



**CORA Meeting Minutes
Wednesday May 2, 2018
7:00 PM PST (8:00 PM MST)**

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

- Adoption of Last Month's Minutes (**Proposed by Lynda to accept, and Grace seconded**)
 - Graeme noted IVF time trial is in Kelowna Jun 3 not 4. April minutes amended.

- Confirmation of Agenda/Add New items (**A few additional items were added. Proposed by Rob to accept.**)

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

 - **Communications & Technical Update – Paul & Erik**
 - Recent web uploads: conflict of interest; committee TOR; member club email revisions, etc.
 - Pending web uploads: IVF materials that are currently being prepared
 - Planning: discussions on shopping carts instead of PayPal, data submission and storage and member communications—aiming to present design and functionality drafts to the board for discussion in early fall. Goal to become fully digital.

- Google Drive is being actively populated and used to share documents. May extend to use the free teleconferencing and video conferencing feature too.
- **Membership Updates – Grace**
 - 1,116 individual CORA members, 34 CORA club membership renewals have come in. Updated membership lists are posted to the Membership folder on the Team Drive.
 - Notification of the May 1 increase in CORA club fees was sent to all clubs who had not yet renewed for 2018; there were several renewals as a result. We have asked the clubs who have not renewed their club membership to please let CORA know if they are not renewing so that the membership list and webpage can be updated.
- **Grant Updates – Ron**
 - Ahead of the call Ron emailed out grant updates. One club that received a clinic grant this past month, and a new application was received. Two clubs received travel grants. No new activity regarding the Coaching Education Grants or RME Grants.
- **Coaching Resources – Leanne**
 - Tabled for now. Coach the coaches on hold until the fall. Leanne will bring updates to meeting as they are received.
- **IVF Representative Update – Lynda and Leanne**
 - Trial 1 & 2 in Vancouver and Victoria have taken place and results compiled.
 - Would like for more coaches to come forward with interest in helping prepare teams.
- **Financials/Treasurer Update – Jonathan**
 - Jonathan proposed over email to reinvest 2 GICs that are maturing. Rob approved, and all in favour.
 - Jonathan also emailed out CORA balance sheet, statement of operations (with comparison to numbers as of May 2017), and GST registration projection.
 - Jan and Jonathan are working towards reconciling membership numbers.
 - E-transfers were used by most participants at IVF trial camps and worked well.

- **New Business**
 - **Crowded race schedule (solutions for 2019 and onward) – Leanne**
 - There is a general call for ideas from Board and membership. Graeme offered to work with Leanne on it
 - **Charitable donations – Jonathan**
 - There was an idea proposed for CORA to give a charitable donation to a Hawaiian club with storm damaged canoes. Another Hawaiian club and one in Santa Barbara have also had issues with their fleet of canoes.
 - It was agreed we would like to help other canoe clubs either by making a charitable donation and/or promoting their fundraising attempts to get more awareness to potential donors. This may be an idea to propose to the CORA membership for input.
 - **Confirmation of 7pm PT start for summer – Nicole**
 - The majority confirmed interest to move the meeting to 8pm PT for the summer, as we have done in past
 - **Corporate registration provincially – Ron**
 - Need to determine if CORA must extra-provincially register CORA in provinces where CORA clubs are located.
 - CORA is a federally registered not-for-profit corporation. Because of the division of powers between the federal and provincial governments, a federal registration does not automatically allow you to do business in any province. Federal corporations are typically required to "extra-provincially" register in each of the provinces in which they do business. CORA's lawyer shared some exceptions for not-for-profit corporations.
 - The recommended course of action, considering each province's specific requirements, is to extra-provincially register in BC, since this is where CORA maintains its office/PO Box. No registration is required for Alberta, Ontario or Quebec.
 - Board agree with following recommended course of action.
 - **Promoting small boat racing - Graeme**
 - Graeme offered a comprehensive summary of the Board's discussions and brainstorming sessions on this topic. He has been in touch with other Board members and race directors to collaborate ideas and gather more information.
 - There are some well attended "for profit" small boat races being held independently of CORA. The attributes that make these races attractive and well attended were discussed, to see how to make CORA races competitive with the draw to these events.

- There was a spin-off topic to the above point. There is some concern about the private businesses hosting “for-profit” small boat series. What is CORA’s jurisdiction over racing? CORA doesn’t own and govern all small boat racing. Is there any threat to be identified? This topic can be continue to be discussed over email and at future meetings.
- A collection of recommendations were jointly discussed to help promote small boat racing:
 - small boat racing series on weeknights, partnered with local sponsors and boat renters
 - support and encouragement of CORA clubs to acquire small boat trailers to get boats to events
 - maintain an annual schedule of small boat racing events
 - training camps for small boat racing

▪ Action items

| No. | Assignee | Action Item | Due Date | Comments |
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| 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 | | | | |

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| 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.</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.</p> |
| 40 | Erik | Ensure that the 2017 Team Canada selection document gets published to CORA website. | | <p>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.</p> |
| 41 | Jonathan | Draft position description for the Director of Education mentioned in the CORA constitution | | <p>Feb 9, Mar 7, Apr 4 & May 2: No progress to date.</p> |
| 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. | | <p>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.</p> |

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| | | | | 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. |
| 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: 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 | | | | |
| 48 | Erik | Update website to show we are once again accepting applications for 2018 coaching education grant allocations | Complete | Apr 4: Reassigning from Paul to Erik. Apr 24: The link to the grant is back up. Completed. |
| 50 | Erik | Upload Final Conflict of Interest Policy to website | Complete | Apr 4: Reassigning from Paul to Erik. Ron to provide to Erik and he will coordinate this. May 2: Posted. |
| 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. 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. |
| Raised Apr 4, 2018 | | | | |
| 52 | Nicole | Review existing travel grant to see if a | Cancelled | Apr 24: The grant policy makes it clear that mileage |

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| | | point could be added to suggest this grant could help cover costs of rented trucks to tow trailers of canoes to races. | | reimbursement can help cover cost of trailering. No other verbiage needed. |
| 53 | Lynda | Follow up with Paul (CC Erik) on IVF info needed to be posted on website for upcoming events and coaches needed | Completed | Apr 22: Coaches application form is posted, as is the intent to compete, 2019 event info. Lynda will approach Erik if anything else needs to be posted. |
| 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. |
| 55 | Nicole | Provide Melisa a copy of 2017 CORA Cup points spreadsheet | Completed | Apr 22: Completed. |
| 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 |
| 57 | Nicole | Confirm Graeme will help with promoting small boat racing, perhaps create a schedule to be added to the CORA website | Completed | Apr 22: Email sent to Graeme with link to document we all gave input on. Asked for confirmation that he will take this on. May 2: Graeme responded and discussion is captured under "New Business" as a new agenda item. |

Adjournment: 8:00 pm PST

Next Meeting – Wednesday, Jun 6, 2018, 8:00 PM PT (9:00 PM MT)