



CORA Monthly Meeting Minutes

Wednesday Mar 6, 2019

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

1. Welcome and Roll Call
 - In Attendance: Nicole, Rob, Ron, Grace, Jonathan, Graeme, Paul, Marianne, Mony, Don, Erik
 - Regrets: Lynda, Leanne
2. Adoption of Last Month's Minutes (**Motioned by Rob to adopt minutes as presented. 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 and Erik**
 - Erik gave an update about the new website:
 - The new race calendar will show if races are accepted, rejected, approved, sanctioned.
 - There are new photos in addition to the new look and feel.
 - Ron raised the point that the current buy and sell section does not allow CORA members to communicate with each other, which we will try to address on the new website.

- **Membership Updates – Grace**
 - As of March 6, 2019, there are 1,034 paddlers who have current CORA membership (compared to 884 at this time last year); club membership renewals have been done by 25 clubs. A reminder was sent to clubs on last year's CORA list who have not yet renewed for 2019 along with a request to let CORA know if they do not intend to renew.
 - Any issues with the new membership system (mostly Paypal related) have been dealt with very promptly by Erik. Feedback has been very positive. Thanks again, Erik, for your time and patience in dealing with membership matters.
- **Grant Updates – Ron**
 - RME Grants - No new grant applications. Online applications are now available.
 - Clinic Grants - No activity
 - Coaching Education Grants - Cindy Turner (Squamish) - said to hold off as she was sick and could not attend the CKBC Entry Level Competitive Coach course.
 - Travel Grants - Online applications are available. No new activity.
- **IVF Representative Update – Lynda**
 - Feb camp was cancelled due to cold spell. Committee has some ideas about scheduling for IVF camps, moving forward, to incorporate into next cycle.
- **Financials/Treasurer Update – Jonathan**
 - Financials were distributed to the board over email ahead of the meeting, and Jonathan gave a brief verbal overview of a few highlights
- **Outrigger Coaching Program - Leanne**
 - Feb camp was cancelled due to weather so no conversations have been had yet.

5. New Business

- **PaddleGuru demo - Graeme**
 - Graeme provided an orientation to Fort Langley to employ PaddleGuru for their race

- Jonathan raised the club's concern about potential financial compensation for the cost of PaddleGuru
- **Nationals at Harrison Springs - Rob and Marianne**
 - Sproat Lake race changed their race date to accommodate Nationals' desired shift of dates. We are anticipating a formal request from Harrison to change their rate date and the board voted to support this. All but one in favour, one abstaining.
 - There was active discussion about 1. Date changes and that process in general, 2. Harrison finding a date that would allow them to increase potential participation levels, 3. The impact on clubs that change their race dates to accommodate date changes for Nationals
- **Planning 2020 race calendar - Jonathan**
 - Jonathan proposed some ideas of how CORA could help assist in identifying good weekends for clubs to host CORA Cup events, without much competition with other paddling events. CORA could propose 7 weekends for CORA Cup races, and then open up to bids from the clubs. This may provide a challenge to clubs that would like to host a race but have reasons for hosting it on alternate dates. We may need to allow for an exception request process.
- **Directors for 2019 - Ron**
 - Vote to accept Mony's application to be a director. All in favour, no objections, no one abstained.
 - Rob moved to accept Jill's resignation from last month, effective Feb 7, 2019. We're sorry to see her go and appreciate her contributions.

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>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.</p> <p>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. (Continued on next row.)</p>
27	Rob	Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access		<p>(Continued from previous row.)</p> <p>Sep 5: Proposed to wait for a new technical solution to be developed for hosting and sharing this information. Oct 3: 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&R to discuss offline. Nov 7: The new club policy, where clubs report their inventory as part of annual club membership registration/ renewal should help update this list. Dec 5: No update. Jan 9: A survey has been sent to 2019 club reps to collect this info. We will need a strategy for amassing and sharing the data. Feb 6: No update. Mar 6: Information is currently being collected to be posted on new website.</p>

Raised Feb 7, 2018				
47	Ron	Outline process for identifying and addressing potential conflicts of interest		Mar 7 - Aug 1: In progress. Sep 5 & Oct 3: No update. Nov 7: Ron is writing up some scenarios. In the meantime, board to bring forward to monthly meetings as they come up. Dec 5 - Mar 6: No update.
Raised Oct 3, 2018				
74	Paul	Post Melisa's two volunteer position descriptions onto website		Nov 7: Paul to do. Dec 5 - Feb 6: No update. Mar 6: Paul will complete draft descriptions for newsletter writer and CORA Cup points consolidator. Graeme might have a volunteer for the CORA Cup points.
78	Ron, Rob	Compare director/officer position descriptions to by-laws before posting pre-AGM.		Nov 7- Dec 5: Ongoing. Jan 9: 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. Feb 6: No update. Mar 6: Ron will try to look at this
79	Ron	Send the board a synopsis of process laid out in bylaws to put board positions up for re-election periodically	Completed	Nov 7: Ongoing. Dec 5-Feb 6: No update. Mar 6: 2014 Notice of Continuance (not currently on website) will allow for Mony to be nominated as a director. Ron referenced this doc to give the board a synopsis of the process for periodic re-election of board positions. Nicole to track at next AGM the duration (1, 2 or 3 years) for which current or new Board Members commit to being on the board.
Raised Nov 3, 2018 at AGM planning meeting				
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)		Dec 5: 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.). Feb 6-Mar 6: No update.

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.)	Completed	Jan 9: 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. Feb 6: 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	Jan 9: We will recruit a committee after we receive an update for action item 79. Feb 6: No update. Mar 6: Ron found the summary of the rules per action 79. Last step is to design staged approach for re-elections to take place at next AGM.
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	Dec 5: 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. Jan 9: 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. Feb 6: Erik added space on club registration form for canoe inventory. Mar 6: Graeme will work on a page to be distributed to clubs about our objective in collecting their information.
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 9: PaddleGuru is being trialed to see if it will help. Feb 6: No update. Mar 6: Erik developed a form to collect CORA Cup race result data. Don and Jonathan asked for the link for this. We will need to set up a process to address mistakes / changes.

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		Dec 5 - Jan 9: Don will update these rules. Feb 6 - Mar 6: No update.
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.		Dec 5: No update. Jan 9: 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. Feb 6 - Mar 6: No update.
Raised Nov 4, 2018 at Technical meeting				
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+.)		Dec 5 - Mar 6: No update.
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 in a row. This is especially important for the CORA Cup series.	Tabled to August 2019	Nov 29: Jonathan and Nicole volunteer for this committee. Jan 9: 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. Feb 6: No update. Mar 6: Jonathan will draw up a proposal that CORA can present to potential race clubs wanting to host CORA Cup races. Proposal will recommend race dates that are not seen to conflict with other major paddling events that might draw from the same pools of paddlers.
Tech 5	Erik or Paul	Related to item Tech 4, explore ways technology can show which weekends	Tabled to August	Dec 5: Under discussion (Erik) as part of web renovation (committee). Jan 9: The next year's calendar will be visible

		in the next year already have a race proposal in, well in advance of the Technical Meeting.	2019	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. Feb 6: No update. Mar 6: This is in progress as part of the new website to show accepted/rejected race applications.
Tec h 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 Jun, 2019	Dec 5: to be further discussed at January meeting. Jan 9: We will table this until Mar 6. Mar 6: Money is put aside, but budget is running at a deficit. Will revisit once we compile club info about who has trailers.
Tec h 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.		Dec 5: No update. Jan 9: This should help contribute to the completion of action item "Pre-agm 11". Rob and Don are willing to weigh in on this. Feb 6 - Mar 6: No update.
Raised Nov 4, 2018 at AGM				
AGM 1	Rob	Invite a committee to form to brainstorm how to incentivize CORA members to register/renew their memberships for future years	Cancelled	Dec 5 - Feb 6: No update. Mar 6: Registration and Renewals are coming in faster than last year. Action no longer required.
AGM 2	Jan and Erik	Provide Rob with the name of FGPC and Jericho's insurers		Dec 5: Erik: waiting for full digital package / summary sent to Rob from FGPC. Jan 9: No update. Feb 6: No update. Mar 6: Erik provided this, just awaiting Jan's info.
AGM 3	Erik or Rob	Reach out to Squamish downwind race director contacts to discussion CORA sanctioning of a mixed paddling		Dec 5: No update. Jan 9: Rob is in communication with them. Feb 6: No update. Mar 6: Awaiting contact back from Squamish

		discipline event, given only outrigger paddlers will be registering with CORA as members.		
AGM 4	Ron	Take the formal steps to amend the bylaws to increase the maximum number of directors from 9 to 15.		Dec 5-Jan 9: No update. Feb 6: No update. Mar 6: Ron will file Notice of Directors to address this.
Raised Nov 7, 2018				
81	Graeme	Work with Paul to put together the rotating safety tips to go onto the CORA website	Completed	Dec 5: Graeme has sent these to Paul to upload. Jan 9: Graeme said these are uploaded to widget by Paul. He will email Paul the small fix to make and then this can be closed. Feb 6: No update. Mar 6: done
82	Rob	Consult with All Sports re: insurance jurisdiction for multi-discipline Squamish race, before Erik posts to CORA race calendar		Dec 5-Jan 9: No update. Feb 6: No update. Mar 6: Rob had a conversation with our insurer, which is to be continued
Raised Dec 5, 2018				
85	Graeme	Distribute Lotus race results as they appear in PaddleGuru	Completed	Jan 9: Race has not taken place yet. Feb 6: No update. Mar 6: Graeme completed this right after Lotus.
Raised Jan 9, 2019				
86	Jonathan	Build PaddleGuru (~\$3000) and Website Migration (~\$4000+ GST) estimated costs in 2019 budget.	Completed	Feb 6: No update. Mar 6: done
Raised Mar 6, 2019				
87	Ron	Send 2014 Notice of Continuance to Erik to post on website		

Adjournment: 8:03 pm PST

Next Meeting – Wednesday, Apr 3, 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
2. Nicole to track at next AGM the duration (1, 2 or 3 years) for which current or new Board Members commit to being on the board.
- 3.