



CORA Monthly Meeting Minutes

Wednesday December 4, 2019

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

1. Welcome and Roll Call

- In Attendance: Jonathan, Mony, Rob V, Leanne, Grace, Ron, Graeme, Scott, Don, [Cindy, Lynda]
- Regrets: Marianne, Erik, Rob M
- Invitees: Jonathan, Marianne, Mony, Rob, Leanne, Grace, Ron, Don, Erik, Graeme, Rob M, Scott

2. Adoption of AGM Weekend Draft Minutes (to post draft copies on website until membership approves the final copy at next AGM in 2020)

Moved by Jonathan, seconded by Grace - all in favour

3. Adoption of Last Month's Minutes

Moved by Jonathan, seconded by Rob V - all in favour

4. Confirmation of Agenda/Add New items

Moved by Jonathan, seconded by Grace - all in favour

5. Standing Items

- **Review/Updates of Outstanding Action items**
- **Communications & Technical Update – Erik**

A few updates:

1. the 2020 CORA membership process is open, and receiving new memberships.
2. the new race schedule for 2020 is published and receiving lots of views; we "pushed" it to the general public with a whopping \$25 spending limit with Facebook.
3. we will push membership renewal for 2020 next week (in time for Christmas), and then

include notes on what basic equipment you'll need to participate in this experiment (which will be much much cheaper than our current conference calling solution)

○ **Membership Updates – Grace**

- As of December 3, 2019, there are 1,805 paddlers who paid their 2019 annual CORA membership (26 who paid in the last month). 27 paddlers and 3 clubs have already taken care of their 2020 memberships.
- Thank you, Erik and Jonathan, for enabling 2020 membership renewals to be done this month. It would be great to get out a reminder to all members that 2020 renewals are available now. Is Paul able to use Mail Chimp for this? Perhaps we could add a note about the new CORA website, availability of the 2020 race schedule and any other information we want all members to get?

○ **Grant Updates – Ron**

■ **RME Grants**

Leduc Boat Club - Sprint Cheque issued by Ron November 14, 2019 - \$1000

Nanaimo Ocean Paddling Club - Sprint Cheque issued by Ron November 14, 2019 - \$1000

Penticton Racing Canoe Club - E-transfer issued by Jonathan November 15, 2019 - \$1000

Powell River Outrigger Canoe Society - Sprint Cheque issued by Ron November 29, 2019 - \$1000

I will send a reminder for the remaining seven (7) RME Grant recipients to send in receipts before the end of December.

■ **Clinic Grants**

No activity

■ **Coaching Education Grants**

No activity

■ **Travel Grants**

Kelowna Paddle Centre - Harrison nationals - E-transfer issued by Jonathan November 10, 2019

Penticton Racing Canoe Club - Kelowna Waterman - Sprint Cheque #51 issued by Ron November 12, 2019

FCRCC - Harrison Nationals & FLCC River Run - Sprint Cheque #118 issued by Jan November 13, 2019

members) will set Samoa selections early 2020.

■ Sprints

<https://www.worldsprints2020.com/>

- Finalizing camps for Elite and FA paddlers for Team Canada 2020.
- Jericho May 24th designated as an Elite Camp. Leanne and Cindy to run
- Calgary also running a camp end of June for CCC crews and Open men and women. Don and Cheryl coaching.
- FA camp to be firmed up, Victoria and/or Vancouver
- Designate Area Coordinator
 - Motion: Kristine Malmqvist be named as Area Coordinator for Team Canada 2020.
 - Lynda has been handling the team selection and communication up to this point. Kristine can step in to help and manage the IVF registration process. Lynda and Kristine can work together as they did in 2018.

■ General IVF

- Lynda will stay involved for 2020 project. Her term as IVF director goes to December 2020 IVF AGM meeting. CORA feels she should step down from IVF at that time. CORA attendance at AGM tbd.

○ **Financials/Treasurer Update – Jonathan**

CORA – Treasurer’s Report at November 30, 2019

To December 4, 2019 Board Meeting

The reports are here

<https://drive.google.com/drive/u/1/folders/1mdclvP3eJCHhAD3LgLclaN6QCrgnTYtN>

I would like to highlight a couple of things:

- 1 The balance sheet shows a Liability item “Flow thru net 2020 memberships”.

This is how I propose to deal with the early payments. The receipts, net of Square fees, are included in the Cash at RBC but are actually a liability because we have not provided any service for the receipts, and so they get shown as a separate liability.

- 2 The balance sheet shows the GICs.

As advised before, I invested \$20,000 into a GIC. The rates were so poor (when compared to other High street banks), that I elected to invest for only 180 days.

- 3 The Statement of Operations for the General Account also shows the flow-thru.

As the money has been received, it is shown as Revenue. But as it has nothing to do with the 2019 year, the same amount is deducted from the Surplus at the bottom of the

A copy of the proposed budget has been placed on the drive.

5 Summary of 2019 AGM expenses.

As the expenses significantly exceeded the budgeted amount, and given the variation in costs, I have attached a summary of the expenses. I think that all directors should have a shared, clear view of what expenses can be claimed for attendance at any authorised Board meeting. I suggest the following (but hope there will be some discussion):

Air travel (where more appropriate and/or cheaper than by road) – Economy class ticket

Ferry – cost of return ticket for standard car and Director passengers

Hotel – Up to \$250 per hotel room per required night

Air BnB – Up to \$200 per property per required night

Car Hire – Up to \$40 per required day

Car Parking – cost of parking

Mileage allowance for private cars – 50c per km

Breakfast – Up to \$15, where not provided by CORA

Lunch – Up to \$20, where not provided by CORA

Dinner – Up to \$35, where not provided by CORA

With receipts being submitted for all out of pocket expenses

6 RBC Bank Accounts

Copies of the reconciled statements are attached.

The two accounts have been converted to “Digital Choice Business” accounts, which will be more cost-effective for CORA.

7 Square payment system

As I have written before, the move to Square (from PayPal) has been very successful for both Erik and me. So successful, in fact, that I have now been getting more and more reconciliation work to do. And as both General income (typically memberships) and IVF income (typically Race entries and Trialing/Training camps) were all arriving into the General RBC Bank Account, I have also had to make dozens of transfers between the two RBC bank accounts. To streamline this work, I have today commenced the

- **Junior updates -- marianne**

- [deferred]

6. New Business

- Appointment of Cindy Wright as Director (*pursuant to 2014 Articles of Continuance which allows Directors to appoint additional Directors for a term expiring on the next AGM*) . Erik to add e-mail address for Cindy.

Moved by Ron, seconded by Jonathan - all in favour

- Appointment / confirmation of CORA Officers for 2020 -
 - President - Ronald Chin
 - Vice-President - vacant
 - Secretary - Marianne Pilon
 - Treasurer - Jonathan Wilkins
 - Communications Officer - Website focus - Erik Ages
 - Communications Officer - Inbound Communications (CORA Inbox Monitor) - Graeme Galves
 - Communications Officer - [Outbound communications/Special Projects (surveys, AGM notice, etc?)] - vacant [Check with Paul Pilon?]
 - CORA IVF Representative - Leanne Stanley
 - CORA Cup Points Series Officer - Don Mulhall
 - Membership Officer - Grace Morissette

Moved by Rob M, seconded by Scott - all in favour

- Appointment of IVF Committee for 2020 (including power to appoint and delegate powers to sub-committee members (coaching, Hilo 2020, Samoa 2021) - comprising CORA directors: Leanne Stanley, Cindy Wright, Rob Magus, Scott Borle, Mony Sy and members at large: Lynda Roberts, James Hill, Mike Bernemann, Kristine Malmquist

Moved by Ron, seconded by Jonathan - all in favour

Discussion of IVF Rep transition (Lynda's IVF term expires December 2020) and structure of IVF Committee and sub-committees for Hilo IVF World Sprints 2020 and Samoa IVF World Distance 2021 (comprising Directors and non-Directors) - **Leanne & Lynda**

Proposed that Lynda stay on - does not need to be a CORA director. Election to the IVF Board is not automatic (each country does not have a representative). As an IVF director, IVF pays Lynda's expenses to IVF meetings and IVF AGM.

Appointment of Area Coordinator (AC) for Hilo IVF World Sprints 2020 (Kristine Malmquist). Erik to set up e-mail address. **Moved by Ron, seconded by Leanne - all in favour**

- Appointment of a CORA Race Committee - comprising Don Mulhall, Graeme Galves, Grace Morissette and Ron Chin. **Moved by Jonathan, seconded by Rob V. - all in favour.**

Race Committee to provide recommendations to Board at next meeting.

- CORA prizing at event / \$5000 race improvement budget - **Rob V.**
Will brainstorm with volunteers and present to Board at next meeting. Probably \$4800 (\$800 per race). Jonathan, Rob. V and Mony to discuss.
- Race Director's Guidebook - **Don**
Some directors have already provided input. Wants the Race Directors Guidebook to be light and point Race Directors in the right place. Mony, Cindy and Ron to provide input.
- "Club crew": Can the CORA board help bring clarity to the individual paddlers about what the process is to join IVF crews on behalf of the IVF committee? (Erik offered to be on this new CORA committee.)
To be discussed and determined by IVF Committee with input from various sources including surveys and Erik's concerns, and reported back to the Board. IVF Committee to ensure that Erik's concerns are addressed by the IVF Committee in its report to the Board.
- Business Continuity Checklist - **Marianne**
Defer to January.
- 30th anniversary of CORA having juniors - **Grace**
Can we track down former Juniors? 1989 Juniors? Ask around and try to track some down for an update on their paddling activities.
- CORA 2020 Sanctioned Event Participation Recognition Recommendations – Questions? - **Graeme**
Refer to e-mail circulated by Graeme Sunday, Dec 2nd. To be incorporated into the Race Director's Guidebook.

7. Action items:

| No. | Assignee | Action Item | Due Date | Comments |
|---------------------------|----------|--|----------|--|
| Raised Feb 7, 2018 | | | | |
| 47 | Ron | Outline process for identifying and addressing potential conflicts of interest | | Mar 7 - Aug 1: In progress. Sep 5 & Oct 3: No update. Nov 7: Ron is writing up some scenarios. In the meantime, board to bring forward to monthly meetings as they come up. Dec 5 - Mar 6: No update. Apr 3: This will be a chart to identify potential conflicts when 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 |

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| | | pre-AGM. | | 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. Dec 4: Complete |
| Raised Nov 3, 2018 at AGM planning meeting | | | | |
| Pre-AGM 1 | Erik | Work with Communications team to see if push messages / push calendar can be set up to help publicize events (races, clinics) | | Dec 5: Proposed for LOTUS / FGPC to be asked to submit blurb with photo and registration links (for example) for January / February. CORA can push via Facebook and club director emails once per month; one month in advance. (Ran out of time to discuss.). Feb 6-Apr 3: No update. May 7: social media sufficient until website completed. Jun 4 & Jul 2: No update. 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. Dec 4: Deferred. |
| Pre-AGM 3 | Rob | Ask for volunteer committee to be established to design approach for staged timelines to re-elections | Completed | 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. Nov 9-10: This was completed on the AGM weekend. |
| Pre-AGM 4 | Rob | Ask for a volunteer to review the grant application form to see how to integrate the good standing qualifications (and exception request) discussed at Pre-AGM meeting. This person would work with Erik who has volunteered to do the same with the 2019 CORA Club registration form. | | Dec 5: We are short on time to conduct further discussion and confirm agreement on good standing qualification. For 2019, Erik will add a space on the club registration form for the club to provide an inventory of their canoes and trailers. The rest will be ironed out in the new year. Jan 9: We will do a test run to collect info off of grant application form to see how the clubs benefiting from the grants meet good standing qualifications. Graeme will write up what we are trying to do with this initiative to inform CORA clubs of why we are collecting this information by Jan 15. He will also help update the grant application forms to elicit the info. Feb 6: Erik added space on club registration form for canoe inventory. |

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| | | | | <p>May 7 - Jul 2: No update. Aug 6: Postponed as a pre-AGM agenda item. Nov 9: Ron will help draft the criteria for clubs, and the exception request process. Dec 4: Ron Chin with his legal expertise was requested to draft guidelines</p> |
| 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+.) | Completed | <p>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. Dec 4: Graeme to provide recommendations to IVF folks. Dec 9: Distributed recommendations to IVF folks for Sprints races given overcrowded OC / DB race schedule from spring to summer. - Complete</p> |
| Raised Jun 4, 2019 | | | | |
| 88 | Erik | Grant access and coordinate training for additional members of the board to be able to update new website | In Progress | <p>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. Dec 4: Deferred. Dec 25: Basic Website Editor credentials provided to Graeme. Systematic approach being taken for knowledge transfer & ongoing updates to website</p> |
| 89 | Jonathan | Discuss more economical conference call options with Erik | | <p>Jul 2: No update. Aug 6-Sep 4: He is collecting research. Nov 6: No update. Dec 4: Will be trialled in January</p> |
| Raised Sep 4, 2019 | | | | |
| 109 | Ron | Once CORA Champs options are resolved, confirm with all CORA Cup race directors which races and dates | Completed | <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 the</p> |

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| 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. Dec 4: Deferred. Jan 8: |
| Raised Oct 27, 2019 | | | | |
| 114 | Rob & Ron | Identify where Peter Forand Masters Challenge Trophy is located | In Progress | 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. Nov 7: Don Mulhall tried. Will contact PNWORCA members to see if it crossed the border & anyone knows of its whereabouts. Dec 4: Graeme asked Erik to post on website. Jan 8: Jonathan Wilkins has followed the money trail. Ross Creasy has provided details on sources of trophy pieces. Trophy never left Canada after delivery by Kerr Recognition. |
| 115 | Everyone | Give feedback regarding Graeme's proposed standardized CORA Race Results template | Pending | 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. Nov 7: Excel version distributed to all. Do we include a CORA reviewed / approved version of this with the CORA Race Directors packet?. Dec 4: To be reviewed by Race committee. If agreed, then an Excel / Google Sheet version with macros can be provided & made available as part of the Race Director's Guidebook (packet) addendum. Jan 8: CORA Race Results template referenced in ongoing Race Director's Guidebook |
| Raised Nov 6, 2019 J | | | | |
| 116 | Rob to | Find a volunteer or establish a | Pending | Dec 4: Defer to January - ask Erik. Jan 8: Recommend |

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| | | (This action arose from action item #27: "Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access.") | | |
| Raised at Pre-AGM Nov 9, 2019 | | | | |
| Pre-AGM 5 | Mony | Share ideas with Board about how to make CORA Cup points consolidation easier | See 115 | Dec 4: An Excel / Google Sheet version with macros can be provided & made available as part of the Race Director's Handbook (packet) addendum. Jan 8: Don to review Excel / Google Sheet version with macros upon his return |
| Pre-AGM 6 | Board as a whole | Review AGM weekend minutes and identify any topics that need to go onto the monthly meeting agenda | Pending | Dec 4: to be reviewed and brought forward in January. Jan 8: Ron progress? |
| Pre-AGM 7 | Don | Update CORA Cup rules to show the addition of a division for women, men and mixed 40+ masters class for Ultralight canoes | Pending | Dec 4: CORA Rules have not been updated since 2018. Need to also post 2019 CORA Cup Rules to Archives. Women / Men / Mixed Masters 40+ class for Ultralight canoes scenarios included in CORA 2020 Sanctioned Event Participation Recognition Recommendations. NOTE: This is ONLY for CORA Cup Series Long Course - NOT for CORA Cup Series Short Course. Ron to revise CORA Long Distance Rules and present in January. Jan 8: Ron progress? |
| Pre-AGM 8 | Graeme, Erik | Consider how Communications team can advertise the time limit for grant applications, using social media | | Dec 4: Deferred |
| Pre-AGM 9 | Ron | Help document the criteria for a club to be considered a club eligible for CORA grants, so that it could be added to the club renewal/registration form. Propose a process for exception requests to be submitted. | | Dec 4: Same as Pre-AGM 4 above. |
| Pre-AGM 10 | Don | The concept of a Race Director's Guidebook (packet) was put forward. This proposal is not in the Action Items | Pending | Dec 4: Graeme has offered to assist Don & form a "sub-committee" to have a document ready & distribute by 1 week before the January 2020 Board Meeting; Jan 8: Submitted details on every topic in the Race Director's Guidebook draft for review |

Raised at Technical Meeting Nov 10, 2019

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| | | <p>method of choosing the top 100 CORA Cup races plus Nationals. (Nationals will still be mandatory to attend.) Consider broadcasting an announcement about this change to the CORA membership.</p> | | |
| Tech 2 | Don | Update CORA Cup rules to show that there will be two additional CORA Cup races (one on the island, one in interior) added to the CORA Cup series. Consider broadcasting an announcement about this change to the CORA membership. | Pending | Dec 4: Brotchie Reach added as a CORA Cup race. Jan 8: Questions have been put forward by membership already. Recommend a CORA post stating the 2020 CORA Cup Series changes (races; points) Don progress? |
| Tech 3 | Ron to delegate | Contact interior clubs to see if we can find a host for an additional CORA Cup race. | Pending | Dec 4: Will follow up. Jan 8: 6 2020 CORA Cup Series races? Ron Progress? |
| Tech 5 | Ron | Check that the deadline for submitting grant applications and the deadline for submitting receipts to receive grants are well publicized on the grant section of the website and on the grant forms themselves | Pending | Dec 4: Follow up next year. Jan 8: Ron Progress? |
| Tech 6 | Marianne | Review the CORA racing rules and ensure that it is overtly stated that adult/experienced steerers are allowed to steer for juniors and novices. | Pending | Dec 4: CORA Race Rules need updates. Ron to revise CORA Long Distance Rules and present in January. Jan 8: Ron Progress? |
| Tech 7 | Leanne | Looking into if SCORA will allow us to adopt their steering tests to ensure that steerers have sufficient skills to handle the responsibility for races | | Dec 4: Leanne has test, guides and answer key from SCORA that Race Committee could use to develop one for CORA based on Canadian Coast Guard rules and such. Where would we like them to be uploaded on drive? Leanne to add to Racing folder on shared drive. Race Committee to review and revise before publication. |
| Tech 8 | Ron to delegate | Document CORA's recommendation for how race directors collapse race categories for prizing and medals (awards) for large boats. (This is independent from how CORA Cup | Pending | Dec 4: Collapsing divisions for "awards" (not "prizes") included in CORA 2020 Sanctioned Event Participation Recognition Recommendations. See Graeme's e-mail. Jan 8: Recommendations distributed. No objections so far. Proceed? |

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| Tech 9 | Erik, Leanne and Cindy | Document how clubs purchase ultralights and share it with CORA membership | | Dec 4: In process. Jan 8: Leanne progress? |
| Raised at AGM Nov 10, 2019 | | | | |
| AG M 1 | Jonathan | Add a \$500-1000 budget for translating some CORA documentation into French, as part of CORA's 2020 spending plan | | Dec 4: This has been added to draft budget (posted on Drive) |
| AG M 2 | Graeme | Draft a post for the web page with a photo and a request for the CORA membership to help locate the Peter Forland Masters Challenge trophy | Pending | Dec 4: Graeme provided Erik with posting for CORA website. Awaiting posting. Dec 9: Cliff Notes & Proposal & Policy & Nomination distributed. Only concern raised was by Jonathan regarding honararium. Motion to adopt the Proposal? Vote on the Nomination? |
| AG M 3 | Erik, Graeme and Rob | Research to see if CORA has any Hugh Townsend award documentation (overview, rules, nominations) | Pending | Dec 4: Graeme will do this and distribute by 1 week before the January 2020 Board Meeting if the Board agrees to review & vote on a motion at the January 2020 Board Meeting Dec 9: Cliff Notes & Proposal & Policy & Nomination distributed. Only concern raised was by Jonathan regarding honararium. Motion to adopt the Proposal? Vote on the Nomination? |
| Raised Dec 4, 2019 | | | | |
| 120 | Erik & Graeme | Review (QA) of CORA website 2020 pages / postings / calendar for consistency | Ongoing | Dec 4: Graeme provided Erik with updates to CORA website. Awaiting response. Jan 8: Most website 2020 pages / postings / calendar changes implemented. Basic Website Editor credentials provided to Graeme. Remaining updates will be made between January & February Board Meetings |
| 121 | Board | Interior or Alberta Rep recommendations as only Don & Leanne given Lynda & Malmquist departures | Ongoing | Dec 4: Vernon? Kamloops? Calgary? Leduc? Jan 8: Interior or Alberta Rep recommendations? |
| 122 | Board | Backup for Roles during overloads | Ongoing | Dec 4: Vice-President - vacant Communications Officer - [Outbound communications/Social Proiects (surveys. AGM notice. |

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| 124 | Erik | Add email address for IVF Area Coordinator (Kristine Malmquist) | Ongoing | Dec 4: Lynda has requested Erik to set up. Jan 8: Erik progress? |
| Raised Jan 8, 2020 | | | | |
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Adjournment: 8:09 pm PST

Next Meeting – Wednesday Jan 8, 2020. 7:00 PM PT / 8:00 PM MT / 10:00 PM ET

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