



## **CORA Monthly Meeting Minutes**

**Wednesday October 2, 2019**

**7:00 PM PST / 8:00 PM MST / 10:00 PM EST**

### 1. Welcome and Roll Call

- In Attendance: Nicole, Rob, Ron, Leanne, Lynda, Grace, Don, Erik
- Joined late on the call: Paul, Marianne, Mony, Jonathan
- Regrets: Graeme

### 2. Adoption of Last Month's Minutes (**Motioned by Rob to adopt September minutes as presented. All in favor. Passed.**)

### 3. Confirmation of Agenda/Add New items (**Motioned by Rob to adopt the agenda after adding his item. Passed.**)

### 4. Standing Items

- **Review/Updates of Outstanding Action items – Nicole**
  - N/A as time was dedicated to other important discussions. Will catch up next month.
- **Communications & Technical Update – Paul and Erik**
  - Website is being updated with new information in preparation for AGM. Erik will work with Nicole to prepare AGM announcement message. Paul reminded Mailchimp is available with the template from last year, but just needs a .csv

file of member emails. Erik will prepare this .csv for Paul. Ron reminded message needs to go out by electronic means 21-35 days in advance. [COMPLETE - 2 OCTOBER]

- Membership database is going well.
  
- **Membership Updates – Grace**
  - Annual Memberships

As of today, October 2, there are 1757 paddlers who have current CORA membership; last year at this time there were 1450 paddlers. CORA club membership applications have now been received from 42 clubs; Pearson College is the most recent club applicant.

Pearson College members are largely international students who do not have credit cards. Corey Teramura has inquired about the possibility of paying individual memberships with one credit card; this matter was referred to Jonathan's expertise.
  - YTD
    - There were 9 paddlers who have paid for two single event memberships (which equals the same amount of money as an annual membership).
    - 197 adult single event and 26 junior single event memberships have been purchased.
  - 2020 Memberships

Should a decision be made as to when 2020 CORA online membership registrations will be available? Grace proposed after Wetdash. Erik said there will be no Technical issues with opening up 2020 renewals/registrations earlier than Dec 31. Jonathan said it would cause no problems with our financials systems to collect 2020 income in 2019. We will decide at AGM when to open up 2020 registration.
  
- **Grant Updates – Ron**
  - RME Grants

Etransfer for VOS grant sent by Jonathan September 10, 2019.

Application from Vernon Paddling Centre approved via email.

Reminder sent to eligible clubs on September 27, 2019.

Applications received from Kelowna Paddle Centre and Wailua Outrigger Kamloops on September 28, 2019 and Powell River on October 1, 2019.

- Kelowna Ron motioned to approve, Grace seconded, no nays
- Kamloops Ron motioned to approve, Rob seconded, no nays
- Powell River motioned to approve, Grace seconded, no nays

Open Call will be issued early October and we can consider those applications at the Pre-AGM Meeting (Saturday, Nov 9, 2019)

■ **Clinic Grants**

No activity

■ **Coaching Education Grants**

Application received from Jonah Barr-Hoadley (VYPC) for CanoeKids Instructors Course and approved for \$210.00. E-transfer sent by Jonathan on September 10, 2019.

■ **Travel Grants**

Travel Grant to/from Lotus Iron paid:

FVPC - \$140.50 E-transfer sent by Jonathan September 10, 2019.

Travel Grants to/from Harrison Nationals paid:

CVCRC - \$461.12 E-transfer sent by Jonathan September 10, 2019.

FGPC - \$650.00 E-transfer sent by Jonathan September 10, 2019.

Pacific Reach - \$134.00 E-transfer sent by Jonathan September 10, 2019.

Travel Grants to/from Harrison Nationals received, approved and paid:

Calgary - \$650.00 E-transfer sent by Jonathan September 27, 2019.

Travel Grant to/from Battleship Iron received, approved and paid:

ORPC - \$213.50 E-transfer sent by Jonathan September 27, 2019.

● **Nationals Hosting Grant**

Harrison's Nationals Hosting Grant receipts received and e-transfer sent by Jonathan September 10, 2019.

○ **IVF Representative Update – Lynda**

■ Distance

- Survey prepared for those that participated in 2019
- 2021 Selection criteria and schedule being determined

■ Sprints

- Sprints Trials are wrapped up. East had 24 participants, West 186. Leanne and Lynda are working on the first round of selections (we anticipate a few paddlers will drop out then reseed for Round 2). Our goal is to have the Team in place for Nov. 20th.
- Great turn out which will allow us to fill the quota for Canada in most age categories Open thru 50's, with a few available slots for 60 and 70's.
- All V1 slots will be filled, we have some good new talent here.
- Less trial expenses approx \$3020 added to the IVF account from trials revenue.
- Lynda will carry on to help finalize the Team selection. New IVF director can step in and help after that. Also, I feel it's a good idea to name an Area Coordinator for Canada soon so they can help with the details.
- Kristine Malmqvist did a great job in Tahiti and is interested. I will be going to Worlds so I can certainly help in that area as well.

■ General IVF

- Lynda has spoken with Rob. Let Lynda know what help is needed to help with the transition to new IVF director(s). Two separate people is a better idea as both sprint and distance projects overlap and it's a lot of work. Rob agreed with Lynda that CORA should promote that we are looking for a new IVF Director. Lynda will review her role description with Ron.

○ **Financials/Treasurer Update – Jonathan**

■ Jonathan emailed the board the recent statements with a few highlights below.

- He requested the Board to mandate an increase in the amount Jonathan and transmit electronically to \$2,001 (from the current \$1,001). This will save work/hassle, reduce paper cheques to just a few, save on postage and increase speed in issuing payments. Rob motioned to approve, Erik seconded, all in favour. Approved.
- Due to the large number of credits now being received (about 200 for the Sprint trials and 60 for final Distance payments in the last four weeks for example), Jonathan has put the account onto auto-receipt of credits emailed to me. Although these cost 50c each, he couldn't keep up with the manual process of accepting credits with passwords.
- As we move more transactions into the 'Store' on the website, the number of e-credits will be significantly reduced. However, this will only make a small reduction in the bank charges, as Square and RBC simply have other ways to charge us (of course).

- Square is working well and is easier and better for Jonathan than PayPal. He understands that it is much better for Erik, and his team, too. Square does cost slightly more overall than PayPal, but I believe this to be well worth while.
  - Looking at the numbers, you will note the General account is still running in surplus, but this is mainly due to the low take-up of Grants to date.
  - For the IVF account, the Mooloolaba book is now complete, I believe. It came in well under budget overall. You will note that there are no transactions under the Uniform cost centre. This was because all paddlers ordered directly from the supplier. Although this meant we could not make any profit on the transaction - it has saved us (mainly Lynda and Jonathan) a lot of extra work.
  - And, finally, Jonathan reminds us that it is time to start preparing next year's budget and that the budget belongs to the whole board, not just the Treasurer. Please review the 2019 General Account budget and actuals and let him have your thoughts for 2020. Lynda and Jonathan will concentrate on the IVF Accounts.
- **Outrigger Coaching Program - Leanne**
    - No action - Leanne currently suffering from post concussion effects from June accident
    - As IVF process continues to get refined, possibility of coach mentoring with National Team coaches to assist development

## 5. New Business

- **2020 race calendar - Ron**
  - Ron needs to contact Comox and Gibsons to let them know that the Nationals date they proposed is unsatisfactory and ask that they submit new dates if interested. He will do this by Oct 4. We can review Nationals hosting application at the pre-AGM meeting.
  - Crazy 8s has moved to a week later in 2020, removing that conflict. All other conflicts have been resolved.
  - Erik proposed asking race hosts right now for their safety plan as prerequisite to confirming the race calendar. Erik has received some which he will send to Ron (race directors submitted with race application at specified link)
- **AGM/Technical meeting logistics - Nicole**
  - Rob will bring speaker
  - Along with the Treasure report sent Sep 30, Jonathan sent the Board the expense form to cover travel expenses to attend the AGM
  - Jonathan to draft another cheque for Search and Rescue with the donation aimed to thank them for the meeting space
  - Communications team (Graeme, Paul, Erik), to send members notice of the upcoming AGM no later than Oct 9. Erik will post this tonight. [COMPLETE - 2 OCTOBER]

- Ron booked meeting space at his office on Saturday Nov 9, start time will be 2pm. Everyone but Graeme confirmed this time works. Nicole to reach out to Graeme to confirm he can make it. Conflicts need to be named by EOD Thurs Oct 3 or else we will proceed with a 2pm start.
  - Nicole posted draft agenda [here](#).
  - All directors to have a look at last year's reports and start thinking about this year's report. [2018 Board Reports](#). The 2019 report goes here: [Link](#)
- **New club application - Lynda**
    - The contact has reached out to Lynda to see if a formal reply is expected to be issued by CORA documenting that they are not deemed an actual club for international races, but a racing team.
    - Nicole to add to Pre-AGM meeting the topic of what constitutes a club
  - **Junior updates -- Marianne**
    - There will be a March clinic at False Creek
  - **CORA prizing at event - Rob**
    - Compared to other outrigger racing associations, CORA clubs does not always award prizes as generously. Some clubs are exceptional, and some are less generous or consistent. Rob proposed CORA helps negotiate deals with suppliers to obtain some items that would make good prizes at CORA sanctioned races.
    - Could we help increase participation at CORA Cup races by putting team's names in the hat every time they attend a CORA Cup race, then drawing from the hat every race.
    - On a related theme of helping race host clubs, it was proposed that CORA help with race management for Nationals to help standardize race day standards.

6. Action items: skipped this month as we used the bulk of the time for other discussions.

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>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 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</p>
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				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>Sep 4:</b> Erik has questionnaire that goes to CORA clubs. Nicole to ask Erik to distribute the list as this will help with the discussion about this action and the number of divisions. Target to finish by AGM. <b>Sep 4 &amp; 5:</b> Nicole asked Erik for list.
<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 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.		<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>Oct 2:</b> Ron sent this to the Board to revise for their role
<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)		<p><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. <b>Sep 4:</b> No update</p>
Pre-AGM 3	Rob	Ask for volunteer committee to be established to design approach for staged timelines to re-elections	AGM	<p><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.</p>
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.	pre-AGM 2019	<p><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.</p>

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.)		<p><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>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. <b>Sep 4:</b> Next call will elicit Erik's input on the solution that he has to propose (mentioned over email to Board).</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+.)	Technical Meeting	<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. <b>Sep 4:</b> Summer can be a busy time to secure space to host and fresh water locales develop problems with water quality in the warmer months. The race calendar in shoulder season is still quite busy. Tabling for discussion at Technical Meeting.</p>
<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		<p><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. (Email sent after meeting, and this is not an option right now.) <b>Sep 4:</b> No update.</p>
89	Jonathan	Discuss more economical conference		<p><b>Jul 2:</b> No update. <b>Aug 6-Sep 4:</b> He is collecting research.</p>

		call options with Erik		
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-Sep 4:</b> No update on new website. <b>Oct 2:</b> Old version still posted. Erik will update.
<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. <b>Sep 4:</b> Still might have some outstanding items, to be confirmed against Graeme's Google doc of to-do items. Ron sent to Nicole and was sent to CORA Board. <b>Oct 2:</b> Graeme: Only 12 issues still present.
99	Nicole	Survey board for potential AGM/ Technical meeting dates between late October to early December	Complete	<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>Sep 4:</b> Still awaiting Don and Erik's response. (Paul suggested Mony set up email forwarding to his other account so that he does not miss the CORA emails.) <b>Oct 2:</b> Meeting confirmed for Nov 10.
<b>Raised Aug 6, 2019</b>				
101	Graeme, Rob	Send Erik a list of the parts of the website that were not working as expected.		<b>Sep 4:</b> Graeme set up Google doc to log issues. Ron sent to Nicole and was sent to CORA Board. <b>Oct 2:</b> per Graeme: "Completing" QA items as resolved by Erik / Paul. Only 12 issues still present. Some lingering items: <ul style="list-style-type: none"> <li>• Still showing Gibson's as 2019 Candian Championships venue</li> <li>• CORA has not posted CORA Minutes since Sep 2018</li> <li>• CORA Clubs-2019 Status: What constitutes "active"? What does "" imply? Add a legend?</li> <li>• Hugh A. Town Memorial Builder Award- What to do</li> </ul>

				with this?
102	Erik	Advise board of the process and frequency for updating membership list for race directors.		<b>Sep 4:</b> No update. Ron gave an overview of his recollection of the process to be confirmed by Erik.
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.		<b>Sep 4:</b> In progress. Board members gave some input into the approach. Ron will follow up with the club.
<b>Raised Sep 4, 2019</b>				
106	Paul	Obtain members list from Erik to be able to send AGM notice 30 days prior to AGM		<b>Oct 2:</b> This will be sent tonight
107	Nicole	Set up AGM logistics once we get the last of the board members to fill out the availability survey.	Complete	Need to find meeting space once date confirmed. <b>Oct 2:</b> Ron's office will host pre-AGM meeting, at 2pm. Jericho Sailing Centre will host the Technical Meeting and AGM.
108	Ron	Contact the race directors applying to host CORA Champs to confirm intended dates for submission and advise of potential conflicts.		<b>Oct 2:</b> Ron will do by Oct 4
109	Ron	Once CORA Champs options are resolved, confirm with all CORA Cup race directors which races and dates will be brought forward at Technical meeting and proposed for approval at the next AGM.		<b>Oct 2:</b> Ron will do prior to pre-AGM meeting. We are in great shape for resolving conflicts ahead of time.
110	Ron	Communicate with COMMOC that new race locale for Oct 5th race is approved		<b>Oct 2:</b> Ron will do by Oct 4

110	Ron	Distribute email to board with feedback about separate small boat heats and merging categories for age, etc.	Complete	<b>Sept 4:</b> done right after meeting.
<b>Raised Oct 2, 2019</b>				
111	Erik	Send Ron the link where he can find the safety plans submitted with 2020 race applications		
112	Jonathan	Draft Jerico Search and Rescue a cheque with a donation matching last year as a thank you for the AGM meeting space.	Nov 10, 2019	
113	All Directors leading initiatives or committees	Review 2018 sample reports sent by Nicole in the minutes today and submit 2019 reports	Nov 6, 2019	

**Adjournment: 8:17 pm PST**

**Next Meeting – Wednesday Nov 6, 2019. 7:00 PM PT / 8:00 PM MT / 10:00 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

5. Sep 2019: Possible changes to Age Divisions / Classes - Lynda, Rob, Ron for Technical Meeting. Collapsing age categories when not enough entries per category/division, but merging masters separately from juniors and opens. Also discuss separating races into heats so that equipment could be shared to fill multiple categories.
- 6.