



CORA Monthly Meeting Minutes

Wednesday January 8, 2020

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

1. Welcome and Roll Call

Present: Rob V, Grace, Ron, Leanne, Graeme, Cindy, Erik, Don, Scott

Regrets: Marianne, Jonathan, Mony, Rob M

2. Adoption of Last Month's Minutes

RESOLVED THAT last month's minutes be adopted as a correct record of the proceedings of the meeting. (Ron/Grace) Carried.

3. Confirmation of Agenda/Add New items

Agenda accepted as circulated.

4. Standing Items - Presented by existing Officers

- Review/Updates of Outstanding Action items – **Marianne**

Notes and comments added

- Communications & Technical Update – **Erik**

A number of updates have been made to the website over the past few weeks with thanks to Graeme and Erik. The membership renewal system is up and running. Over the next 6 months there will be education for board directors to take over various parts of the website.

NEW PAGE: "Renew Your Membership" now live on CORA website under "Join Us"

REVIEW: Board is asked to look over CORA board section of webpage for accuracy.

- Membership Update and Member Database Improvements – **Grace**

As of January 8, 2020, there are 357 paddlers who paid their 2020 annual individual CORA membership. 14 clubs have already taken care of their annual memberships; Erik has been extremely efficient in sending out requests for completion of the detailed club information form and providing access to membership lists for those clubs who have completed the membership renewal process for this year. Yeah, Erik!

I have looked over the race rosters for the Ice Breaker race coming up next weekend and, of those 575 participants, less than 20 percent have renewed their CORA. Mandatory CORA membership has been advertised and a reminder has already been sent to team contacts. Could we email all 2019 members to remind them that CORA is due now? Anything we can do to encourage a HUGE volume of online membership traffic this week would be highly appreciated by those who manually enter CORA paperwork....

Grace and Erik will work on communicating with all members who have not already renewed for this year.

- Grant Updates – **Ron**

- RME Grants

DragonZone - E-transfer (\$1000) issued by Jonathan Dec 7, 2019

Delta Outrigger Kanu Association - E-transfer (\$1000) issued by Jonathan Dec 9, 2019

Comox Valley Canoe Racing Club - E-transfer (\$1000) issued by Jonathan Dec 10, 2019

Club Bon Accueil - E-transfer (\$933.87) issued by Jonathan Dec 11, 2019

Lotus Sports Club - Sprint Cheque #57 issued by Ron Dec 13, 2019

Vernon Paddle Centre - E-transfer (\$1000) issued by Jonathan Dec 19, 2019

Fraser Valley Paddling Club - E-transfer (\$1000) issued by Jonathan Dec 19, 2019

All 2019 RME Grants have now been paid out.

- Clinic Grants

No activity

- Coaching Education Grants

No activity

- Travel Grants

Penticton Racing Canoe Club - Harrison Nationals - Sprint Cheque #56 issued by Ron Dec 4, 2019

- IVF Representative Update – **Leanne**

- *Sprints*: Some team shuffling going on as people have dropped out now that fees are due. Training camps are in the process of being planned.

- *Distance*: Survey to be analyzed once Leanne clarifies access instructions to Cindy. Committee has submitted input to be included in framework - Cindy consolidating over the next couple weeks. Leanne has received correspondence back from Samoa organizer, he will have more info to forward about accommodation and such by the end of the month.

- Financials/Treasurer Update - **Jonathan**

Jonathan sent out 2019 Financial Statement and 2020 Budget; some feedback was requested. Discussion postponed until Jonathan is present.

- Junior Update - **Marianne**

No report this month.

- Race Committee Update - **Don**

Still working on the Race Directors' Guidebook. Don has received some feedback. Link to document will be sent to Cindy.

5. New Business

- Budget sign-off - **Jonathan**

Deferred to when Jonathan returns.

- AGM expenses - **Jonathan**

Deferred to when Jonathan returns.

- Hugh Town Memorial Builder Award - **Graeme**

Webpage was on CORA website. Graeme has looked into criteria for similar awards and emailed this information on December 9th, 2019 to the board for review.

RESOLVED TO adopt policy and procedures for Hugh Town Memorial Builder Award selection. (Graeme/Scott) Carried.

RESOLVED TO accept nomination of Grace Morissette for 2019 Hugh Town Memorial Builder Award. (Ron/Rob) Carried.

Suggestion to establish a sub-committee of board members to review any nominations for the award; set up a timeline for submission of nominations so that award nominees could be discussed.

The 2019 award will be presented at CORA Comox Nationals.

For 2020 nominations, they will be accepted from Comox Nationals to November AGM and awarded in early 2021.

RESOLVED TO appoint Graeme to select and purchase a trophy for the Hugh Town Memorial Builder Award under Cdn\$500. (Ron/Cindy) Carried.

- 2020 RME Grant Application from Shuswap Association for Rowing & Paddling - **Ron**

Grant application on hold pending discussion of criteria for club membership and number of CORA individual members in the Shuswap Association for Rowing & Paddling. Ron will check with the club's contact, Don. Grace will check with Jan to see if there is a record of how many CORA members the club has had over the past 5 years.

- Amendments to CORA Long Distance Race Rules (UL Masters added, clarification of classes and awards) - **Ron**

Deferred to the next meeting so that board members will have time to review Ron's proposed amendments. Graeme will have additional revisions and comments.

- Canoe Weighing
Canoes will need to be weighed when they are dry and have no spraydecks. Ron has created an updated canoe registry document and will prepare a form that can be used.
- Google Conference Service - **Erik**
 - i. <https://meet.google.com/kxp-fcaf-jhj>
 - ii. Phone Numbers
 1. (CA)+1 289-350-9690
 2. PIN: 247 086 571#

Laptop or computer with speaker needed; the meeting can be set up on this free program (versus telephone conference calls). This will be something that members can try again next month - perhaps a "hybrid version" where members can launch conference call and Google at the same time. For next month's meeting, at the top of the agenda, replace Rob's conference call number with the Google one.

6. Adjournment
Meeting adjourned at 8:20 pm.

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	Pending	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. Dec 4: Ongoing. Jan 8: Ongoing.
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)	Pending	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. Jan 8: Deferred.
Pre-AGM 4	Rob & Ron	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. 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	Pending	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

		a process for exception requests to be submitted.		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. 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. Jan 8: Not yet / ongoing.
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	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. Jan 8: Ongoing.
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. Dec 4: Will be trialled in January
Raised Oct 2, 2019				
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: Ongoing.
Raised Oct 27, 2019				
114	Rob & Ron	Identify where Peter Forand Masters Challenge Trophy is located	In Progress	Had discussions with 2017 / 2018 / 2021 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 (Clarify scope - Only CORA Cup Series or all CORA races)
Raised Nov 6, 2019 J				
116	Rob to delegate	Find a volunteer or establish a strategy to pursue club canoe "registry" info that was not submitted when renewal of registration for club CORA membership was submitted. (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.")	Ongoing	Dec 4: Defer to January - ask Erik. Jan 8: Recommend "boots on the ground" approach as part of CORA Race Committee. Details on canoe scale (weight; footprint) for transport to CORA clubs <u>before</u> 2020 CORA Cup Series - Rob V? - Confirmed location and size / weight of scale
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: Not yet / Ongoing.
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	Ongoing	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: Draft Amended Long Distance Rules circulated January 7th. Board members to provide feedback
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 10	Don	The concept of a Race Director's Guidebook (packet) was put forward. This proposal is not in the Action Items	Ongoing	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 to Don on Dec 19 on every topic in the Race Director's Guidebook draft for review. CORA Race Committee Work-In-Progress (Clarify scope - Only CORA Cup Series or all CORA races)
Raised at Technical Meeting Nov 10, 2019				
Tech 1	Don	Update CORA Cup rules to show the change that CORA Cup points will be totalled for every race attended instead of choosing the top two CORA Cup races plus Nationals. (Nationals will still be mandatory to attend.) Consider broadcasting an announcement about this change to the CORA membership.	Pending	Dec 4: Still 2 CORA Cup Regional Races + CORA Championship Race. Jan 8: Don progress? - Awaiting feedback from Interior clubs as to whether 2020 CORA Cup Series will be 6 or 7 races. All other updates noted

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? Awaiting feedback from Interior clubs as to whether 2020 CORA Cup Series will be 6 or 7 races.
Tech 3	Ron	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: Follow-up email sent to Vernon enquiring if they are interested in hosting a Summer 2020 CORA Cup race (Vernon applied for 2021, so there may be interest there). If not, will check with Kamloops Wailua and SARP.
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: Will provide Erik & Graeme with scanned mark-ups of On-Line Grant Application Forms this week.
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.	Ongoing	Dec 4: CORA Race Rules need updates. Ron to revise CORA Long Distance Rules and present in January. Jan 8: Draft Amended Long Distance Rules circulated January 7th. Board members to provide feedback
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	Pending	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. Jan 8: Deferred
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 points are allocated to the division/class crews register in, which will remain unchanged.) Share this document with some of the complainants in 2019.	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? (Ron hasn't reviewed yet) - Deferred
Tech 9	Erik, Leanne and Cindy	Document how clubs purchase ultralights and share it with CORA membership	Pending	Dec 4: In process. Jan 8: Leanne progress?
Raised at AGM Nov 10, 2019				
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	Completed	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 honorarium. Motion to adopt the Proposal? Vote on the Nomination? Jan 8: Web page posted. Complete.
AG M 3	Erik, Graeme and Rob	Research to see if CORA has any Hugh Townsend award documentation (overview, rules, nominations)	Completed	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 honorarium. Motion to adopt the Proposal? Vote on the Nomination? Jan 8: Proposal accepted. Nomination accepted.

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? - Deferred
122	Board	Backup for Roles during overloads	Ongoing	Dec 4: Vice-President - vacant Communications Officer - [Outbound communications/Special Projects (surveys, AGM notice, etc?)] - vacant [Paul Pilon?] Jan 8: Basic Website Editor credentials provided to Graeme for website backup / knowledge transfer.
123	Erik	Add email address for Cindy Wright.	Ongoing	Dec 4: Lynda has requested Erik to set up. Jan 8: Erik progress? - Deferred
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? - Deferred
125	Erik	Discuss concerns regarding IVF & CORA Club crews	Pending	Dec 4: See email communique from Erik "Regarding the IVF file" Jan 8: Erik progress? - Deferred
Raised Jan 8, 2020				
126	Ron	Get daytime address information from the new directors	Pending	Jan 8: Needed for CORA Changes Of Directors 2020.
127	Jonathan	Budget for AGM expenses	Pending	Jan 8: To be discussed prior to 2020 CORA AGM
128	Ron	Form for canoe weighing	Pending	Jan 8: To be prepared by Ron

Adjournment: 8:20 pm PST

Next Meeting – Wednesday, February 5, 2020. 7:00 PM PT / 8:00 PM MT / 10:00 PM ET