



CORA Monthly Meeting Minutes

Wednesday September 4, 2019

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

1. Welcome and Roll Call
 - In Attendance: Nicole, Grace, Ron, Rob, Leanne, Paul, Marianne, Mony
 - Regrets: Jonathan, Lynda, Graeme, Erik, Don
2. Adoption of Last Two Month's Minutes (**Motioned by Ron to adopt July and August minutes as presented. Paul seconded. Passed.**)
3. Confirmation of Agenda/Add New items (**Motioned by Ron to adopt the 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**
 - Paul suggested we send out the notice to the current members about upcoming AGM. Will need the member list from Erik. Once we get Mony, Erik and Don to fill out survey we can look for a meeting site to secure. Since members need 30 days notice of the meeting, we likely will need to have this all ironed out *PRIOR* to the next monthly meeting in October.
 - **Membership Updates – Grace**
 - As of September 4, 2019, there are 1,695 paddlers who have current CORA membership (compared to 1,440 on this same date last year); 40 club memberships.
 - A few links sent out to race directors and to clubs who wanted to check their club's

○ **Grant Updates – Ron**

■ RME Grants

VOS Application approved. E-transfer to be issued by Jonathan upon return from Thailand.

■ Clinic Grants

No activity

■ Coaching Education Grants

Application received from Alexander Darby (VYPC) for CanoeKids Instructors Course and approved for \$210.00. Cheque #0896 issued and mailed.

■ Travel Grants

Travel Grant to/from Lotus Iron received and approved:

FVPC - \$140.50 E-transfer to be issued by Jonathan upon return from Thailand

Travel Grants to/from Harrison Nationals received and approved:

CVCRC - \$461.12 E-transfer to be issued by Jonathan upon return from Thailand

FGPC - \$650.00 E-transfer to be issued by Jonathan upon return from Thailand

Pacific Reach - \$134.00 E-transfer to be issued by Jonathan upon return from Thailand

FLCC - \$90.00 Cheque #0894 issued and mailed.

● Nationals Hosting Grant

Receipts received today and approved for \$1500.00. E-transfer to be issued by Jonathan upon return from Thailand

○ **IVF Representative Update – Lynda**

■ Area Coordinator's (AC) Report to the CORA Board

IVF World Distance Championships - Mooloolaba, Australia

Successes for Canada began early and continued throughout the event. Canadians earned medals in:

M50W V1 – Silver (K. Jain) M60W V6 - Silver M70M V6 – Silver

M50W V6 – Bronze M60W V1 – Bronze (J. Kerzner)

Additionally, a number of other strong finishes left Canada in excellent standing overall.

4th – OW V1 (L. Stanlev)

4th – M70M V1 (J. Roberts)

11th – OM V1 (L. Morris)

11th – M40W (J. Scott)

12th – OM V6

An early communication to all paddlers broke down the responsibilities of the team coaches and the AC respectively. This practice is recommended to be maintained moving forward.

On-site responsibilities as AC began during the course familiarization days and by participation during the Opening Ceremony blessing ceremony (a great honour).

AC meetings each morning with the race organizers conveyed a great deal of information, but when race conditions changed, the organizers went directly to the paddlers rather than ACs.

Fortunately, Team Canada faced no sanctions from the race officials, but AC was at the race site throughout all of the familiarisation periods and during every race just in case. AC was told to expect that race officials may require paddlers to be escorted – along with the AC – to anti-doping testing officials to be conveyed to an off-site location, but that didn't occur for our team either.

Daily communications were completed in the evening to pass along daily results plus advise upcoming racers of their boat number, race time, links for following the race online as well as containing encouraging messages and any information that has come to light about the course, boats, races, or strategies others discovered while racing.

Additional observations: Virtually every race division had a Canadian entrant (all but 5) and results overall were improved over the inaugural event in Tahiti. One of the highlights of the event was that Team Canada supporters on the beach were easily the loudest fans overall.

■ Distance

- Follow up with paddlers
- Info gathering for 2021 cycle
- Need to set selection plan for 2021

■ Sprints

- Entries are starting to trickle in. Please continue to put the word out that these forms need to be in for paddlers to be considered for Team Canada 2020. Even if they can not make the trials, put a form in! These folks will be dealt with on a case by case basis.
- As of Sept 4th we have interest for 32 Club crews and know we need to trial for Womens 40 and 50's as we have 6+ entries. I expect more. Most paddlers are doubling up and racing down an age category.
- We have been approached by Autumn Rose with the Lummi tribe, they would like

- For general account:
 - The GIC \$20,000 reinvestment has been processed by RBC
 - Ron will advise grant cheques he has processed.
 - \$3,300 was spent on cup medals
 - About \$1,400 in memberships received in August
 - we've had less day members this year. I've not got enough stuff here to be sure, but think the number of annual memberships must be down
 - Square has pushed our bank charges up a little, but Square is SO much better than PayPal. I'll be working on an idea to reduce these costs when I return.
 - we need to change the conference call supplier to one of the many modern free services
 - all need to commence thinking about the 2020 budget soon
- And for IVF account:
 - about \$1,300 was due from paddlers in Mooloolaba, but is coming in quickly
 - Lynda and Jonathan will be honing the Hilo budget very soon.
- **Outrigger Coaching Program - Leanne**
 - No action - Leanne currently suffering from post concussion effects from June accident

5. New Business

- **2020 race calendar - Nicole, Ron, Erik**
 - Ron sent out the list of 2020 CORA Race Submissions received to date, flagging any potential conflicts. We reviewed each conflict and any constraints race directors had with moving dates, and gave some consideration as to how to balance out alternate dates.
 - There are some challenges with some of the CORA Championships that conflict with other large paddling events (e.g., Gorge Downwind, IVF, etc.) If we recommend the changing of the race dates to alternate dates, that might cause a conflict where more than one club vies to host a race on the same date. A third club may have submitted an application with an incorrect date that needs to be corrected before CORA Board takes an action to determine where CORA Cup Championships will be held and when. Ron will action.
 - Ron proposed naming 5 CORA Cup races and 1 Championship as part of the CORA Cup series for 2020 to accommodate the extra submissions we received.
 - Ron will contact directors with a nod to the dates that will be taken forward to technical meeting to be submitted for approval only once the CORA Champs applications are confirmed.
- **Changes to Classique d'automne 7K COMMOC Fall Classic race October 5th, 2019 - Ron**
 - The race director has applied to move to open water. Ron moved to approve the change in venue. Leanne and Grace seconded. No objections. Passed. Ron will communicate this to Cora...

into neat categories so that equipment could be shared to fill multiple categories. We will discuss more at the Technical Meeting. Ron will distribute to board for input to ideas. May also send to club reps as preparation for AGM.

- **Setting date of AGM/Technical meeting - Nicole**
 - Awaiting responses from Erik and Don and then we can set a date and start arranging logistics.
- **New club application - Lynda**
 - Ron will follow up on this.
- **Junior updates -- Marianne**
 - Marianne has been collaborating with other club reps to try to encourage participation of juniors in OC paddling in a race and training camp weekend Apr 25/26th.

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 Galin. 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 the 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. 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</p>

				<p>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 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. Aug 6: 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. Sep 4: 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.</p>
Raised Feb 7, 2018				
47	Ron	Outline process for identifying and addressing potential conflicts of interest	Oct 2019	<p>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 directors exercise their powers (i.e., vote or make other decisions). May 7 - Jul 2: No update. Aug 6: This will happen before AGM.</p>
Raised Oct 3, 2018				
78	Ron, Rob	Compare director/officer position descriptions to by-laws before posting pre-AGM.	Oct 2019	<p>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 the next AGM/October. May 7 - Aug 6: No update.</p>

1		can be set up to help publicize events (races, clinics)		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. Aug 6: 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. Sep 4: No update
Pre-AGM 3	Rob	Ask for volunteer committee to be established to design approach for staged timelines to re-elections	AGM	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. Aug 6: 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	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. Aug 6: 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.)		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

				made easier or if process still needs work. Sep 4: Next call will elicit Erik's input on the solution that he has to propose (mentioned over email to Board).
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 when all Canadian teams are back on the water, given the overcrowded distance race schedule from spring to fall. (Planning for 2020+.)	Technical Meeting	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 conflicting Dragon Boat high season. Aug 6: Rob feels this will be handled by the new calendar. Can close action item once new 2020 calendaring system is implemented. Sep 4: 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.
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.	Complete	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. Aug 6: This likely will be addressed by the new race calendar system. Can close action item once new 2020 calendaring system is implemented. Sep 4: Addressed by new calendaring system.
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 Technical Meeting.	Complete	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

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. Aug 6: Nicole to ask if contractor or Paul can coordinate this. (Email sent after meeting, and this is not an option right now.) Sep 4: No update
89	Jonathan	Discuss more economical conference call options with Erik		Jul 2: No update. Aug 6-Sep 4: 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.		Jul 2: Paul checked and 2018 version is posted on website. Paul will reach out to Erik for assistance to post this on the new website. Aug 6-Sep 4: No update on new website.
92	Nicole	Draft club contact letter of introduction to CORA's proposed 2020 race calendar, and circulate to the board for approval	Complete	Jul 2: Sent to board for input, and posted to drive for comments to be posted. Targeting to complete notice by next week. Aug 6: Distributed and need director approval on if we can release it. (Emailed out after meeting.) Sep 4: Complete and distributed
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.		Aug 6: No update. Sep 4: 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.
99	Nicole	Survey board for potential AGM/ Technical meeting dates between late October to early December		Jul 3: Survey created. Aug 1: 8 responses (1 incomplete) given, awaiting 5 more. Aug 6: In progress and still waiting for Don, Erik, Lynda, Marianne and Mony to complete. Sep 4: 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.)
Raised Aug 6, 2019				
100	Nicole	Ask Erik if Paul or his contractor can make the final data migration and	Cancelled	Aug 6: Email sent after meeting, and this is not an option right now. Sep 4: Cancelled. Erik handling this and follow on

		expected.		
102	Erik	Advise board of the process and frequency for updating membership list for race directors.		Sep 4: No update. Ron gave an overview of his recollection of the process to be confirmed by Erik.
103	Nicole	Redistribute letter to clubs advising of new 2020 race calendaring system and obtain board approval to send to club contacts.	Complete	Aug 6: Email sent after meeting. Sep 4: Complete. Ron distributed to club contacts.
104	Ron	Send updated CORA Cup points tabulation to Marianne	Complete	Sep 4: Complete
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.		Sep 4: In progress. Board members gave some input into the approach. Ron will follow up with the club.
Raised Sep 4, 2019				
106	Paul	Obtain members list from Erik to be able to send AGM notice 30 days prior to AGM		
107	Nicole	Set up AGM logistics once we get the last of the board members to fill out the availability survey.		Need to find meeting space once date confirmed.
108	Ron	Contact the race directors applying to host CORA Champs to confirm intended dates for submission and advise of potential conflicts.		
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.		
110	Ron	Communicate with COMMOC that		

	heats and merging categories for age, etc.		
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Adjournment: 9:32 pm PST

Next Meeting – Wednesday Oct 2, 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.