



CORA Monthly Meeting Minutes

Tuesday July 2, 2019

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

1. Welcome and Roll Call

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

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

3. Confirmation of Agenda/Add New items (**Motioned by Ron to adopt agenda as presented. Grace added a topic.**)

4. Standing Items

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

- See table at bottom of minutes.

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

- the new website has been operating for the past month without any glitches. It's been running parallel with the old site until the board decides to turn the old site off. One option is to turn the old site off for the time being and we can make changes to the new site as needed, on the fly, which Erik is comfortable with.
 - Paul noted that many aspects of the old site are already pointing to the new site.

- Paul would like to ask Erik if the new forum entries and other newly added documents and content would be picked up and migrated to the new site automatically.
- Ron proposed moving to the new website, subject to any newer content from the old website being ported over to the new website, and the old site being archived for reference. Grace seconded and no objections. Passed.
- the contractor we used for some of the custom work (e.g., the race calendar) needs to be paid out. The rest of the programming is being done by Erik and some of his team, and Erik would like to get the outstanding bill for Ben Leather paid out as soon as we can. Jonathan, can you let me know what else you need from me to move this payment forward? Rest assured, edits and changes to the site can be handled at my end of things; there won't be any more bills unless we decide on fancy tricks outside of Erik's standard quiver.
 - Ron proposed paying out Ben Leather and Paul seconded. No objections. Passed.
 - It was mentioned that we still need to set up additional CORA Board members to be trained and given access to update new website. Paul will contact Erik to help set this up.
- **Membership Updates – Grace**
 - There are 1603 CORA individual memberships and 40 club memberships as of July 2. Each race brings a few more individual memberships. There are some U.S. teams and crew from Rikkole Cree racing at this Saturday's Lotus Iron so there will be more Single Event memberships purchased.
 - Thank you to Jonathan for his understanding and quick response to a few paddlers who have requested refunds.
- **Grant Updates – Ron**
 - RME Grants
E-transfer issued by Jonathan June 18, 2019 for VCKC RME Grant ((\$986,93).
 - Clinic Grants
No activity
 - Coaching Education Grants
Application received from Marianne Pilon for CanoeKids Instuctors Course. E-transfer issued by Jonathan June 19, 2019 (\$210.00)
 - Travel Grants

Travel Grant Applications received for travel to/from Duel in the Desert:
FLCC (\$350.00) - e-transferred by Jonathan June 18, 2019

Travel Grant Applications received for travel to/from Island Iron:
Pacific Reach (\$650.00) - e-transferred by Jonathan June 18, 2019
FGPC (\$220.00) - e-transferred by Jonathan June 18, 2019
ORPC (\$264.50) - e-transferred by Jonathan June ____, 2019

Travel Grant Applications received for travel to/from Kelowna Waterman:
FVPC (\$350.00) - e-transferred by Jonathan June ____, 2019

- 2019 Summary: Ron offered a summary of the grants awarded to date. We are 50% through the calendar year, and only have about 20% of the grant money paid out, approved to be paid out, or in the process of being completed / evaluated. Ron will contact clubs eligible for the RME grants.
- **IVF Representative Update – Lynda**
 - Successful camp held in Victoria June 28-29. Leanne unable to attend due to car accident. James ran the camp with support from Mel and Kamini. Lynda to work with James and Jonathan to sort invoices and update budget for Team Canada Distance team prior to August Worlds event.
 - Starting to get some interest and applications for fall trials for Sprints 2020.
- **Financials/Treasurer Update – Jonathan**
 - Jonathan was not able to attend tonight. He distributed the Treasurer's Report over email last week over email and welcomes any questions.
 - There is a GIC expiring Jul 15 and Ron moves that the board authorized Jonathan to re-invest this \$20k in a replacement GIS at the best rate he can get. Marianne seconded. No objections. Passed.
- **Outrigger Coaching Program - Leanne**
 - As mentioned in June, parked until at least August
- **Availability survey for next month's meeting day - Nicole**
 - Tues Aug 6: Nicole, Lynda, Ron, Paul, Marianne, Mony, Grace
 - Wed Aug 7: Nicole, Lynda, Paul, Marianne, Mony
 - No availability on either day: Don, Leanne (in Australia)
 - Not on tonight's call & will have to wait for them to be surveyed: Rob, Erik, Graeme, Jonathan

5. New Business

- **Planning 2020 race calendar - Jonathan**
 - Ron proposed that the board review the letter Nicole drafted to the club contacts about CORA's strategy for planning the 2020 race calendar. Target to complete next week.
- **CORA Cup Series Awards - Graeme**
 - After Lotus Iron (Jul 6), once race results are posted, we should have a good idea how many teams are in contention for each Division. That gives us 5-6 weeks to order CORA Cup Series Awards. Graeme can contact & get estimates from Kerr's Recognition Services for metal medals with the CORA logo design (4 week turnaround) or Kona Engraving for koa wood medals (1 week turnaround). Oddball decals with frames are too much effort. Please make a decision ASAP.
 - Marianne has a contact she can reach out to for samples and estimates, and will reach out tomorrow. The medals will have the CORA logo but not the year.
 - Action item "Pre-AGM 7" was intended to address CORA Cup points consolidation and it is still open. Need to reach out to Rob, Erik, Don and Jonathan for status update on the points consolidation. Paul feels this might already be posted on the drive.
- **Setting date of AGM/Technical meeting - Grace**
 - Ron will check on what date approximately we will look to set the timing of this meeting, to meet requirements (notice period) for advising membership (e.g., 30 days in advance).
 - Nicole to set up table of proposed dates from late October to early December

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, 2017: 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, 2018: 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. 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, 2018: 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.) Sep 5, 2018: 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, 2019: 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. Apr 3: Need to</p>

				determine if CORA clubs been given a tentative date to provide this information. Apr 9: 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. May 7 - Jul 2: No update.
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. Apr 3: This will be a chart to identify potential conflicts when director exercise their powers (i.e., vote or make other decisions). May 7 - Jul 2: No update.
Raised Oct 3, 2018				
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. Apr 3: No update, will do before next AGM. May 7 - Jul 2: No update.
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-Apr 3: No update. May 7: social media sufficient until website completed. Jun 4 & Jul 2: 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	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 a staged approach for re-elections to take place at the next AGM. May 7 - Jul 2: 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.		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. Apr 3: 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. May 7 - Jul 2: 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.)		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. Apr 3: Standardized form is very nearly complete. May 7 - Jun 4: No update. Jul 2: Graeme and Marianne need to see how many categories need prizes to get quotes for action item 94. Nicole asked Rob, Erik, Don and Jonathan to share the link to the CORA Cup results.
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	Tabled to August 2019	Dec 5 - Mar 6: No update. Apr 3: A suggestion was to look at options for May timeframe when Canada east of the Rockies has thawed out & there is minimal conflict with

		when all Canadian teams are back on the water, given the overcrowded distance race schedule from spring to fall. (Planning for 2020+.)		conflicting Dragon Boat high season.
Tec 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	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 pool of paddlers.
Tec 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	Dec 5: Under discussion (Erik) as part of web renovation (committee). Jan 9: 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. Feb 6: No update. Mar 6: This is in progress as part of the new website to show accepted/rejected race applications. May 7: No update. Jun 4: This is in progress with Erik. A draft has been shared for input.
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		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. Apr 3: 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. May 7 - Jul 2: No update.

		sharing the race course with Spec OC6s, etc.		
Raised Nov 4, 2018 at AGM				
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.	Closed	Dec 5: No update. Jan 9: Rob is in communication with them. Feb 6: No update. Mar 6: Awaiting contact back from Squamish. Apr 3: Rob will reach out again. May 7 - Jun 4: No update. Jun 6: there have been no further communications with Squamish club. This matter should be considered closed unless they reach out to us again.
Raised Nov 7, 2018				
82	Rob	Consult with All Sports re: insurance jurisdiction for multi-paddle-discipline Squamish race, before Erik posts to CORA race calendar	Closed	Dec 5-Jan 9: No update. Feb 6: No update. Mar 6: Rob had a conversation with our insurer, which is to be continued. May 7: No update. Jun 4: This race was coming up mid-July, so Ron will email Rob about this. Jun 6: there have been no further communications with Squamish club. This matter should be considered closed unless they reach out to us again. They have not asked to be put on the calendar so we will leave it off for now.
Raised Jun 4, 2019				
88	Erik	Grant access and coordinate training for additional members of the board to be able to update new website		Jul 2: Paul will reach out to help Erik coordinate this.
89	Jonathan	Discuss more economical conference call options with Erik		Jul 2: No update.
90	Nicole	Set up Doodle survey to set July meeting date	Closed	Jun 6: Set up and distributed to respond by Jun 18.
91	Paul	Post new director nomination form to current website and set up email forward secretary@ to go to Nicole.		Jul 2: Paul checked and 2018 version is posted on new website. Paul will reach out to Erik for assistance to post this on the new website.

		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 the board for approval		Jul 2: Sent to board for input, and posted to drive for comments to be posted. Targeting to complete notice by next week.
Raised Jun 26, 2019 (not raised at a meeting, raised by Graeme)				
93	Graeme	Order another 100 CORA boat number decals from OBWS		Jun 26: Graeme sent order to OBWS, to be picked-up in early July.
94	The Board	CORA Cup Series 2019 Awards		Jun 26: Graeme asked the board to decide by the time that Lotus race (Jul 6) results are in as to what should be done for this year's CORA Cup awards before Harrison (August 16). He can help with Kerr's Recognition (Metal Medals) or with Kona Engraving (Koa Medals). If someone else would like to take the lead with Oddball Workshop (Decals & frames), that is an idea too. Jul 2: Nicole asked for an update on action item "pre-AGM # 7" from Rob and Erik so that Graeme could get quotes on prizes, dependent on how many categories there will be at Nationals.
Raised Jul 2, 2019				
95	Erik	Ensure any new content that was added to the old website is ported to the new website, archive the old website for reference, and then launch the new website.		
96	Jonathan	Coordinate website work final payment to Ben Leather.		
97	Marianne	Reach out to contact for a sample and quote of potential Nationals Prizes		

98	Ron	Check on how much notice the CORA membership needs in advance of the AGM/ Technical meeting		
99	Nicole	Survey board for potential AGM/ Technical meeting dates between late October to early December		

Adjournment: 8:49 pm PST

Next Meeting – Tuesday Aug 6, 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