



## CORA Monthly Meeting Minutes

Tuesday Aug 6, 2019

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

### 1. Welcome and Roll Call

- In Attendance: Nicole, Rob, Ron, Paul, Marianne, Graeme\* **Note we did not have quorum of 7 people and therefore could not vote on any topics**
- Regrets: Grace, Erik, Don, Leanne, Jonathan, Lynda, Mony

### 2. Adoption of Last Month's Minutes **(We did not have a quorum of 7 people, therefore could not vote to adopt minutes)**

### 3. Confirmation of Agenda/Add New items **(We did not have a quorum of 7 people, therefore could not vote to approve agenda)**

### 4. Standing Items

- **Review/Updates of Outstanding Action items – Nicole**
  - See table at bottom of minutes.
- **Communications & Technical Update – Paul and Erik**
  - Erik was given approval last month to move to the new website once the remaining content on the old website is moved over. Nicole will ask Erik if Paul or his contractor can make the final data migration and transition to launch the new site. Rob and Graeme have noticed a few parts of the website that are not working correctly. Graeme will send a list to Erik to look into.

- Erik distributed the race submission form:  
[https://docs.google.com/forms/d/e/1FAIpQLSd\\_88-PQHN3CQbCz6RNR9ardIOAajV8aMN-sWvpCKZRoJyNGg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd_88-PQHN3CQbCz6RNR9ardIOAajV8aMN-sWvpCKZRoJyNGg/viewform)
  - Agencies who submit this form will populate a pro forma "requested" calendar that will switch to "confirmed" once the board has reviewed and approved the submissions.
  - Any changes to criteria or process needs to be sent to Erik as it will have an effect on questions asked of organizations, and how the data are processed by us behind the scenes. I'm happy to make substantive changes providing they're received by me in one logical sweep of edits.
  - Once the criteria are approved, the online calendar's "2020" window will become accessible and "requested" submissions will begin to appear, as the board wishes.
- **Membership Updates – Grace**
  - There are 1657 CORA individual memberships and 41 club memberships as of August 6. Each race brings a few more single event memberships.
  - Most asked question at this time of year seems to be confirmation whether a paddler has renewed their annual membership. Doesn't the club CORA rep or club membership person have "live" updates? Ron believes the date at the top of the list is refreshed live, but someone has to physically go in and update this before every race for race directors. Nicole will create an action item so that we can follow up on this process with Erik and Grace, to understand how it is being done.
- **Grant Updates – Ron**
  - RME Grants  
Application received from VOS for replacement change shed (\$1000.00).  
We'll vote on this at the meeting. See Memo attached.
  - Clinic Grants  
No activity
  - Coaching Education Grants  
No activity
  - Travel Grants  
These 2 applications are from June, but payment was issued in July:  
  
Travel Grant Applications received for travel to/from Island Iron:

ORPC (\$264.50) - e-transferred by Jonathan July 9, 2019 (may not have been received - following up)

Travel Grant Applications received for travel to/from Kelowna Waterman:

FVPC (\$350.00) - e-transferred by Jonathan July 9, 2019

- **IVF Representative Update – Lynda**
  - No update
- **Financials/Treasurer Update – Jonathan**
  - Jonathan circulated the financials this week. No questions.
- **Outrigger Coaching Program - Leanne**
  - No update
- **Availability survey for next month's meeting day - Nicole**
  - Rob and Ron decided we will revert back to Wednesday meetings starting Sep 4. We will keep meetings at **8:00 PM PT / 9:00 PM MT / 11:00 PM ET** for September, but switch to an hour earlier in October

## 5. New Business

- **Planning 2020 race calendar - Jonathan**
  - Ron proposed we review and approve the letter to be sent out to clubs, but we did not have enough directors join the call to approve it tonight. The clubs' first deadline is Aug 31 so we need to get this out in the next week or so. Nicole to email board for approval to distribute.
  - Ron gave a summary of letter contents and his recent changes.
- **CORA Cup 2020 awards**
  - Ron will send updated points tabulation to Marianne to help with metals preparation
- **Setting date of AGM/Technical meeting - Grace**
  - Ron verified that the CORA Bylaws require 21-35 days' notice prior to the AGM if delivered to the members by electronic means. (i.e., if we go with the popular Oct 19/20 weekend, members need the logistical info and agenda by Sept 14.)

## 11. Notice of Members Meeting

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:

1. by mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or
2. by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the by-laws of the Corporation to change the manner of giving notice to members entitled to vote at a meeting of members.

- We have responses from Rob, Ron, Grace, Graeme, Jonathan, Leanne, Nicole and Paul.
- We still need the remainder of Don's responses for dates past October. Also need responses from Erik, Lynda, Marianne and Mony. See the link in the email from Nicole on Jul 3, 2019.
- We should prioritize a date that the President and Vice can both make it.
- **New club application - Lynda**
  - The club in question does not have equipment or facilities but has paid to be a CORA club, and would like to be listed as such on the website. Vice-chair will write a response, circulate to the board for approval, and then aim to get the response back without further delay

### 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, 2017:</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, 2018:</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 the 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. <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, 2018:</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>  <b>Sep 5, 2018:</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, 2019:</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 - Jul 2:</b> No update. <b>Aug 6:</b> As clubs are moving to Ultralites, this is becoming a moot issue. We can wait one more month to see if we can get Erik or Grace to provide information we are collecting from member clubs, then see what we can do to share it. We likely only need to track Bradleys, not Mirages or Calmars.
<b>Raised Feb 7, 2018</b>				
47	Ron	Outline process for identifying and addressing potential conflicts of interest	Oct 2019	<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 directors exercise their powers (i.e., vote or make other decisions). <b>May 7 - Jul 2:</b> No update. <b>Aug 6:</b> This will happen before AGM.
<b>Raised Oct 3, 2018</b>				
78	Ron, Rob	Compare director/officer position descriptions to by-laws before posting pre-AGM.	Oct 2019	<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 the next AGM/October. <b>May 7 - Aug 6:</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 &amp; Jul 2:</b> No update. <b>Aug 6:</b> We might not have access to this technology on the new website, TBD. We do have access to what Colleen used on the present website.
Pre-AGM 3	Rob	Ask for volunteer committee to be established to design approach for staged timelines to re-elections	AGM	<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 a staged approach for re-elections to take place at the next AGM. <b>May 7 - Jul 2:</b> No update. <b>Aug 6:</b> Rob suggested leaving this to the 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.	AGM	<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 - Jul 2:</b> No update. <b>Aug 6:</b> Postponed as a pre-AGM agenda item.
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 /

				<p>changes. <b>Apr 3:</b> Standardized form is very nearly complete. <b>May 7 - Jun 4:</b> No update. <b>Jul 2:</b> 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. <b>Aug 6:</b> Form for race director may not have been shared with race directors. Ask those participated in points tabulation if anything was made easier or if process still needs work.</p>
<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+.)		<p><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 &amp; there is minimal conflict with conflicting Dragon Boat high season. <b>Aug 6:</b> Rob feels this will be handled by the new calendar. Can close action item once new 2020 calendaring system is implemented.</p>
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.		<p><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 pool of paddlers. <b>Aug 6:</b> This likely will be addressed by the new race calendar system. Can close action item once new 2020 calendaring system is implemented.</p>
Tech 5	Erik or Paul	Related to item Tech 4, explore ways technology can show which weekends next year already have a race proposal in, well in advance of the		<p><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</p>

		Technical Meeting.		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. <b>Aug 6:</b> This likely will be addressed by the new race calendar system. Can close action item once new 2020 calendaring system is implemented.
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.	Cancelled	<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 - Jul 2:</b> No update. <b>Aug 6:</b> This has been handled well by host clubs all year. Cancelled as not required.
<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		<b>Jul 2:</b> Paul will reach out to help Erik coordinate this. <b>Aug 6:</b> Nicole to ask if contractor or Paul can coordinate this.
89	Jonathan	Discuss more economical conference call options with Erik		<b>Jul 2:</b> No update. <b>Aug 6:</b> He is collecting research.
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.		<b>Jul 2:</b> Paul checked and 2018 version is posted on website. Paul will reach out to Erik for assistance to post this on the new website. <b>Aug 6:</b> No update on new website.
92	Nicole	Draft club contact letter of introduction		<b>Jul 2:</b> Sent to board for input, and posted to drive for

		to CORA's proposed 2020 race calendar, and circulate to the board for approval		comments to be posted. Targeting to complete notice by next week. <b>Aug 6:</b> Distributed and need director approval on if we can release it. Email out this week.
<b>Raised Jun 26, 2019 (not raised at a meeting, raised by Graeme)</b>				
93	Graeme	Order another 100 CORA boat number decals from OBWS	Complete	<b>Jun 26:</b> Graeme sent order to OBWS, to be picked-up in early July. <b>Aug 6:</b> Done. Leanne might be able to take some out east. Graeme will connect with her about this.
94	The Board	CORA Cup Series 2019 Awards	Complete	<b>Jun 26:</b> 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. <b>Jul 2:</b> 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. <b>Aug 6:</b> Complete. Went with Marianne's medals.
<b>Raised Jul 2, 2019</b>				
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.		<b>Aug 6:</b> No update
96	Jonathan	Coordinate website work final payment to Ben Leather.	Complete	<b>Aug 6:</b> Ron believes this is now complete
97	Marianne	Reach out to contact for a sample and quote of potential Nationals Prizes	Complete	<b>Aug 6:</b> Complete
98	Ron	Check on how much notice the CORA membership needs in advance of the	Complete	<b>Aug 6:</b> 21-35 days notice needed

		AGM/ Technical meeting		
99	Nicole	Survey board for potential AGM/ Technical meeting dates between late October to early December		<b>Jul 3:</b> Survey created. <b>Aug 1:</b> 8 responses (1 incomplete) given, awaiting 5 more. <b>Aug 6:</b> In progress and still waiting for Don, Erik, Lynda, Marianne and Mony to complete.
<b>Raised Aug 6, 2019</b>				
100	Nicole	Ask Erik if Paul or his contractor can make the final data migration and transition to launch the new site, as well as train other directors how to make website updates		
101	Graeme, Rob	Send Erik a list of the parts of the website that were not working as expected.		
102	Erik	Advise board of the process and frequency for updating membership list for race directors.		
103	Nicole	Redistribute letter to clubs advising of new 2020 race calendaring system and obtain board approval to send to club contacts.		
104	Ron	Send updated CORA Cup points tabulation to Marianne		
105	Ron	Circulate response to board re:new club that has no facilities/equipment, yet would like to be considered a CORA club, and obtain approval to send to club.		

**Adjournment: 9:40 pm PST**

**Next Meeting – Wednesday Sep 4, 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. 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