



**CORA Meeting Minutes
Wednesday Sep 5, 2018
8:00 PM PST (9:00 PM MST)**

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

- Adoption of Last Month's Minutes (**Motioned by Rob to adopt Aug minutes as presented, after one small correction is made. All in favour.**)
 - Graeme's edit for the Aug IVF report: "Bids for 2020 Sprints (interest from Great Britain - will need volunteer support)" should say "Bids for 2022..."

- Confirmation of Agenda/Add New items (**Motioned by Rob to adopt agenda, with the addition of 1. consistency of presentation of awards for CORA races; 2. Jill's topic about adding a listing and description of Board positions available prior to the AGM. All in favour.**)

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

 - **Communications & Technical Update – Paul & Erik**

■ 1. WEBSITE revisions, backend advantages:

1. integration with Google (e.g., Google forms, data collection etc.)
2. better at working with contemporary security features (Wordpress compliant)
3. effective multi-platform displays (e.g. adapts to smart phones, tablets, etc.)
4. integration with a selection of shopping carts for member transactions

The model is targeted to be ready for review in October. The front end will be less text-heavy, with heavier text areas linked behind the front menu structure. Once a preferred version is selected by the Board, a draft website will be built with existing CORA content for preflighting by the board and selected testers (e.g. selected CORA members and external users). When we're ready, the new site can silently replace the existing site and handle more efficient plug-ins for member registration (and membership records), on line forms, and so on. If all goes well, the time to switch sites would be early December (ready for 2019 registrations). If all doesn't go well, the switch can be thrown whenever we're ready.

■ 2. ON LINE FORMS

- Erik distributed links to amended RME and travel grant application instructions and online forms to the Board for review and feedback. The same can be done for 2019 race application forms. The Board supports Erik with developing the 2019 race application forms and proceeding with implementing all three of these forms in an online format.
- Rob will identify who should be the recipient of these forms. For race application forms, it is preferred that they be reviewed by current race directors.
- **Membership Updates – Grace**
 - There are 1440 CORA member paddlers and 35 member clubs, including Dragon Zone renewal this past month. The updated membership lists are posted to the Membership folder on the Team Drive.
- **Grant Updates – Ron**
 - Clinic Grants: Reminder sent to Jericho to submit receipts for June Johnny Puakea Clinic.
 - Coaching Education Grants: No activity
 - RME Grants
 - Receipts were received and cheque issued to Maple Bay Ocean Canoe Club for steering blade, PFDs and

- miscellaneous safety and maintenance items (\$1000) August 27, 2018.
- Application received from Jericho Paddling Club for ultralight storage cover. Approved by Board as of August 31, 2018.
- Application received from Latitude 48 Paddling Club for OC1 repairs (resubmitted to add ultralight iako) and presented to Board for approval (approval expected as of Sept 4, 2018).
- **Travel Grants**
 - Application received from Pacific Reach Paddling Club for trailering to/from Gibsons Nationals. Approved and cheque for \$387.35 issued August 20, 2018.
 - Application received from Calgary Canoe Club for trailering to/from Gibsons Nationals. Approved and cheque for \$650.00 issued August 27, 2018.
 - Application received from Fraser Valley Paddling Club for trailering to/from Gibsons Nationals. Approved and cheque for \$595.20 issued August 27, 2018
 - Application received from Latitude 48 Paddling Club for trailering to/from Gibsons Nationals. Approved and cheque for \$650.00 issued August 28, 2018.
 - Application received from Fairway Gorge Paddling Club for trailering to/from Gibsons Nationals. Awaiting ferry receipts. Expect approval for \$650.00.
 - Application expected from FCRCC for trailering to/from Gibsons Nationals.
- **Nationals Hosting Grants**
 - Application received from Howe Sound Outrigger Race / Gibsons Paddle Club for Nationals Hosting Grant. Approved and cheque for \$1500.00 issued August 22, 2018.
- **Coaching Resources – Leanne**
 - Tabled to a later date
- **IVF Representative Update – Lynda and Leanne**
 - The committee is in the process for finalizing round 2 preparations, for participants of 2019 event.
- **Financials/Treasurer Update – Jonathan**
 - Jonathan emailed Board the monthly accounts reports.
 - Board is all in favour of his recommendation to negotiate and purchase a new \$10, 000 GIC for 18 months plus one day.
 - So that Jonathan can review cash-flow ahead of purchasing the GIC, he asked the Board to advise him if there

is budget or grant money that we do not plan to spend in 2018. Rob suggested that the clinic and coaching grant money is not likely to be spent by end of year. Little of the technology upgrade budget is anticipated to be spent.

- Canada Revenue Registration and GST update will be provided as part of the standing agenda, going forward.
- Jonathan would like for Board to consider any changes to the 2019 budget well in advance of the end of 2018.

- **Volunteer Coordinator Update – Melisa**

- 1. Volunteer Position Descriptions

- Melisa created a document that describing the two volunteer positions CORA is looking to fill, for the Newsletter and for CORA Cup Points tracking. The document has been shared with the Board for feedback prior to the October meeting, and in advance of the next AGM.
 - Once positions descriptions are finalised, Melisa would like to find out whether we can create a volunteer application form on the website, and what CORA's privacy practices are re: keeping personal information.

- 2. Interviews with Jan and Vivian

- Melisa documented the interviews with Jan and with Vivian from Jericho Iron and Island Iron, respectively. Paul will upload these to the CORA website.

- 3. CORA Cup points

- Re: Nationals Points. Race and Cup points were tabulated by hand and on paper at Gibsons. Don has almost completed the final CORA Cup results in Excel format. They will be completed for posting after the most recent Penticton paddling event is over.

- **New Business**

- **CORA sanctioning questions – Graeme**

- Graeme shared some questions about what specifically CORA insurance covers: only CORA sanctioned events? All annual members for an outrigger race or practice? Annual members at an event inside Canada or outside? Should IVF qualifying events and training camps request CORA sanctioning?
 - Rob provided responses to these questions and sample scenarios that would/would not be covered and those which do/do not require coverage. Rob has a report he can share with Graeme and Jonathan to read to bring more clarity to the topic.

- **CORA member Code of Conduct / Media use policy – Jill**

- Ron and Jill will be connecting on this after the Catalina Crossing race, aiming to have something drafted for

October

- **Canoe safety - Rob**
 - Given the recent swamping, unrecoverable hull and damage to canoe during towing from English Bay, the CORA Board would like to share some general safety tips with CORA membership. Graeme has some suggestions he would like to document and put forward to share.

- **Confirmation that we return to regular meeting hours - Nicole**
 - In November our monthly meetings will return to the 7pm PT / 8pm MT start.

- **Proposed date for next AGM – Jonathan**
 - Nicole to coordinate the Board's vote for the next AGM, and check with Ron when meeting space for pre-meeting is available.
 - Ideally the AGM notice needs to go to paddlers ASAP and no less than two weeks in advance of the meeting.
 - It would be convenient for race directors to submit 2019 race applications in advance of Technical meeting, and for new online webforms to be ready prior to that.

- **Consistency of presentations/CORA cup races – Rob**
 - There was a brief discussion about paddlers' wishes for more consistent and prestigious Nationals awards for division winners in OC6 and small boats. Each host club does it a little differently.
 - Nicole to reach out to Board to see who would like to be on a Committee to brainstorm how this can be improved, with some specific recommendations to take to the technical meeting.

- **New Board Members – Jill**
 - Jill recommended adding a list of open positions and role descriptions for volunteers that want to be on the Board in 2019. She offered to draft something for the website & Nicole to work on this with her.
 - Nicole to check with current Board to see if they are staying for 2019. The Board size is already past its maximum and the Board plans to host a vote to see if members agree it can be increased.
 - An additional discussion the Board wanted to discuss at the AGM is if we want to propose proportional regional representation on the Board.
 - Nicole and Jill to consider these points above when creating a write up for available Board positions prior to the AGM. We want to be able to welcome new nominations, and do not wish for people to feel they wasted

time with nominations if there is no space for new Board members.

- 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, 2018: 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 – Sep 5: 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</p>

				<p>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. Aug 1: No update. Sep 5: Proposed to wait for a new technical solution to be developed for hosting and sharing this information.</p>
Raised Jan 3, 2018				
38	Jonathan	Prepare a long-term plan for GST account registration	Completed	<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 will be completed within 6 weeks. Aug 1: No update. Sep 5: We will exceed threshold and need to register. Board voted and all in favour. Jonathan will register for GST account. Further follow-on actions will be captured in the New Business updates.</p>
41	Jonathan	Draft position description for the Director of Education mentioned in the CORA constitution		<p>Feb 9 – Sep 5: To be drafted.</p>
Raised Feb 7, 2018				
46	Nicole	Collect Conflict of Interest acknowledgement forms from CORA directors and track until all received		<p>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</p>

				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. Aug 1: Outstanding from Graeme, Leanne, Gralin, Michael and Cindy. Sep 3: Nicole and Jill sent reminders to hand in. Nicole invited them to advise if they don't wish to sign it.
47	Ron	Outline process for identifying and addressing potential conflicts of interest		Mar 7 – Aug 1: In progress. Sep 5: No update
Raised Apr 4, 2018				
56	Melisa	Try to find one or more volunteers that would be interested in putting together newsletters for CORA. (Leanne would be the contact)	Cancelled	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). Aug 1: Leanne will engage with Melisa on this in the fall. Sep 5: This is now covered by action item #64, to post openings for desired volunteers on website
Raised Jun 6, 2018				
60	Graeme	Add an addendum to crowded race calendar report: specific recommendations CORA can consider to address the issue.		Jul 4: tabled to August. Aug 1: tabled to September. Sep 5: In progress for October.
Raised Aug 1, 2018				
62	Rob	Reach out to Anne at Dragon Zone to get	Completed	Sep 5: Grace's membership update shows that Dragon

		CORA club registration underway		Zone renewed their CORA club membership
63	Erik or Paul	Post Melisa's interviews (stored on the drive) onto the CORA website		Sep 5: Paul will upload to website
64	Melisa	Draft volunteer position descriptions (newsletter contributors, CORA Cup points consolidators, etc.) for the board to review. Once approved, can be posted to social media and website, to advertise and promote prior to AGM.		Sep 5: Received and Board will review and provide feedback for October.
65	Don	Follow up with Graeme to see if he has the Nationals decals. Contact Oddball to start planning the order for generic decals to award at Nationals.	Completed	Sep 5: Graeme and Don collaborated to complete this.
Raised Sep 5, 2018				
66	Rob	Determine who should be the recipient of online application forms for RME grants, travel grants and CORA race sanctioning.		
67	Rob	Share report with Jonathan and Graeme, to help bring clarity on CORA insurance coverage.		
68	Graeme	Draft some safety tips for CORA membership, in relation to swamping, unrecoverable hulks, and towing.		
69	Nicole	Coordinate the Board's vote for the next AGM date		
70	Nicole	Ask Board members if they would like to		

		be on the committee to discuss consistency of presentations/awards for CORA Cup races		
71	Jill	Work with Nicole to draft open Board position descriptions		
72	Nicole	Check with current Board to see if they intend on staying on for 2019		

Adjournment: 9:15 pm PST

Next Meeting – Wednesday, Oct 3, 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
4. Determine how CORA club contacts and race directors can access a list of paid individual CORA members to ensure their members up to date – Grace – AGM /Technical Meeting
5. Discuss ideas to make CORA Cup points consolidation easier – Melisa – AGM /Technical Meeting
6. Discuss if DNF, DQ and DNS get awarded CORA Cup points for 2019 rules – Don & Melisa – AGM /Technical Meeting