



## **CORA Monthly Meeting Minutes**

**Wednesday Apr 3, 2019**

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

1. Welcome and Roll Call
  - In Attendance: Nicole, Rob, Grace, Ron, Mony, Lynda, Don, Leanne
  - Regrets: Graeme, Jonathan, Erik, Paul, Marianne
2. Adoption of Last Month's Minutes (**Motioned by Rob to adopt minutes as presented. Will wait to post March minutes so that Nicole can reach to Marianne for clarification on her email to see if minutes need to be edited.**)
3. Confirmation of Agenda/Add New items (**Motioned by Rob to adopt agenda as presented, with the addition of a discussion point about the new spring/summer start time.**)
4. Standing Items
  - **Review/Updates of Outstanding Action items – Nicole**
    - See table at bottom of minutes.
  - **Communications & Technical Update – Paul and Erik**
    - Membership system: the new system seems to have found its stride and is functioning as hoped. Feedback from race directors and users has been positive, overall, with a few helpful suggestions. User confusion seems to have vanished since we began the Square replacement trial (over PayPal). No membership payment issues have arisen since switching to Square. Grace and Jonathan can compare uptake to previous years, but the sense is that the system's relative ease of use has resulted in higher uptake earlier in the year. Of equal importance, the data are more easily available to more people in more useful ways (e.g. club lists, etc.).

Finally, Jan and other volunteers aren't spending as many thankless and countless hours managing the system.

- Website: the new website is now built out, and the new race calendar system is functioning, with browser-friendly displays of race information for both confirmed and unconfirmed races (unconfirmed dates accessible to race directors only). The calendar system isn't populated with content, so we'll need to put dummy content in or you'll all look at the equivalent of an empty parking spot, and be asked to admire the car (which is not there, as it were). The bulletin board services on the old site have been substantially upgraded so that they're hack-proof and, in response to valuable board feedback, so that users can communicate directly with each other (for example, if they're selling or buying a boat, they can communicate with each other without remaining in the public forum area of discussion). All that's left to finish are porting over the rest of the archival content (old minutes, old documents) -- which is an ongoing project -- as well as building a revised menu structure. The finishing touches will be adding new photographs.
- Paying out the contractor: thank you to Jonathan for his suggested payment proposal for the contractor who has done the race calendar development. As Jonathan suggests, Erik would like to walk the communications committee (Don, Jonathan, myself and ex officio coder, FGPC's Paul Barton), through the website and race calendar in its penultimate form, incorporate any adjustments, and then introduce the rest of the board to the revised site in May. The contractor, Ben Leather, has billed for his work (which is complete from his perspective); I support Jonathan's motion to pay out half the contractor's bill, with the balance to be paid after the communications committee has reviewed the race calendar system and is satisfied with the work. Any subsequent changes are being handled by volunteers (Erik, Paul Barton and third hand assistance from Ben Leather's team).
- **Membership Updates – Grace**
  - The new membership system is great! Thanks to Erik, for providing working files and live data - this has provided valuable information to directors and registrars and will, hopefully, reduce Jan's membership related computer hours.
  - There are now 1,210 paddlers who have current CORA membership as of April 3; in comparison, last year at this date there were 1,023 members. Club membership renewals have come in from 29 clubs of the 39 on last year's list. An email was sent to all clubs who have not renewed for this year but an additional reminder of the April 30 discount deadline will be sent to the clubs who have not yet renewed but who have paddlers who have paid individual memberships. Rob confirmed the cost goes up \$25 after April 30.
- **Grant Updates – Ron**
  - **RME Grants:** No activity

- **Clinic Grants:** Enquiry from VYPC regarding CKBC Clinic, but since not administered by VYPC, thought it more appropriate if 2 individuals attending applied for Coaching Education Grants instead.
  - **Coaching Education Grants:** No activity
  - **Travel Grants:** Travel Grant Application received from ORPC. Approved in amount of \$193.50.
  
- **IVF Representative Update – Lynda**
  - Planning underway for the main summer training camp. June 29-30, location TBC, and a few options such as Victoria or Vancouver were discussed to see if feasible.
  - Due to CCC priorities Lynda doesn't feel good about being away for 14 days in August to attend Worlds in Australia. She doesn't see this as an issue as we have Leanne and her husband, Rick, there that can handle the AC duties. Lynda will take care of all Team Canada admin duties prior to event.
  - Working on the Intent to compete for 2020 World Sprints Trials, September 22, 2019 for the east, September 28-29, 2019 in Calgary. Will send to be added to CORA website when complete.
  - IVF AGM in LA May 31- June 2. Lynda will attend. IVF will pay for my flight and accommodation.
  
- **Financials/Treasurer Update – Jonathan**
  - Jonathan mentioned it is a challenge to complete financial statements at the end of the month, when the CORA monthly meetings are so close to the start of the next month. These statements were emailed to the board for review ahead of tonight's meeting. Rob recommended changing the review schedule so that in May we review statements from March month-end, and so on, so that the Treasurer has more time to prepare statements ahead of the meeting.
  - We have been using Square for the payment system for the last couple of weeks. All went well, and the reporting is fine. Jonathan expects to suspend the PayPal account in a few weeks' time.
  - The website developer has submitted his account for the work. The site is looking great, but it has not yet been signed off by the 'tech cttee' - and this will take a week or two to be completed. Erik will explain that process in more detail to the board, but Jonathan expects us to do video-conference walkthroughs of scenarios, with Don and Jonathan concentrating on the User's experience while Paul and Erik check the techy bits and the integration with other databases and financials. Jonathan would like a mandate to pay the developer about 50% of the account now - with the rest to follow on after confirmation from the whole board that it is signed off.

We would normally expect an invoice for website support from Colleen - Jonathan trusts that someone is liaising with her.

- **Outrigger Coaching Program - Leanne**
  - One consult completed, more to come Easter weekend.

5. New Business

- **Nationals at Harrison Springs - Rob and Marianne**
  - Nationals will remain at Harrison on the Aug 17-18 weekend. Sproat Lake race will remain on their original September date.
- **Planning 2020 race calendar - Jonathan**
  - Tabled to May so that we can discuss with Jonathan present. It would be good to iron this out well before the next AGM so that the strategy can be communicated to potential CORA Cup race host clubs.
- **New start time for spring/summer meetings - All**
  - Meeting will begin at 8:00 PM PT / 9:00 PM MT / 11:00 PM ET starting in May, until at least August. It will be later in the evening for Lynda (MT) and Mony (ET), but they are okay with this.
  - Ron and Don will likely miss the Wed meetings over the summer due to coaching commitments. Leanne will not be able to make May 1. Nicole will check with everyone Apr 24 to see if we have quorum (50%; or 7 or more), or if we need to move May 1 meeting to May 8.

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> No update. <b>Mar 6:</b> Information is currently being collected to be posted on new website. <b>Apr 3:</b> Need to</p>

				determine if CORA clubs been given a tentative date to provide this information.
<b>Raised Feb 7, 2018</b>				
47	Ron	Outline process for identifying and addressing potential conflicts of interest		<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 - Mar 6:</b> No update. <b>Apr 3:</b> This will be a chart to identify potential conflicts when director exercise their powers (i.e., vote or make other decisions).
<b>Raised Oct 3, 2018</b>				
74	Paul	Post Melisa's two volunteer position descriptions onto website	Completed	<b>Nov 7:</b> Paul to do. <b>Dec 5 - Feb 6:</b> No update. <b>Mar 6:</b> Paul will complete draft descriptions for newsletter writer and CORA Cup points consolidator. Graeme might have a volunteer for the CORA Cup points. <b>Apr 3:</b> Job Posting on CORA website should be successful in recruiting candidates.
78	Ron, Rob	Compare director/officer position descriptions to by-laws before posting pre-AGM.		<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> No update. <b>Mar 6:</b> Ron will try to look at this. <b>Apr 3:</b> No update, will do before next AGM.
<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-Apr 3:</b> No update.
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> No update. <b>Mar 6:</b> 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.		<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> Erik added space on club registration form for canoe inventory. <b>Mar 6:</b> Graeme will work on a page to be distributed to clubs about our objective in collecting their information. <b>Apr 3:</b> Graeme has provided guidance on what constitutes “Good Standing”. CORA Board to follow through with Actions with regard clubs not meeting those “Good Standing” guidelines.
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.)		<b>Jan 9:</b> PaddleGuru is being trialed to see if it will help. <b>Feb 6:</b> No update. <b>Mar 6:</b> 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. <b>Apr 3:</b> Standardized form is very nearly complete.
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		<b>Dec 5 - Jan 9:</b> Don will update these rules. <b>Feb 6 - Mar 6:</b> No update. <b>Apr 3:</b> nearly complete. Board members submitted a few tips requested to be included.
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.	Cancelled	<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 - Mar 6:</b> No update. Apr 3: covered by other actions
<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+.)	Tabled to August 2019	<b>Dec 5 - Mar 6:</b> No update. <b>Apr 3:</b> A suggestion was to look at options for May timeframe when Canada east of the Rockies has thawed out & there is minimal conflict with conflicting Dragon Boat high season.
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	<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. <b>Feb 6:</b> No update. <b>Mar 6:</b> 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 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. <b>Feb 6:</b> No update. <b>Mar 6:</b> This is in progress as part of the new website to show accepted/rejected race applications.
Tech 8	Ron & Jonathan	Initiate a discussion amongst the board members to determine if we	Tabled to Jun, 2019	<b>Dec 5:</b> to be further discussed at January meeting. <b>Jan 9:</b> We will table this until Mar 6. <b>Mar 6:</b> Money is put aside, but

		should apportion some 2019 budget money to a trailer grant.		budget is running at a deficit. Will revisit once we compile club info about who has trailers. <b>Apr 3:</b> A similar proposal for a shared RME Trailer Grant may have been put forward 3 years ago & received no positive consideration. There may have also been a discussion was around a CORA purchased trailer for the lower mainland, not a grant for clubs.
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 - Mar 6:</b> No update. <b>Apr 3:</b> CORA will not dictate the guidelines for this, as clubs seem to be working through better organization on the start line, but Don can make a recommendation to put on the website.
<b>Raised Nov 4, 2018 at AGM</b>				
AGM 2	Jan and Erik	Provide Rob with the name of FGPC and Jericho's insurers	Cancelled	<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> No update. <b>Mar 6:</b> Erik provided this, just awaiting Jan's info. <b>Apr 3:</b> Rob has the info he needs.
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> No update. <b>Mar 6:</b> Awaiting contact back from Squamish. <b>Apr 3:</b> Rob will reach out again
AGM 4	Ron	Take the formal steps to amend the bylaws to increase the maximum number of directors from 9 to 15.	Complete	<b>Dec 5-Jan 9:</b> No update. <b>Feb 6:</b> No update. <b>Mar 6:</b> Ron will file Notice of Directors to address this. <b>Mar 26:</b> Martha Rans (CORA lawyer) has filed the Notice of Directors and changed the number of directors. Done.
<b>Raised Nov 7, 2018</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> No update. <b>Mar 6:</b> Rob had a conversation with our insurer, which is to be continued
<b>Raised Mar 6, 2019</b>				
87	Ron	Send 2014 Notice of Continuance to Erik to post on website	Complete	<b>Mar 6:</b> Sent to Erik and posted by Erik. Done.

**Adjournment: 7:49 pm PST**

**Next Meeting – Wednesday, May 1, 2019, 8:00 PM PT / 9:00 PM MT / 11:00 PM ET**

**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.