



## **CORA Monthly Meeting Minutes**

**Wednesday Feb 6, 2019**

**7:00 PM PST (8:00 PM MST)**

### 1. Welcome and Roll Call

- In Attendance: Graeme, Rob, Lynda, Grace, Mony, Erik, Ron, Leanne, Marianne, Jonathan
- Regrets: Nicole, Don, Paul, Jill
- Invitees: Jonathan, Marianne, Paul, Grace, Rob, Ron, Jill, Lynda, Graeme, Don, Leanne, Erik
- Introduction of Mony Sy from Montreal. Joining CORA as the Eastern Rep. Guest Status.

### 2. Adoption of Last Month's Minutes (**Motioned by Rob to adopt minutes as presented, Grace seconded. No objections**)

### 3. Confirmation of Agenda/Add New items (**Motioned by Rob to adopt agenda as presented. No additions or changes.**)

### 4. Standing Items

- **Review/Updates of Outstanding Action items – Nicole**
  - See table at bottom of minutes.
- **Communications & Technical Update – Paul & Erik**
  - Digital forms will all be available on line by next week.
  - Erik has a web developer in line to complete the new website. Greater benefits will be made available, such as improving the race calendar, it will be more user friendly for racers and race directors.

- The information from the current site will be carried forward.
  - As the new site is being built there will be 2 sites: the public site and the staging site. This will be available to see by Board, when ready we can flip the switch to run new website and remove the old.
  - Motion made by Jonathan to proceed to build the new website seconded by Grace. All in favor. Motion passed.
- **CORA's Improved Member Database – Paul and Erik**
- ACCESS: who gets access to club and race director data bases, how often and when?
    - Q's following Grace's report....
- **Membership Updates – Grace**
- Many thanks to Erik for his efforts in setting up the online registration system and for being so available, patient and willing to answer numerous queries or make adjustments to the system. Initial numbers show a significant increase in early renewals; at last year's February board meeting there were 614 annual memberships but this year, to date, there are 960!
  - At this year's Ice Breaker there were far greater numbers of paddlers who had already completed their CORA online; Grace only had 36 annual memberships to process manually. The registration volunteers had CORA data that was very current; it was also easy to check CORA status for members of pre-registered teams earlier in the week. However, this race pulls in dragon boat paddlers and there were many last minute team roster changes and membership purchases. It would be interesting to find out how many of these paddlers chose an annual over single event membership this year because they were thinking of doing two races.
  - The usual questions about membership are coming in; requesting confirmation of registration, requesting confirmation of payment, not understanding that annual membership does not mean 12 months from date of payment, etc. New and improved system: same questions...
  - Racers have reported that they are being asked for their CORA numbers when doing races in the U.S. How do we get word out to these clubs (not all are part of the PNWORCA circuit)?
  - **Additional discussion** on the database. Clarification of who this is sent to, what information is provided and how information can be shared.
  - Ron suggests to identify a person in each Club to be the contact, then it's up to them to share as they see fit.
  - Process - Set up a Club link, send off, then it's up to them to disseminate as they choose. No sensitive info such as email and address info is provided. Info is: Paddler name, club, gender, and age category. Club rep can only see their own Club members, race directors can see all paddlers listed.
  - CORA policy should state we have exercised due care to keep this information confidential and to add, 'please do not distribute beyond the leadership of our Club' when sent out.
  - Erik: Members are registering as Youth but they are not youth hence paying a lower fee. How do we handle this. 4 have been recognized to date. Grace did get in touch and have them all correct the info and pay

additional fees. This is something we need to keep an eye on.

○ **Grant Updates – Ron**

- **RME Grants** - Now using on-line applications!
- No activity
- **Clinic Grants**
  - One application from Powell River for a Stroke Improvement Clinic April 11, 12 & 13, 2019 which I approved for up to \$600.00
  - Powell River Appl. Apr 13 –they probably just didn't realize it was a CORA Cup race date. Ron will follow up.
- **Coaching Education Grants**
  - One enquiry from Cindy Turner (Squamish) - sent out last year's pdf form pending roll-out of on-line form.
- **Travel Grants** - Now using on-line applications!
- No activity

○ **IVF Representative Update – Lynda**

- Nothing new from last update. On track with plans and camps.

○ **Financials/Treasurer Update – Jonathan**

- Financials were sent out.
- Discussion of GIC's, look at staggering renewal dates for 2 separate GIC's. reinvest the rest
- Cash income correct, do not divide this to get member numbers
- **Motion** made by Rob Varnel, 20k - invest into two separate 10k GIC amounts, Erik seconded, all in favor. Motion passed.

**Outrigger Coaching Program - Leanne**

- No action taken on phase 0 this past month. Will be talking to 'master coaches' in Feb.

5. New Business

- **PaddleGuru demo - Graeme**

- Graeme sent out a one page summary (Jan 31, see attached) on how PaddleGuru worked for the Lotus race event.
  - Further discussion and Q's were raised. The cost was a concern for Lotus. This event cost \$300 and as Graeme noted this is the type of event that would be the most expensive due to the format and high number of crews.
  - A previous budget proposal of \$3000 from CORA was suggested to cover the costs of Clubs trying out PaddleGuru this season. These funds were not added into the budget and we do not have contingency funds to add this in now.
  - Jonathan will ask FLCC to support using PaddleGuru for it's race. CORA will look at using this program for a couple of additional test events with some funding to support this. Graeme has offered to work with Jonathan to use the template and amend to their event needs.
  - Other concerns: Clubs would not support use of a system which collects revenue and then sends it back to back to the Club. If other Clubs wanted to use a different program will they be subsidized ?
- **Nationals at Harrison Springs.** They are concerned with the proposed date as it lands during the IVF World Championships and World DB event in Thailand. Hence many paddlers will be missing and many crews affected.
  - Marianne to check with Tracey on switching the date of Sprout Lake event to Aug 17 or 24. Then this makes it more feasible to switch Nationals to September 14-15.
  - Marianne to email the Board asap and further discussion will take place on this item.

Additional New Business.

6. Action items

No.	Assignee	Action Item	Due Date	Comments
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><b>Oct 4:</b> Rob took pictures of boats and took down weights and will find list to send to Gralin. <b>Nov 1:</b> Tabled until the weekend AGM meetings. <b>Dec 6:</b> Tabled to Jan 3. <b>Jan 3:</b> Jonathan working with Rob to consolidate inventory past and present, then this can be closed. <b>Feb 14 &amp; Mar 7:</b> No update. <b>Apr 5:</b> 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. <b>May 2:</b> Jonathan proposed a permanent sticker with canoe weight for Spec boats. Rob and Jonathan to discuss offline. <b>Jun 6:</b> A few of the CORA board members can discuss at Island Iron.</p> <p><b>Jul 4:</b> 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. <b>Aug 1:</b> No update. <b>(Continued on next row.)</b></p>
27	Rob	Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access		<p><b>(Continued from previous row.)</b></p> <p><b>Sep 5:</b> Proposed to wait for a new technical solution to be developed for hosting and sharing this information. <b>Oct 3:</b> Need to updated Excel list and then it can be emailed to the race directors at the same time they are emailed the CORA membership list. The only issue that will remain is that there is not a scale at all CORA sanctioned races, and canoe users are not always adding the extra weights. This is becoming less of an issue given the growing number of ultralights being raced in place of Mirages. J&amp;R to discuss offline. <b>Nov 7:</b> The new club policy, where clubs report their inventory as part of annual club membership registration/ renewal should help update this list. <b>Dec 5:</b> No update. <b>Jan 9:</b> A survey has been sent to 2019 club reps to collect this info. We will need a strategy for amassing and sharing the data. <b>Feb 6:</b></p>

**Raised Feb 7, 2018**

46	Nicole	Collect Conflict of Interest acknowledgement forms from CORA directors and track until all received	Completed	<p><b>Mar 7:</b> In progress, with 6 of 16 received after receiving Ron's email Feb 4. <b>Mar 8:</b> Ron resent doc to Board to fill out. <b>Apr 4:</b> Nicole to follow up on outstanding forms due in from directors. <b>Apr 22:</b> Nicole sent out a reminder. Need form from Graeme, James, Leanne, Marianne, Paul, Gralin. <b>May 2 &amp; Jun 6:</b> No new forms collected. <b>Jul 4:</b> 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. <b>Aug 1:</b> Outstanding from Graeme, Leanne, Gralin, Michael and Cindy. <b>Sep 3:</b> Nicole and Jill sent reminders to hand in. Nicole invited them to advise Ron and Ron if they don't wish to sign it. <b>Sep 14:</b> Received Michael's signature on COI. Outstanding from Graeme, Leanne, Gralin and Cindy. <b>Oct 3:</b> Nicole to send list of outstanding signatures to Rob and he will follow up. <b>Nov 4:</b> Graeme's form outstanding &amp; he confirmed he would email it to Rob and Nicole after the AGM. <b>Dec 5:</b> No update. <b>Jan 9:</b> Graeme to provide Jan 15. <b>Jan 15:</b> Received all and now complete.</p>
47	Ron	Outline process for identifying and addressing potential conflicts of interest		<p><b>Mar 7 – Aug 1:</b> In progress. <b>Sep 5 &amp; Oct 3:</b> No update. <b>Nov 7:</b> Ron is writing up some scenarios. In the meantime, board to bring forward to monthly meetings as they come up. <b>Dec 5 &amp; Jan 9:</b> No update. <b>Feb 6:</b></p>

**Raised Oct 3, 2018**

74	Paul	Post Melisa's two volunteer position descriptions onto website		<p><b>Nov 7:</b> Paul to do. <b>Dec 5-Jan 9:</b> No update. <b>Feb 6:</b></p>
78	Ron, Rob	Compare director/officer position descriptions to by-laws before posting pre-AGM.		<p><b>Nov 7- Dec 5:</b> Ongoing. <b>Jan 9:</b> Ron will look at this in Jan 2019. This action was expanded to cover pre-AGM 13 action item where Rob was asked to also verify generic Director at Large descriptions. <b>Feb 6:</b></p>

79	Ron	Send the board a synopsis of process laid out in by-laws to put board positions up for re-election periodically		<b>Nov 7:</b> Ongoing. <b>Dec 5-Jan 9:</b> No update. <b>Feb 6:</b>
<b>Raised Nov 3, 2018 at AGM planning meeting</b>				
Pre-AGM 1	Erik	Work with Communications team to see if push messages / push calendar can be set up to help publicize events (races, clinics)		<b>Dec 5:</b> Proposed for LOTUS / FGPC to be asked to submit blurb with photo and registration links (for example) for January / February. CORA can push via Facebook and club director emails once per month; one month in advance. (Ran out of time to discuss.). <b>Feb 6:</b>
Pre-AGM 2	Lynda	Promote volunteering with CORA as an officer to Ontario and other non-BC contacts. (Leanne may have contacts and be willing to help.)		<b>Jan 9:</b> Ron to read by-laws to see if board can nominate someone as a director or officer mid-term. We would like eastern representation participate on the calls. The position description (action 78) would also be helpful to offer prospective contacts. <b>Feb 6:</b> Leanne has discussed with Mony Sy. Lynda, Rob and Erik have helped to set him up with information required to assist with Eastern trials along with being an east voice to the board.
Pre-AGM 3	Rob	Ask for volunteer committee to be established to design approach for staged timelines to re-elections	Aug 31, 2019	<b>Jan 9:</b> We will recruit a committee after we receive an update for action item 79. <b>Feb 6:</b>
Pre-AGM 4	Rob	Ask for a volunteer to review the grant application form to see how to integrate the good standing qualifications (and exception request) discussed at Pre-AGM meeting. This person would work with Erik who has volunteered to do the same with the 2019 CORA Club registration form.	Jan 15, 2019	<b>Dec 5:</b> We are short on time to conduct further discussion and confirm agreement on good standing qualification. For 2019, Erik will add a space on the club registration form for the club to provide an inventory of their canoes and trailers. The rest will be ironed out in the new year. <b>Jan 9:</b> We will do a test run to collect info off of grant application form to see how the clubs benefiting from the grants meet good standing qualifications. Graeme will write up what we are trying to do with this initiative to inform CORA clubs of why we are collecting this information by Jan 15. He will also help update the grant application forms to elicit the info. <b>Feb 6:</b>

Pre-AGM 7	Rob	Ask for a volunteer committee to be established to design a plan to make CORA Cup points consolidation easier. (Plan must be implemented in March in case first CORA Cup race is in April.)	Jan 31, 2019	<b>Jan 9:</b> PaddleGuru is being trialed to see if it will help. <b>Feb 6:</b>
Pre-AGM 8	Don	Update CORA Cup rules to reflect credit for participation / points allocated / not allocated for DNS, DNF and DQ per meeting notes	Jan 31, 2019	<b>Dec 5-Jan 9:</b> Don will update these rules. <b>Feb 6:</b>
Pre-AGM 11	Rob	Request that race consistency committee set up some standards for CORA race directors to be encouraged to implement. Committee to also determine if CORA has the capacity to set up a process for collecting race plans from director to scrutinize to see how they meet standards.		<b>Dec 5:</b> No update. <b>Jan 9:</b> This has been covered quite well by new race sanctioning form, and was discussed by this committee and with CORA membership. Erik recommended a committee of 2-3 race directors to scrutinize race applications. Erik, Graeme and Grace volunteered. Once standards are documented, process is set up and implemented for scrutinizing race applications, this action item will be closed. <b>Feb 6:</b>
<b>Raised Nov 4, 2018 at Technical meeting</b>				
Tech 3	Rob	Request for volunteers to form a committee to discuss how Nationals Sprints can be scheduled for a time when all Canadian teams are back on the water, given the overcrowded distance race schedule from spring to fall. (Planning for 2020+.)		<b>Dec 5-Jan 9:</b> No update. <b>Feb 6:</b>
Tech 4	Rob	Request for volunteers to form a committee to discuss an equitable way to address the instances when two clubs propose a race for the same date. Also consider an approach for when there aren't many other adjacent free weekends for one race to move to, without scheduling distance events in the same region multiple weekends	Tabled to August 2019	<b>Nov 29:</b> Jonathan and Nicole volunteer for this committee. <b>Jan 9:</b> Jonathan, Nicole and perhaps one other volunteer could work on a strategy for mediating race date conflicts with the two or more clubs ahead of Technical meeting, if it is appropriate for CORA to do so.



		in a row. This is especially important for the CORA Cup series.		
Tech 5	Erik or Paul	Related to item Tech 4, explore ways technology can show which weekends in the next year already have a race proposal in, well in advance of the Technical Meeting.	Tabled to August 2019	<b>Dec 5:</b> Under discussion (Erik) as part of web renovation (committee). <b>Jan 9:</b> The next year's calendar will be visible to all race directors ahead of time so that they can hopefully work out date conflicts together. Perhaps we could include a space on the application form to include the rationale for those dates, in addition to a second and third option for dates, which would also be visible on the calendar..
Tech 8	Ron & Jonathan	Initiate a discussion amongst the board members to determine if we should apportion some 2019 budget money to a trailer grant.	Tabled to March 6, 2019	<b>Dec 5:</b> to be further discussed at January meeting. <b>Jan 9:</b> We will table this until Mar 6
Tech 10	Rob	Request for volunteers to form a committee to discuss how CORA can help make recommendations regarding well communicated, clear directions and safety standards at the start line and on the race course, particularly when there are Ultralights sharing the race course with Spec OC6s, etc.		<b>Dec 5:</b> No update. <b>Jan 9:</b> This should help contribute to the completion of action item "Pre-agm 11". Rob and Don are willing to weigh in on this. <b>Feb 6:</b>
<b>Raised Nov 4, 2018 at AGM</b>				
AGM 1	Rob	Invite a committee to form to brainstorm how to incentivize CORA members to register/renew their memberships for future years	Dec 5, 2018	<b>Dec 5-Jan 9:</b> No update. <b>Feb 6:</b>
AGM 2	Jan and Erik	Provide Rob with the name of FGPC and Jericho's insurers		<b>Dec 5:</b> Erik: waiting for full digital package / summary sent to Rob from FGPC. <b>Jan 9:</b> No update. <b>Feb 6:</b>

AGM 3	Erik or Rob	Reach out to Squamish downwind race director contacts to discussion CORA sanctioning of a mixed paddling discipline event, given only outrigger paddlers will be registering with CORA as members.		<b>Dec 5:</b> No update. <b>Jan 9:</b> Rob is in communication with them. <b>Feb 6:</b>
AGM 4	Ron	Take the formal steps to amend the bylaws to increase the maximum number of directors from 9 to 15.		<b>Dec 5-Jan 9:</b> No update. <b>Feb 6:</b>
<b>Raised Nov 7, 2018</b>				
81	Graeme	Work with Paul to put together the rotating safety tips to go onto the CORA website		<b>Dec 5:</b> Graeme has sent these to Paul to upload. <b>Jan 9:</b> Graeme said these are uploaded to widget by Paul. He will email Paul the small fix to make and then this can be closed. <b>Feb 6:</b>
82	Rob	Consult with All Sports re: insurance jurisdiction for multi-discipline Squamish race, before Erik posts to CORA race calendar		<b>Dec 5-Jan 9:</b> No update. <b>Feb 6:</b>
<b>Raised Dec 5, 2018</b>				
85	Graeme	Distribute Lotus race results as they appear in PaddleGuru	Jan 22, 2019	<b>Jan 9:</b> Race has not taken place yet. <b>Feb 6:</b>
<b>Raised Jan 9, 2019</b>				
86	Jonathan	Build PaddleGuru (~\$3000) and Website Migration (~\$4000+ GST) estimated costs in 2019 budget.		<b>Feb 6:</b>

**Adjournment: 9:10 pm PST**

**Next Meeting – Wednesday, Mar 6, 2018, 7:00 PM PT (8:00 PM MT)**

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

1. Google primer