



**CORA Meeting Minutes
Wednesday Jun 6, 2018
8:00 PM PST (9:00 PM MST)**

1. Welcome and Roll Call
 - In Attendance: Nicole, Grace, Jill, Rob, Leanne, Erik, Don, Graeme, Lynda
 - Regrets: Jonathan, James, Ron, Melisa, Paul, Marianne
2. Adoption of Last Month's Minutes (**Proposed by Rob to post May minutes, and no objections**)
 - Graeme asked for it to be confirmed his requested wording change was included.
3. Confirmation of Agenda/Add New items (**There were far too many last minute additions to the agenda, which did not allow for the board to review and accept. Next month the agenda will be finalized and distributed one week in advance.**)
4. Standing Items
 - **Review/Updates of Outstanding Action items – Nicole**
 - See table at bottom of minutes.
 - **Communications & Technical Update – Paul & Erik**
 - Erik gave an overview of the recent activities with regard to website content updates, Google Drive and efforts to become fully digital. More technology improvement and process automation projects will be taking place after the bulk of summer races are over, mid-Aug.

- **Membership Updates – Grace**
 - There are 1313 CORA member paddlers and 34 member clubs
 - For the People: 2018 CORA club membership has not been received. Club has been contacted, but has not responded. Therefore, CORA cannot support this race application to host a CORA Sanctioned Event.

- **Grant Updates – Ron**
 - Ron emailed out details about coaching education, travel and RME grant application activities that have taken place over the past month. The RME application form might need to be reviewed for accuracy as it currently shows the grant available yearly, but the rules are every two years.
 - Last AGM we decided to leave RME grant process in place as is unanimously
 - Toronto S&CC has met RME grant eligibility requirements. Eight of the board members present approved, with one objection. Grant application is approved.

- **Coaching Resources – Leanne**
 - No updates

- **IVF Representative Update – Lynda and Leanne**
 - Tahiti 2018 Sprints Project
 - May 27 camp held at Jericho, big thanks to Jan for her support and logistic help.
 - Kelowna Camp June 23-24 coming up
 - All set for the July 19-26 World Sprints in Tahiti. Paul Kendall (amazing photographer) is on the team and we hope he will help take some pictures and the tech gurus like Leanne can post them on FB etc.
 - 2019 Distance Worlds Paddler Selection.
 - 3 of 4 trials are now complete. Leanne doing an awesome job of keeping on top of the results and observing paddlers with video that will be used for feedback.
 - An update will be out soon to address invites for round 2 October 20-21. Fort Langley has once again offered to host the trials.
 - Jill has drafted a Committee's Guideline Document. Coaches will provide some feedback and then this will be shared with the CORA Board. The purpose is to provide some guidance to the committees, clarify roles and identify responsibilities

- **Financials/Treasurer Update – Jonathan**

- The CORA accounts reports was distributed over email ahead of the meeting.
- The capital from the maturing GICs was re-invested with an increase in the return to 2.2% over 14 months.
- The cost for e-transfers for the IVF trial camps turned out to approximate PayPal costs. It was still more effective than expecting the camp organisers to keep track of cash payments on the day.
- In June we hope for Jonathan to present financials in more detail to the board.

5. New Business

- **CORA Inbox email overload the week before monthly meeting - Nicole**
 - The passion and interest in outrigger canoeing topics is appreciated and the discussions thought-provoking, however, there is too much email the week before the monthly meeting. Requested actions and shared reports should be easily distinguishable from FYIs and discussions, without having to read through multiple, long email chains and attachments.
 - Email alternatives Nicole will pursue:
 - Minutes shared via Board Drive, and board can suggest edits directly on the document for one week
 - Next month's agenda shared via Board Drive, and board can suggest edits directly on the document up until no later than one week before the next meeting
 - Can something in Google Enterprise simulate a Forum for discussion topics? Explore chat options.
 - Nicole will send out CORA distribution list to participants, requesting that monthly reports and FYIs are emailed out with their own subject line, rather than replying to all on emails about other topics.
 - Leanne has governance ideas she may share to help limit overuse of email communications.
- **Crowded race schedule (solutions for 2019 and onward) – Leanne and Graeme**
 - Many members feel the race calendar is too full, and this might be part of why attendance is down
 - Graeme put together a significant amount of research, comparing CORA membership size and number of events in contrast with those of other outrigger associations
 - It was highly recommended for Graeme to add an addendum, then identify some concrete recommendations for CORA to consider to address some CORA members' feeling that the race schedule is too crowded
- **Corporate registration provincially – Ron**

- Determined that there is no need to discuss further.
- **Promoting small boat racing - Graeme**
 - Graeme created a small boat write-up / event calendar and asked Paul to add to the CORA website.
- **CORA jurisdiction/scope – Graeme & Rob**
 - Done and defined.
- **CORA Member Club responsibilities – Graeme**
 - Not discussed, ran out of time.
- **Port Alberni race application / Port Alberni and Sproat Lake Canoe Clubs – Graeme**
 - Graeme invited the Port Alberni club to become a 2018 CORA Club member if they are a distinct club from Sproat Lake. This is prerequisite to hosting a CORA Sanctioned event. CORA insurer requested a final race list by May 25, so we should get this onto the list as soon as event application is submitted.
- **OC weights and boat numbers – Graeme**
 - Many ideas were shared over email by the board. Erik and Rob have scales that could be brought to Island Iron to weight canoes, and board members present can discuss some of the most practical ideas. For instance, rather than sharing photos and notes about boat weight with race directors by some means, we offer canoes a semi-permanent decal to apply showing the canoe weigh. This will make it easy for officials and canoe borrowers to see the expected top up of weights for canoes to be able to race in the Spec division (mostly Bradleys)
 - Weigh-ins likely only need to be done for canoes recently refurbished or for canoes not on the current canoe registry. The current registry needs to be circulated and/or stored on team drive. CORA Cup race directors should advise race crews that the scale is available after their trailers are unloaded.
 - Do we need to help number canoes to get past Webscorer's limitation with alphanumeric characters by either handing out new numbers to replace alphanumeric ones? Or coming up with a numbering scheme for the semi-permanent stickers with canoe weight, that show letters as a number they closely resemble in shape.

- **CORA Clubs in Good Standing – Graeme**
 - After much discussion over email and verbally at meeting, it was decided to revisit the definition of a “CORA Club” “in good standing” at the AGM/Technical meeting. We need to ensure that clubs as well as CORA’s mandate are supported. Need to clarify clubs’ responsibility to demonstrate that they have liability insurance for their paddlers (particularly for their paddlers practicing non-OC sports), that they have registered their active club members with CORA and fulfilled requirement to meet grant eligibility, etc. CORA needs to make sure that all the information we need about a club is requested in the online renewal form. (It already is on paper form.)

- **CORA website Community Message Board moderation – Graeme**
 - Not discussed, ran out of time.

- **CORA Cup Series Short Course clarifications – Graeme**
 - The action item was closed as the updated rules are posted, and the majority of the board finds the rules very comprehensive. There were multiple email discussions, but was not verbally discussed at the meeting.

- **CORA Board Backup / Knowledge Transfer – Graeme**
 - There are some board members sharing similar responsibilities and backing each other up.
 - If there are specific examples of an area in which there is insufficient backup, please bring it to the meeting with a proposal for addressing it, or ask for group input to solve it.

- **CORA Insurance Scope – Graeme**
 - It is desired for there to be greater clarity in what CORA insurance covers. Not discussed, ran out of time.

- **Eastern Canada CORA Presence – Graeme**
 - Not discussed at meeting, though Graeme proposed over email encouraging TSCC and/or Outrigger Montreal to apply for CORA Event Sanctioning for their events so that these clubs feel more connected to CORA, as well as a few other potentially positive outcomes he named.

- **Interview for CORA social media or website – Melisa**
 - Email update: Melisa and volunteer Steph M prepared an interview with Jan and also plan one for Mike Jordan, which can be posted. Considering more profiles (e.g., race directors and paddlers) that could be

posted to increase community presence.

- **CORA Cup points – Melisa**

- Email update: Melisa is compiling results from Duel in the Desert and Jericho, so that Nicole and Don can help validate them

6. 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. 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: No update.
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		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.
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 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.
41	Jonathan	Draft position description for the Director of Education mentioned in the CORA constitution		Feb 9, Mar 7, Apr 4 & May 2: 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.	Completed	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. May 2: Paul posted an updated doc, but we still need to have the rule added about only annual members can compete for the CORA Cup. Jun 6: Complete

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.
47	Ron	Outline process for identifying and addressing potential conflicts of interest		Mar 7, Apr 3 & May 2: In progress.
Raised Mar 7, 2018				
51	Ron	Coordinate membership vote to determine if CORA Board can increase maximum number of directors to 20	Closed	On hold until next AGM. May 1: In addition to the discussion to have with the membership about proportional regional representation on the board, Jill recommended we discuss the duration for each board position. It is desired for it to be known which positions may soon become available to potential volunteers. Jun 6: Moved from action item list to the end of the document ("parking lot") where AGM agenda items tracked
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.
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.

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.		
58	Nicole	Work with Erik to explore options for forum-like discussion space on Google Enterprise for the board to use		
59	Nicole	Send out CORA distribution list to monthly meeting participants, recommending unique subject lines for new topics		
60	Graeme	Add an addendum to crowded race calendar report: specific recommendations CORA can consider to address issue.		
61	Paul	Add Graeme's small boat event document to CORA website		

Adjournment: 8:00 pm PST

Next Meeting – Wednesday, Jul 4, 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