGM – Rob**
 - There was a recent event where two crews went out for a practice and became separated. One of the crews had to be rescued. Their ama broke and paddlers were in the water long enough to risk hypothermia. This prompted an informal discussion about liability, insurance, responsibility and promoting safe OC practices.
 - Paul will post a reminder on the CORA Facebook site for clubs to review their safety policies with their members, inclusive of a link to CORA’s safety recommendations.
- **Interview for CORA social media or website – Melisa**
 - Email update: Melisa has been compiling interviews & wonders how they will be used, and if she should complete some more. Nicole will forward email to Leanne as the contact
 - Rob mentioned paddlers are also interested in the IVF piece Linda is putting together
- **CORA Cup points – Melisa**
 - Email update: Melisa is compiling results. It is not an easy task to cross-check team names

- 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		<p>Jul 5. CORA’s position in discussion on the regulated use of these pfd’s which are not approved by Transport Canada.</p> <p>Aug 2: We’re going to update Safety manual recommendations to reflect race rules. Sep 6: In progress.</p> <p>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 &</p>

				<p>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. Apr 5: Rob will ask insurance provided to document their stance that there are no restrictions on which PFD to use for CORA races and events. May 2 - Jul 4: No update.</p>
Raised Aug 2, 2017				
27	Rob	Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access		<p>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: No update. Apr 5: Jonathan recommended in Dec that perhaps all the photos could be stored somewhere accessible to all race directors. Will discuss any follow up actions at May meeting. May 2: Jonathan proposed a permanent sticker with canoe weight for Spec boats. Rob and Jonathan to discuss offline. Jun 6: A few of the CORA board members can discuss at Island Iron. Jul 4: Rob will bring scale to Lotus, Grace will bring sandbags to bring up to 400lbs, Jonathan will help Rob and Grace. There is a canoe # sequence issue (Calgary and Kelowna are the same). Can we get a volunteer to check over and maintain the list? Table for now.</p>
Raised Jan 3, 2018				
38	Jonathan	Prepare a long-term plan for GST account registration	Aug 31, 2018	<p>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. Jul 4: plan</p>

				will be completed within 6 weeks.
40	Paul	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 from Paul to Erik to work with Jan. Nicole/Rob will send Jan an email advising Erik will need access key to carry this out. Apr 11: Jan gave Erik partial access so that he can add this doc. Jul 4: Paul will have a look in inventory. If documents cannot be found, Nicole proposes to cancel this action item as we will soon have 2019 distance docs for CORA members to reference.
41	Jonathan	Draft position description for the Director of Education mentioned in the CORA constitution		Feb 9 - Jul 4: To be drafted.
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 after receiving Ron's email Feb 4. Mar 8: Ron resent doc to Board to fill out. Apr 4: Nicole to follow up on outstanding forms due in from directors. Apr 22: Nicole sent out a reminder. Need form from Graeme, James, Leanne, Marianne, Paul, Gralin. May 2 & Jun 6: No new forms collected. Jul 4: Received from Paul and Marianne. Still need form from Graeme, James, Leanne, Gralin, and Nicole to follow up with them. Jill will follow up with IVF committee members Michael and Cindy.
47	Ron	Outline process for identifying and addressing potential conflicts of interest		Mar 7 – Jul 4: In progress.
Raised Apr 4, 2018				
54	Melisa	Help find a volunteer for Don to help compile the CORA Cup points spreadsheet		May 2: Melisa has offered to do it until she can find a volunteer to help with this. Jun 6: Melisa emailed

				potential volunteers that came forward on the member survey. Also created Volunteer Intent form. May need to advertise via social media or website. Jul 4: No volunteers have come forward.
56	Melisa	Try to find one or more volunteers that would be interested in putting together newsletters for CORA. (Leanne would be the contact)		May 2: In progress. Jun 6: Melisa emailed potential volunteers that came forward on the member survey. Also created Volunteer Intent form. May need to advertise via social media or website. Jul 4: No volunteers have come forward, but Melisa has made some contributions (see minutes above).
Raised Jun 6, 2018				
57	Nicole	Begin to share monthly meeting minutes and agenda on GDrive for board to add comments directly to document. Name specific deadlines for adding comments.	Completed	Jul 4: Done. Edits to the minutes were offered to be accepted the first week after posting and edits to the agenda items were invited up to 1 week before the next meeting. It worked well this month.
58	Nicole	Work with Erik to explore options for forum-like discussion space on Google Enterprise for the board to use		Jul 4: not started
59	Nicole	Send out CORA distribution list to monthly meeting participants, recommending unique subject lines for new topics	Completed	Jul 4: Done
60	Graeme	Add an addendum to crowded race calendar report: specific recommendations CORA can consider to address the issue.		Jul 4: tabled to August
61	Paul	Add Graeme's small boat event document to CORA website		Jul 4: Paul believes it is up on website and will check to confirm

Adjournment: 9:02 pm PST

Next Meeting – Wednesday, Aug 1, 2018, 8:00 PM PT (9:00 PM MT)

Parking Lot for Items to go on an Agenda at a Later Date

1. Charitable Donations as part of 2019 budget – Jonathan – AGM /Technical Meeting
2. Maximum number of CORA Board Directors and proportional regional representation – Ron – AGM /Technical Meeting
3. Discuss definition and criteria for CORA Clubs to be considered in “good standing” and ensure CORA is collecting the information to make this determination– Graeme & Jonathan – AGM /Technical Meeting