



## **CORA Monthly Meeting Minutes**

**Tuesday June 4, 2019**

**8:00 PM PST / 9:00 PM MST / 11:00 PM EST**

### 1. Welcome and Roll Call

- In Attendance: Ron, Jonathan, Paul, Marianne, Nicole, Leanne, Lynda
- Regrets: Graeme, Erik, Rob, Grace, Mony, Don

### 2. Adoption of Last Month's Minutes (**Motioned by Ron to adopt minutes as presented. Jonathan seconded. Passed.**)

### 3. Confirmation of Agenda/Add New items (**Motioned by Ron to adopt agenda as presented. Passed.**)

### 4. Standing Items

- **Review/Updates of Outstanding Action items – Nicole**

- See table at bottom of minutes.

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

1. The membership system has exceeded my expectations, and race directors seem to be adapting well. Overall, I'm pleased. The number of issues we've had in the transition continue to decline (and were less hassle to begin with, overall). From my perspective, two thumbs up. But we can certainly continue to adapt and improve the system in response to feedback.

2. The new website. It's ready for review. Please don't focus on cosmetics; focus on UX (usability, clarity, functionality). Resist the temptation to react emotionally to design and composition: 6 billion people have unique taste. Have a look at the simplified menu structure, the calendar, and so on. We can, within reason, respond to substantive

feedback before the site replaces the old one. The new one has all available content migrated over, so from a customer perspective it's ready to go.

As far as cosmetics go, we can accommodate feedback that solves problems or addresses concerns from a user perspective. For example the masthead is a generic ocean shot because the photos I love are all specific to a handful of clubs, which makes choices political (you see what I mean?). The important thing is that once the structure is appropriate (menu etc.) we can start to add fluffily cuddly bits like extra images and graphics. But ultimately the site is an information hub. Get in, get it done, get out.

You'll note that the interactive area is now capable of having non-public discussions about events and goods for sale.

Finally, this new site won't be subject to hacking and phishing. It's got all the high-tech bells and whistles lurking behind the skin to protect us.

Over to you for your considered feedback:

<https://canadianoutrigger.ca/>

- There was discussion at the meeting about having an education tab.
  - The board was encouraged to send feedback to Erik.
  - It is desired that the past races can still be viewed on the race calendar instead of disappearing from view as it does on the current website.
  - It is desired that more than one member of the board is granted access and given training to be able to update the new website.
- **Membership Updates – Grace**
    - There are 1542 CORA individual memberships and 39 club memberships as of June 3. Each race brings a few more individual memberships.
    - 5 people (4 juniors and 1 adult) have paid a single event membership for two events; since this has now cost them the same as an annual membership, it will be interesting to see what happens if any of these paddlers decide to do a third CORA event this year.
    - Feedback from some race directors and club membership personnel is that the "live" membership database makes it much easier to track and update those who have paid their CORA. Thank you, Erik, for providing links to these individuals and capably answering so many questions. Kudos, too, to Jonathan for making CORA membership deposits as simple as possible.
  - **Grant Updates – Ron**
    - RME Grants

Application received from VCKC for ropes, paddles and miscellaneous safety equipment and circulated to Board with responses due Tuesday, June 4th. Expected to be approved.

#### Clinic Grants

No activity

#### Coaching Education Grants

No activity

#### Travel Grants

After enquiry, FGPC's grant for Crazy 8s (\$120.00) was e-transferred by Jonathan on May 8th.

Travel Grant Applications received for travel to/from Duel in the Desert:

Pacific Reach (\$420.00) - e-transferred by Jonathan May 15th

Calgary (\$650.00) - e-transferred by Jonathan May 21st

FLCC (\$350.00) - e-transferred by Jonathan May 30th

#### ○ **IVF Representative Update – Lynda**

- See IVF AGM minutes emailed out to the board of directors this week
- Team Canada Camp June 29-30 Camp in Victoria, no additional updates

#### ○ **Financials/Treasurer Update – Jonathan**

- Financials were distributed the week ahead of the call.
- Registration team is working well for everyone, as are e-transfers and implementation of Square.
- Jonathan proposed investigating options to this conference line we use, as each call is expensive. Leanne proposed we find an alternative that will not use up data on our cells. Jonathan will discuss ideas with Erik.

#### ○ **Outrigger Coaching Program - Leanne**

- Some feedback from Master coaches on setting up CORA coaching accreditation:
  - Positive reactions to having course and standardize knowledge and increase access to resources
  - Modules on specific topics suggested vs full course of everything
  - Webinar option with recording available to clubs via sign in from website?
- Continue to gather input over the season and investigate what other countries have in place
- Will revisit proposal in August (once masters off my plate) and determine next steps

5. New Business

- **Confirmation of how long we wait to set next month's meeting day/date - Nicole**
  - Tues Jul 2: Ron, Jonathan, Paul, Marianne, Nicole, Leanne, Lynda
  - Wed Jul 3: Paul (difficult), Marianne (difficult), Nicole, Leanne, Lynda
  - Nicole to set up Doodle survey <<https://doodle.com/poll/dn5b9uqyv72ysbr5>> with deadline to complete by Tues June 18
- **New director nomination form - Nicole**
  - Paul will post the new form onto the current website, and set up the email forward to Nicole, per Nicole's May 6th email.
  - Erik will need to post to the new website, along with any other new items.
- **Planning 2020 race calendar - Jonathan**
  - Jonathan has drafted a proposed potential 2020 race CORA calendar, recommending which dates for CORA Cup races.
  - Ron suggested we set target dates for submitting 2020 race applications (e.g., end of August), another target for race directors to resolve conflicts amongst themselves (e.g., end of September), and after these two target dates are passed, CORA will step in the review and approve race applications prior to October/November AGM, and attempt to help race directors resolve conflicts. We will need to contact club reps well in advance of these target dates to socialize this new process, perhaps as early as June. Nicole will draft a letter to be shared with the board for comment.
  - Marianne made the recommendation that before any race is removed from the CORA race calendar, the race director is contacted directly to confirm the race's status.

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>Apr 9:</b> Nicole asked Erik or Grace to provide a copy of the club info we collect as part of club annual membership registration, so that she could help get some traction on this action item.. <b>May 7:</b> No update. <b>Jun 4:</b> No update.
<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>May 7:</b> No update. <b>Jun 4:</b> No update.
<b>Raised Oct 3, 2018</b>				
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>May 7:</b> No update. <b>Jun 4:</b> No update.
<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. <b>May 7:</b> social media sufficient until website completed. <b>Jun 4:</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. <b>May 7:</b> No update. <b>Jun 4:</b> No update.
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. <b>May 7:</b> No update. <b>Jun 4:</b> No update.
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. <b>Jun 4:</b> No update.
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	Completed	<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. <b>May 7:</b> No update. <b>Jun 4:</b> Completed

**Raised Nov 4, 2018 at Technical meeting**

Tech h 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. <b>May 7:</b> No update. <b>Jun 4:</b> No update.
Tech h 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. <b>May 7:</b> No update. <b>Jun 4:</b> No update.
Tech h 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. <b>May 7:</b> No update. <b>Jun 4:</b> This is in progress with Erik. A draft has been shared for input.
Tech h 8	Ron & Jonathan	Initiate a discussion amongst the board members to determine if we should apportion some 2019 budget	Tabled until next Technical	<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 budget is running at a deficit. Will revisit once we compile

		money to a trailer grant.	Meeting	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 but this was not supported, not a grant for clubs. <b>May 7:</b> No update. <b>Jun 4:</b> Tabled a small boat trailer discussion, and about expanding RME grant, for Technical meeting in fall 2019.
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.		<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>May 7:</b> No update. <b>Jun 4:</b> No update.
<b>Raised Nov 4, 2018 at AGM</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> No update. <b>Mar 6:</b> Awaiting contact back from Squamish. <b>Apr 3:</b> Rob will reach out again. <b>May 7:</b> No update. <b>Jun 4:</b> No update.
<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>May 7:</b> No update. <b>Jun 4:</b> No update. This race was coming up mid-July, so Ron will email Rob about this.
<b>Raised Jun 4, 2019</b>				

88	Erik	Grant access and coordinate training for additional members of the board to be able to update new website		
89	Jonathan	Discuss more economical conference call options with Erik		
90	Nicole	Set up Doodle survey to set July meeting date	First week of June	
91	Paul	Post new director nomination form to current website and set up email forward secretary@ to go to Nicole. May need Erik's help to post to new website, along with any other new docs.		
92	Nicole	Draft club contact letter of introduction to CORA's proposed 2020 race calendar, and circulate to board for approval	mid-June	

**Adjournment: 8:58 pm PST**

**Next Meeting – Tuesday Jul 2 or Wednesday Jul 3, 2019, TO BE CONFIRMED. 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. Oct & Nov 2018: Google primer
2. Mar 2019: at the next AGM Nicole to track duration (1, 2 or 3 years) for which current / new Board Members commit to the CORA board.
3. May 2019: at the Technical Meeting discuss if junior and novice team should have an adult or experienced stern
4. Jun 2019: at Technical Meeting discuss expanding RME grants to help with trailer purchases, specifically small boat trailers