CORA Monthly Meeting Minutes

Wednesday, April 1, 2020

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

Video Call Meeting ID: meet.google.com/jrq-pygi-sih
Or Phone Number: (CA) +1 647-737-9585
PIN: 820 380 387#

1. Welcome and Roll Call

    Present: Grace, Rob V., Erik, Marianne, Ron, Don, Leanne, Cindy, Rob M., Scott,

    Regrets: Graeme,

2. Adoption of February and March Minutes

    RESOLVED THAT the February 2020 minutes be adopted as a correct record of the proceedings of the meeting. Grace moved, Erik seconded. Approved.

    RESOLVED THAT the March 2020 minutes be adopted as a correct record of the proceedings of the meeting. Grace moved. Cindy seconded. Approved.

3. Confirmation of Agenda/Add New items - **No additional items.**

4. Standing Items - Presented by existing Officers

    ○   Communications & Technical Update – **Erik**

- ■ Everything is going smoothly.
- ■ If anyone has any glitches, Erik can help (i.e. booking meetings).
- ■ Leanne would like to learn how to amend the website. Erik can set up another session.

- ○ Membership Update and Member Database Improvements – **Grace**
  - ■ <u>Individual Memberships</u>

    As of April 1, 2020, there are 1,178 paddlers who have current CORA individual membership (compared to 1,210 at this time last year). To date, there are 68 single event memberships (10 of these from the PNWORCA Race #5 at FCRCC; 3 for March Madness).

    Compared to last year, there were about 60 more individual memberships at the beginning of March this year and about 30 fewer this month than April 2019. Last year, at the beginning of April, there were 74 single event memberships (14 were from March Madness).

  - ■ <u>Annual Club Memberships</u>

    Club membership renewals have gone very well (thanks to Erik for sending out reminders). 35 clubs now have their 2020 membership; renewals are missing from Dragon Zone, Montreal, Gibsons, H2O, Squamish, TSCC Maka Koa.

- ○ Grant Updates – **Ron**
  - ■ <u>RME Grants</u>

    Application received from Campbell River Outrigger on March 14, 2020. Corresponded with Rob Borrelli that their application will be deferred until they have 6 annual CORA members (they currently have 2).

  - ■ <u>Clinic Grants</u>

    No Activity

  - ■ <u>Coaching Education Grants</u>

    No Activity

  - ■ <u>Travel Grants</u>

    No Activity

  We have amended the forms on the CORA website to refer to e-transfers rather than cheques.

- ○ IVF Representative Update – **Leanne**
  - ■ Sprints - Hilo

- Does official cancellation need a CORA website post?
- Email went out to all members of Team Canada that the Worlds was cancelled.
- Jonathan working to send out refunds
  - Distance - Samoa
    - Updated framework for selection in committee for review right now based on COVID restrictions. Waiting on feedback (2 members collaborating so far, hoping others will chime in)
    - Tentatively based on self reported TT with GPS data for selection to Fall training camp.

- Financials/Treasurer Update - **Jonathan**
  - We have a refund from IVF for Hilo coming.

- Junior Update - **Marianne**
  - Not much to say - telling parents to stay safe and stay tuned.

- Race Committee Update - **Don**
  - Sent out the close to final Race Directors Guidebook.
  - Receiving comments, wanting to keep it light.

5. New Business
   - Changes in race dates due to postponements for COVID-19 – **Ron**
     - NOPC Crazy 8s for June 13/14, 2020. Only club to make a request via CORA email
     - CORA Cup points requirements in light of cancelled races
       - Marianne - may be a change race at Sproat Lake for Juniors and Novices - could accommodate crews wanting a change race as qualifier for Molokai.
       - Jonathan - FLCC may move River Run to the Fall
       - Don - suggests racing as many races as soon as able.
       - Erik - suggests communicating a decision-making matrix to the Clubs and Members.
       - Jonathan - suggests if we start in June, just designate future races as CORA Cup. Lotus, VOS, Echo Island, Comox (?)
       - Erik - difficult for paddlers if all races are in one region.
       - Don - can we host a race in each region?
       - Erik - what is the lead time for races to accommodate paddlers' fitness.
       - Marianne - can add an iron component to Sproat lake (like Battleship iron)
       - Don - he would make a Penticton race happen
       - Erik - Crazy 8s could be CORA Cup. Need to accommodate tides.
       - Ron - CORA Cup races could be the same day in different regions. Best finish would count.
       - Rob V. - as many races as possible.

- Rob M. - be aware of finances - support best finish.
- One CORA Cup race (best finish) plus Nationals.
- Ron - don't want to usurp COA Cup status of existing Cup races
- Cindy - not sure where Vivian is. Difficult to schedule Island Iron due to permits and safety requirements. Probably hard to reschedule.
- Erik - Submission for 2021 for Brotchie. Base position is that any race cancelled for 2020 not to be rescheduled.
- Ron - ask NOPC (Wolf) - what tide profile works for Crazy 8s in July and tag as CORA Cup race. We think June is too early.
- Cindy - need to have the safety officers separate in the escort boat - better for late June / July.
- Jonathan - doesn't know, but Joanna may not choose to do a race in June /July due to volunteer requirements. Jonathan will ask.
- Ron - hold off designating Lower Mainland races (Lotus, VOS, Echo) til Jericho and FLCC determined.
- Jonathan - doesn't think that prizing and points shouldn;t need to be a priority in 2020.
- Scott - Harrison DB may be cancelled - Echo Island could be moved up to July.
- Marianne - five steps to do to move a date for Sproat Lake.
- Summary - Holding pattern for now. Change in structure to 1 + Nationals . Make sure at least 1 Cup race in each region.
- Jonathan - let's meet as soon as restrictions have been lifted to meet to plan race schedule.

  ○ Updated Canoe Registry - **Graeme**
    ■ Posted to website; 160 "big boat" canoes identified in Canada. Registry table / map CORA website pages (password-protected) ready for review
    ■ Please make any amendments if you have any.

  ○ May Board Meeting date. If Club operations resume, some directors may be coaching on Wednesday nights.
    ■ Keep on Wednesday, since probably not on the water yet.

6. Review/Updates of Outstanding 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. **Feb 5:** Ongoing. **Mar 4:** Ongoing. **Apr. 1**: Ongoing
Raised Nov 3, 2018 at AGM planning meeting				
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 a process for exception requests to be submitted.	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 5**: Erik added space on club registration form for canoe inventory. **Mar 4**: 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. **Feb 5:** Not yet / ongoing. **Mar 4:** Ongoing - minimum 6 CORA members. **Apr 1:** 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. **Feb 5:** This is happening. Graeme has admin access. Next step is each area of the website to be administered / divided among Directors comfortable with Wordpress. **Mar 4:** Graeme working on EOM / EOY / Periodic tasks for website maintenance; Erik to schedule session later in March. **Apr 1:** March 20th session completed (Ron & Jonathan) Identifying additional tasks ongoing.
Raised Oct 27, 2019				
114	Rob & Ron	Identify where Peter Forand Masters Challenge Trophy is located	Completed	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. **Feb 5:** See recommendation for replacement Recommendation to come from Graeme. **Mar 4:** Trophy "found". Complete. Where is it? **Apr 1:** Trophy presented to

				Minnie Fontenelle at Jericho WS. Trophy presented to Peter Marcus at FCRCC WS. Custodial process reviewed by Ron Chin. Trophy in quarantine.
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) **Feb 5: S**cope? Recirculate for comment. **Mar 4:** Graeme to update Excel macros based on first few 2020 races. **Apr 1:** Deferred. Ready by next OC6 race.
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.")	Completed	**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 before 2020 CORA Cup Series - Rob V? - Confirmed location and size / weight of scale **Feb 5:** New CORA OC6 Canoe Registry In Progress - Obtain weigh scale from Rob V. Scale is at Rob V's office 30"x60". 60 lbs in weight. Rob has a lot of boat weight data and will share. Most boats underweight - 5-60 lbs underweight. Cindy: Advantaged 380-385 lbs. Mirages 370-375 ish. Don: Bradleys are all underweight. **Feb 26:** Rob Varnel provided

				weight data on 24 OC6s from 10 clubs. Complete info on 47 of 126 Canadian OC6s. Thanks Ron & Grace & Jonathan & Rob V. **Mar 4:** CORA Board Members requested to update CORA OC6 Registry with their club details. Awaiting CORA Club Responses from Erik. **Apr 1:** Canadian OC6/OC4 Registry complete. Various documents to be distributed to Board members for review.
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 **Feb 5:** Don to review Excel / Google Sheet version with macros upon his return **Mar 4:** Graeme to update Excel macros based on first few 2020 races **Apr 1:** Deferred. Ready by next OC6 race. May be all at Comox this year.
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. **Feb 5:** Several items Work-In-Progress. **Mar 4:** Directors should review AGM Minutes to make sure items have not fallen through cracks. **Apr 1:** Update Peter Forand trophy notes
Pre-AGM 8	Graeme, Erik	Consider how Communications team can advertise the time limit for grant applications, using social media	Pending	**Dec 4**: Deferred **Jan 8:** Deferred **Feb 5:** Deferred **Mar 4:** Existing system works (first come first served, subject to budget availability). Remind trailer drivers at races to submit grant applications. Remove.
Pre-AGM 10	Don	The concept of a Race Director's Guidebook (packet) was put forward. This proposal is not in the Action Items. Include CORA's recommendation for how race directors collapse / combine race categories for prizing and medals (awards) for large boats.	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) **Feb 5:** Ongoing **Mar 4:** In Progress **Apr 1:** ???

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 **Feb 5:** Cut-off date for 2nd Interior CORA Cup Series Race? Probably April 30, 2020. **Mar 4**: Recommend cut-off date. (April 11) 1 week prior to FLCC River Run OC6 Race - CORA CUP #1 - No responses from Wailua or SARP. Remove. **Apr 1:** Agreed that max 6 CORA Cup Series races in 2020 (virus permitting)? Still need new CORA Cup Series document, but dates questionable. May be all at Comox this year.
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. **Feb 5:** Cut-off date for 2nd Interior CORA Cup Series Race? Probably April 30, 2020. **Mar 4**: Recommend cut-off date (April 11) 1 week prior to FLCC River Run OC6 Race - CORA CUP #1 - No responses from Wailua or SARP. Remove.**Apr 1:** Agreed that max 6 CORA Cup Series races in 2020 (virus permitting)? Still need new CORA Cup Series document, but dates questionable. May be all at Comox this year.
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. **Feb 5:** Progress? Still need to do. **Mar 4:** To come Apr 1: ???
Tech	Leanne	Looking into if SCORA will allow us to	Pending	**Dec 4**: Leanne has test, guides and answer key from

7		adopt their steering tests to ensure that steerers have sufficient skills to handle the responsibility for races		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 **Feb 5**: Underway. Being reviewed and Canadianized. **Mar 4:** To be considered over the coming year. Erik to modify for Victoria Harbour and then we can expand to other CORA Races. **Apr 1:** ???
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? **Feb 5**: Ongoing. **Mar 4:** Please add to this document for info Leanne to send e-mail. **Apr 1:** ???
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 **Feb 5:** Ongoing **Mar 4:** Ongoing page-by-page QA and fix **Apr 1:** Ongoing. Other Action Items took precedence.
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. **Feb 5:** Alternate Secretary for Knowledge Transfer? **Mar 4:** Moving forward. Information being shared among multiple Directors. I.e. Erik sharing information with Graeme. Multiple Directors can post on Facebook. Jonathan will be able to manage shopping cart. **Apr 1:** ???

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 **Feb 5:** IVF Committee working on this. **Mar 4:** IVF Committee working on this. Apr 1: ???

Raised Jan 8, 2020

126	Ron	Get daytime address information from the new directors	Pending	**Jan 8:** Needed for CORA Changes Of Directors 2020. **Feb 5:** Request for confirmation of addresses circulated to Directors. Collecting information. **Mar 4:** Mony's daytime address is the only one outstanding. **Apr 1:** Information submitted to Martha Rans. Will post filed Change of Directors document when received from her.
127	Jonathan	Budget for AGM expenses	Pending	**Jan 8:** To be discussed prior to 2020 CORA AGM **Feb 5:** Jonathan to develop and present next month. **Mar 4:** Line item in budget approved last month. **Apr 1:** ???
128	Ron	Form for canoe weighing	Pending	**Jan 8:** To be prepared by Ron **Feb 5:** Still need to do. **Mar 4:** In Progress **Apr 1:** No rush as next race TBD
129	Graeme	Hugh Town Builder Memorial Trophy	Ongoing	**Feb 5:** Provided Specs to Kerr Recognition. Awaiting artwork & estimate. **Mar 4:** Estimated cost to be within $500 budget, In Progress. **Apr 1:** Kerr Recognition visit on hold
130	Graeme	Peter Forand Masters Challenge Trophy	Completed	**Feb 5:** See recommendation for replacement given deadends on all search avenues. Recommendation to come from Graeme. **Mar 4:** Trophy "found". Complete. **Apr 1:** Trophy presented to Minnie Fontenelle at Jericho WS. Trophy presented to Peter Marcus at FCRCC WS. Custodial process reviewed by Ron Chin. Trophy in quarantine.
131	Erik	"many of our (FGPC) teams and paddlers are upset with CORA about the absence of plaques, which, instead of individual medals, celebrate the accomplishment of teams and clubs in one fell swoop"	Pending	**Feb 15:** Provide options for 2020 CORA Cup Series Championship recognition - novel concepts **Mar 4:** FGPC reproducing the 8.5x11 sheets for display. "Digital badging" may be an option. **Apr 1:** ???

132	Erik	Collect all Club responses and upload them to the shared holding place going forward in the Google Drive. See Action Item 116	Pending	**Feb 23:** Option provided for forwarding Gmail messages & attachments to Google Drive **Mar 4:** Being collated into a single document. Will send to Ron & Grace - Graeme may want to convert into a user-friendly format. **Apr 1:** ??? Would love to see Club responses vs. results of Registry research
134	Graeme	"Custodial Process" - As per discussion on CORA & DB perpetual trophies	Ongoing	**Mar 4:** Provided sample Chain Of Custody document to Ron Chin for legal expert review. Ron to review prior to circulation to whole Board in April. **Apr 1:** Provided Peter Forand Chain Of Custody document to Ron Chin & no concerns. Posted to "Policies > Peter Forand" folder for review https://drive.google.com/drive/folders/14VN8pgC3wRGZTAKwwCruQhXdEbauQ-dt
135	Graeme	Action item #27 is closed: "Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access.")	Pending	**Apr 1:** Canoe Registry is available on website (password protected) in Google Map & table formats. Excel file can be made available for download. What to include / publish?

7. Adjournment
   Meeting adjourned at 8:02pm

Next Meeting – May 6, 2020