



CORA Monthly Meeting Minutes

Wednesday November 6, 2019

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

1. Welcome and Roll Call
 - In Attendance: Nicole, Mony, Rob, Leanne, Grace, Ron, Lynda, Don, Erik, Graeme,
 - Regrets: Jonathan, Paul, Marianne
2. Adoption of Last Month's Minutes (**Motioned by Rob to adopt October minutes as presented. Grace seconded. All in favor.**)
3. Confirmation of Agenda/Add New items (**Motioned by Rob to adopt the agenda as presented. He may want to add an item after we finish the existing items.**)
4. AGM/Technical meeting logistics - Nicole
 - To do:
 - All directors leading a committee or filling an operational role to post a 2019 report ahead of the AGM and Technical meeting. The 2019 report goes here: [Link](#). (For reference, these are last year's report. [2018 Board Reports.](#))
 - Posted onto the G:drive already: the Communications report, with placeholders for social media statistics
 - Rob will create the insurance report. There are no safety instances to report on. Report on "year in review" is not needed.
 - Jonathan to draft another cheque for Search and Rescue with the donation aimed to thank them for the meeting space. Ron has no blank cheques left. Jan might have them, Nicole to ask if she is coming Saturday and/or Sunday.
 - Need to print copies of last year's minutes and this year's agenda
 - Rob will bring speaker for those joining over the phone and not in person.
 - Nicole to resend agenda to Board.
 - Pre AGM Agenda:
[https://www.cora.ca/2019/11/06/2019-11-06-1450183446-DO-10111111-1050183446](#)

- AGM Agenda:
 - <https://drive.google.com/open?id=15dNy2BKM5zx2qKFyjBDHQmHHQchCPedy>
- Place to post 2019 annual reports:
 - <https://drive.google.com/drive/u/1/folders/1knms4LpFtKzgL5IjbWy9JYP5qlghUN>.
 - (For reference, these are last year's report. [2018 Board Reports](#).)
- Rob to bring dinner menus to Pre-AGM.
- Mony has discovered the cost to join us in person for the AGM is quite substantial. We have worked hard to get Eastern representation and would like for him to join us in person. Mony will make arrangements to attend.
- Completed:
 - Erik shared link to the 2019 individual CORA member list so that director nominations and proxy votes can be validated.
 - <https://docs.google.com/spreadsheets/d/1dWgfgXWAEb6xedIYajuzjaFfphGk3FWrKMjxDwcwA/edit?usp=sharing>
 - Along with the Treasure report sent Sep 30, Jonathan sent the Board the AGM travel expense form. He sent again on Oct 18.
 - Communications team (Graeme, Paul, Erik) sent members notice of the upcoming AGM.
 - Ron booked a boardroom at his office for the AGM prep meeting to be held Saturday Nov 9, start time at 2pm.
 - Nicole posted draft agendas [here](#) for the board's review and input.

5. Standing Items

- **Communications & Technical Update – Paul and Erik**
 - Thanks to Graeme for the QA to help Erik and team work on the website tweaks, and the suggestions for improvement to how information is presented.
 - Canadian Nationals page on new website will need to be updated.
 - Communications report is ready for AGM with a few empty spaces for Paul to add the social media notes.
- **Membership Updates – Grace**
 - As of November 6, 2019, there are 1779 paddlers who have current CORA membership (84 who have paid their memberships since September). There are 45 club memberships including recent additions of Pearson College, Sunnyside Paddling Club and Salish Sea. Salish Sea will be a team instead of a club, and will be removed from the member club listing. Campbell River, Vancouver Island Paddling Club and Thunder Bay are new clubs.
 - There have been few requests from paddlers who wanted to confirm they had paid their

■ **RME Grants**

- E-transfer for Kelowna RME Grant sent by Jonathan October 7, 2019.
- Cheque for Kamloops Wailua RME Grant issued October 11, 2019.
- RME Grant for Club Bon Accueil approved by e-mail October 11, 2019.
- RME Grant for Delta approved by e-mail October 11, 2019.
- RME Grant for DragonZone approved by email October 17, 2019.
- RME Grant for Leduc circulated for approval by email November 2, 2019.
- Open Call issued on November 2, 2019 with a deadline of 12 noon Friday, November 8, 2019.
 - We will consider applications received at the Pre-AGM Meeting (Saturday, Nov 9, 2019).
 - There is approx. \$5,000.00 available for the Open Call.
 - So far, Open Call RME Grant applications have been received from:
 - FCRCC
 - FLCC
 - FVPC - eligible in 2019
 - CVCRC - eligible in 2019
 - ORPC
 - Lotus - eligible in 2019
 - Sproat Lake
 - Penticton
 - Nanaimo Ocean Paddling Club
 - Applicants eligible in 2019 would have priority. Ron will bring his recommendations to pre-AGM for Board's review.

■ **Clinic Grants**

- No activity, and only a small portion of grant money was paid out

■ **Coaching Education Grants**

- No activity, and only a small portion of grant money was paid out

■ **Travel Grants**

- Travel Grant to/from Harrison Nationals received from FCRCC Oct. 14, 2019 for \$134.00
- Travel Grant to/from FLCC River Run received from FCRCC Oct. 14, 2019 for \$52.90
- Note: Jonathan wants to discuss the lateness of the FCRCC Travel Grant applications at the Pre-AGM Meeting Nov, 9, 2019.

○ **IVF Representative Update – Lynda**

■ **Distance**

- Nothing new to report

■ **Sprints**

- Once the Race calendar is confirmed we will look at possible camp dates for IVF

- **Financials/Treasurer Update – Jonathan**

- NB (Erik): request for \$2,000 for website / race calendar development over the 2020 year
- NB (Erik): consider \$500 for social media advertising, to promote 2020 race schedule, over the year (and to promote advance registration for CORA Cup races) but front-end loaded for December / January

- **Outrigger Coaching Program - Leanne**

- Sidelined due to head injury- be great to talk about at AGM to get a committee to work on this
- Will remove this topic from standing agenda until new committee forms to help get this initiative under way

6. New Business

- **2020 race calendar - Ron**

- Switchblade race is proposed to take place on the same date as Duel in the Desert in Penticton. VCKC was asked to consider moving their race to an alternate date to this calendar conflict.
- Safety plans: clubs were contacted to submit their safety plans, and no clubs reported a difference from their safety plans from the previous years. Some clubs need to submit their new safety plans for their new races, by Friday.

- **Junior updates -- Marianne**

- Marianne was not able to join the call

- **CORA prizing at event - Rob**

- Rob has presented his idea to a vendor to sell some prizes to CORA at wholesale prices for CORA Cup races. The board will have further discussions at the Pre-AGM meeting this weekend

- **CORA Cup series - Rob**

- We had discussed the idea of increasing the number of CORA Cup races this year. There weren't a lot of applications outside of the lower mainland area to support this idea. If we added another lower mainland race, teams would have less incentive to attend races further afield, unless the minimum number of races to win CORA Cup was upped. Increasing the minimum number of races to participate in the CORA Cup might hurt the teams outside of the lower mainland, and Rec teams, requiring so much additional travel. Board will continue discussion at Pre-AGM.

7. Review/Updates of Outstanding Action items – Nicole

8. Action items:

27	Rob	Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access	Complete	<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 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 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 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</p>
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				<p>this action and the number of divisions. Target to finish by AGM. Sep 4 & 5: Nicole asked Erik for list. Nov 6: Club inventory system should work (collecting info from clubs registering/renewing their club membership), but many clubs have not submitted their info. Need a volunteer to chase the outstanding information to share with race directors. Will close this action and open a new one for the new action.</p>
<p>Raised Feb 7, 2018</p>				
47	Ron	Outline process for identifying and addressing potential conflicts of interest		<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. Nov 6: Will happen by Sat Nov 9</p>
<p>Raised Oct 3, 2018</p>				
78	Ron, Rob	Compare director/officer position descriptions to by-laws before posting pre-AGM.		<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. Oct 2: Ron sent this to the Board to revise for their role. Nov 6: In progress and will be tied up by Nov 9</p>
<p>Raised Nov 3, 2018 at AGM planning meeting</p>				

				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. Nov 6: Can be revisited once 2020 race calendar is finalized.
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.	pre-AGM 2019	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.)	Closed, Duplicate of #115	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

				will elicit Erik's input on the solution that he has to propose (mentioned over email to Board). Nov 6: Graeme has opened action item 115 to discuss Graeme's his new standardized results form, so will mark this closed as it is a duplicate.
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.
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. Nov 6: Priority to address. Need to discuss R&R at Pre-AGM.
89	Jonathan	Discuss more economical conference call options with Erik		Jul 2: No update. Aug 6-Sep 4: He is collecting research. Nov 6: No update.
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.	Complete	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. Oct 2: Old version still posted. Erik will update. (completed after Oct 2nd meeting)
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	Complete	Aug 6: No update. Sep 4: Still might have some outstanding items, to be confirmed against Graeme's Google doc of to-do items. Doc sent to Nicole and was sent to COBA Board

101	Graeme, Rob	Send Erik a list of the parts of the website that were not working as expected.	Complete	<p>Sep 4: Graeme set up Google doc to log issues. Ron sent to Nicole and was sent to CORA Board. Oct 2: per Graeme: "Completing" QA items as resolved by Erik / Paul. Only 12 issues still present. Some lingering items:</p> <ul style="list-style-type: none"> • Still showing Gibson's as 2019 Candian Championships venue • CORA has not posted CORA Minutes since Sep 2018 • CORA Clubs-2019 Status: What constitutes "active"? What does "" imply? Add a legend? • Hugh A. Town Memorial Builder Award- What to do with this? <p>Nov 6: Done</p>
102	Erik	Advise board of the process and frequency for updating membership list for race directors.	Complete	<p>Sep 4: No update. Ron gave an overview of his recollection of the process to be confirmed by Erik. Nov 6: No questions remaining, working well</p>
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.	Complete	<p>Sep 4: In progress. Board members gave some input into the approach. Ron will follow up with the club. Nov 6: No longer necessary re: Salish Sea. Lynda communicated with Powell River.</p>
Raised Sep 4, 2019				
106	Paul	Obtain members list from Erik to be able to send AGM notice 30 days prior to AGM	Complete	<p>Oct 2: This will be sent tonight. Erik sent to Paul after the meeting. Once notice goes out this can be marked complete. Nov 6: Complete</p>
108	Ron	Contact the race directors applying to host CORA Champs to confirm intended dates for submission and advise of potential conflicts.	Complete	<p>Oct 2: Ron will do by Oct 4. Nov 6: Complete.</p>
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.		<p>Oct 2: Ron will do prior to pre-AGM meeting. We are in great shape for resolving conflicts ahead of time. Nov 6: Only Switchblade is an outstanding conflict with Duel in Desert. Waiting for response to request for alternate dates. If no alternate dates, co-schedule with Duel in Desert.</p>
110	Ron	Communicate with COMMOC that	Complete	<p>Oct 2: Ron will do by Oct 4. Nov 6: Complete.</p>

111	Erik	Send Ron the link where he can find the safety plans submitted with 2020 race applications		Nov 6: Being handled separately. This situation is resolved for 2021.
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	Nov 6: Nicole to ask Jan if she has extra blank cheques that she can bring Sun Nov 10. Also ask if she is coming Sat Nov 9 to Pre-AGM.
113	All Directors leading initiatives or committees	Review 2018 sample reports sent by Nicole in the minutes today and submit 2019 reports	Nov 8, 2019	Nov 6: In progress
Raised Oct 27, 2019				
114	Rob & Ron	Identify where Peter Forand Masters Challenge Trophy is located		Had discussions with 2017 / 2018 / 2091 winners Peter Marcus & Minnie Fontenelle. Neither of them has ever laid eyes on the actual trophy, however they have seen a photo of it (forwarded photo onto Ron Chin). Any idea who had possession of the trophy approximately March 2017 when it was supposed to be presented to Peter Marcus? Nov 6: Graeme asked Rob to reach out to Ross Creasy. Don is texting him to determine if he knows.
115	Everyone	Give feedback regarding Graeme's proposed standardized CORA Race Results template	Nov 6, 2019	Distributed Standardized CORA Race Results template to all Board members for review to consider, such that all CORA sanctioned event host clubs will provide race results in this CORA Race Results template to CORA in a timely manner. Nov 6: This could be part of the race director's guide that Don is initiating. There is general support for the proposed template. We will talk about compliance at Pre-AGM. Graeme to distribute Excel version of form for review.
Raised Nov 6, 2019				
116	Rob to delegate	Find a volunteer or establish a strategy to pursue club canoe inventory info that was not submitted when renewal of registration for club CORA membership was submitted.		

117	Grace	Work with Jan to prepare a list of members by-club for the Pre-AGM	Nov 9, 2019	
118	Ron	Prepare to present recommendations for which clubs should receive the Open Call RME grants	Pre-AGM Nov 9, 2019	

Adjournment: 8:09 pm PST

Next Meeting – Wednesday Dec 4, 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. Aug 2019: Design approach for staged timelines to re-elections
6. Aug 2019: Design plan to integrate the good standing qualifications (and exception request) with the grant application plan
7. 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.
8. Sep 2019: 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.
9. Oct 2, 2019: We will decide at AGM when to open up 2020 registration.
10. Oct 2, 2019: We will review Open Call on RME Grants at Pre-AGM
11. Oct 2, 2019: Review Nationals Hosting Application at Pre-AGM

14. Nov 6, 2019: Discuss committee to help with Outrigger Coaching Program at AGM

15. Nov 6, 2019: Discuss Rob's prizing idea at Pre-AGM

16. Nov 6, 2019: Discuss increasing number of CORA Cup races at Pre-AGM