



CORA Monthly Meeting Minutes

Wednesday June 3, 2020

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

meet.google.com/odo-wbvu-osa

Phone Numbers (CA) +1 647-732-8169

PIN: 280 585 451#

1. Welcome and Roll Call

Present: Ron, Erik, Graeme, Grace, Jonathan, Rob V., Rob M., Don, Leanne, Scott, Mony,

Regrets: Cindy, Marianne

2. Adoption of May Minutes

RESOLVED THAT the May 2020 minutes be adopted as a correct record of the proceedings of the meeting.

Moved by Ron Chin. Seconded by Jonathan. **Approved.**

3. Confirmation of Agenda/Add New items - **None.**

4. Standing Items - Presented by existing Officers

○ Communications & Technical Update – **Erik**

- Not much to report. At some point, we need to work on a new statement to the membership regarding COVID-19.

We also need to encourage sign-up by race directors for 2021. Systems are working fine.

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

As Jonathan mentioned in his report, we are down more than \$11,000 in membership revenue when compared to June last year.

- Individual Memberships

As of June 3, 2020, there are 1,197 paddlers with current individual CORA membership (compared to 1,542 at this time last year). No change in single event memberships at 68 (there were 316 in June, 2019).
- Annual Club Memberships

Erik and I are going to pursue 2020 club membership renewals from Dragon Zone (130 affiliated paddlers), Gibson's (4), H2O (1), and TSCC Maka Koa (9).

Ottawa River Runners Club has joined CORA, has purchased an OC6 and will be a full member Club - Joined May 19, 2020. Claire Robinson and her husband. Mony has been in touch with Claire and knows her well. Would like to host a race event.
- Grant Updates – **Ron**
 - RME Grants

FGPC - Previously approved RME Grant (\$1000.00) paid by e-transfer May 7, 2020
FCRCC - Previously approved RME Grant (\$1000.00) paid by cheque issued by Jan May 11, 2020
JPC - RME Grant Application received May 12, 2020, approved by Board via e-mail, (\$1000.00) paid by e-transfer May 31, 2020.
Campbell River - RME Grant Application received May 29, 2020. Memo circulated and to be considered with new business. Moved by Ron. Seconded by Jonathan. **Approved.**
 - Clinic Grants

No Activity
 - Coaching Education Grants

Coaching Education Grant Applications received and approved for RAP's Online Seminar Series #1 (\$103.95 each) for:

 - Don Mulhall, PRCC - Still need Club letter and receipt
 - Leanne Stanley - KPC - Complete and paid by e-transfer
 - Erik Ages, FGPC - Complete and paid by e-transfer
 - Brian Neill, FGPC - Complete and paid by e-transfer
 - Travel Grants

No Activity

- IVF Representative Update – **Leanne**
 - IVF Grant
 - No application, CORA is having trouble spending money on a coaching initiative as it is so best that the IVF money goes to countries that could make better use of it. Agreed by all.
 - Sprints
 - 2020 already wrapped up and no action yet towards 2022
 - Distance
 - Registration for 2021 Selections went live mid-May
 - 36 Registered as of June 3 - 33 paid (at least two missing CORA membership as of May 31 and different 2 haven't done registration form)
 - May 5km TT data in process of being collected and verified
 - Email still needs to go out to all involved in Australia process.
 - Need to respond to one participant that is asking for refund as they have heard about PD crew and doesn't think they can compete.
 - IVF@canadianoutrigger.ca is now being monitored by Leanne and is the go-to email for paddlers with questions about the Samoa selection.
 - Send e-mail to membership regarding Samoa registration. Leanne and Erik to coordinate.

- Financials/Treasurer Update - **Jonathan**
 - Report - Sent out. No questions received. Finances are healthy as spending is lower than usual.

 - GIC - Reinvested mid-May.

 - IVF Funds - Moved from Hilo to general account and some to London 2022.

- Junior Update - **Marianne**
 - Defer

- Race Committee Update - **Don**
 - Nil

5. New Business

- Scope of insurance coverage - We need someone to take lead to set up meeting. Erik will set up meeting.
- Discussion: Covid19 Update, Return to Paddle Plan, Steps needed - **Don (?)**
Erik: Erik talking to CKBC and 2 rowing groups. Cindy communicating with Rowing Canada. FGPC has been operating since May 19 when Phase 2 opened up. Outrigger is not regulated the same way as Sprint Kayak and Rowing, which are no-go. They may be starting at the end of the month, due to municipal and other regulatory bodies. They will be opening to singles only, not crew boats, but hope to implement doubles in the “double bubble” 15 days after implementation of singles. Documents available on Ministry of Sport website - “return to sport”. No chance that crew boats would be on the water at this time. Erik can provide specific rowing club documents, as well as master document. Beware of requests by CORA Clubs as to their procedures for re-opening - could overwhelm the Board.
Ron: Just circulated what Cindy sent around.
Don: We do need to provide people with a helping hand. People are waiting to hear something.
Graeme: Has prepared a webpage with various “Return to Sport” website links for posting to the CORA website.
Rob V.: Summarize by stating - singles only, stay away from OC6s until further notice.
Erik: Competition is not permitted in any of the “Return to Sport” documents.
Rob M.: Wavechaser is on tomorrow at Jericho. Include in summary on CORA website.
Erik: Tolerance for outdoor activities has increased in Phase 2.
Erik and Graeme will discuss and provide the Board with information to be posted for Board approval.
- RME Grant Application from Campbell River Outrigger - **Ron**
Moved by Ron, Seconded by Jonathan. **Approved.**
- IVF Grant Program (Confirmation that CORA will not submit) - **Leanne** (See part of IVF update).
Confirmed. No IVF Grant application from CORA.

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	<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. Dec 4: Ongoing. Jan 8: Ongoing. Feb 5: Ongoing. Mar 4: Ongoing. Apr. 1: Ongoing May 6: Ongoing. Jun 3: Ongoing</p>
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Raised Nov 3, 2018 at AGM planning meeting

Pre-AGM 4	Rob & Ron	<p>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.</p> <p>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.</p>	Pending	<p>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 May 6:</p>
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				Ongoing. Jun 3: 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	<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. 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. May 6: Ongoing. Jun 3: Send Erik an e-mail if interested.</p>
Raised Oct 27, 2019				
115	Everyone	Give feedback regarding Graeme's proposed standardized CORA Race Results template	Pending	<p>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:</p>

				<p>CORA Race Results template referenced in ongoing Race Director's Guidebook (Clarify scope - Only CORA Cup Series or all CORA races) Feb 5: Scope? Recirculate for comment. Mar 4: Graeme to update Excel macros based on first few 2020 races. Apr 1: Deferred. Ready by next OC6 race. May 6: Ongoing. Jun 3: Ready by next OC6 race.</p>
Raised Nov 6, 2019 J				
116	Rob to delegate	<p>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.</p> <p>(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.")</p>	Completed	<p>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 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. May 6: Awaiting Club Responses consolidated document from Erik to cross-check Registry Jun 3: Awaiting Club Responses consolidated document from Erik to cross-check Registry</p>
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	<p>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</p>

				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. May 6: Ongoing. Jun 3: Ready by next OC6 race.
Pre-AGM 6	Board as a whole	Review AGM weekend minutes and identify any topics that need to go onto the monthly meeting agenda	Completed	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 May 6: March Meeting Notes amended with Peter Forand Trophy updates Jun 3: Remove from Action Items
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: ? May 6: ? Jun 3: Ongoing
Raised at Technical Meeting Nov 10, 2019				
Tech 1	Don	Update CORA Cup rules to show the change that CORA Cup points will be totaled 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. May 6: ? Jun 3: Ron to contact re planning.

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. May 6: Deferred Jun 3: Delete
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: Deferred May 6: Deferred Jun 3: Check Travel Grant wording
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 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: Deferred May 6: Deferred Jun 3: To go to Race Committee to adapt to CORA. Erik to review wrt Victoria waterway standards.
Tech 9	Erik, Leanne and	Document how clubs purchase ultralights and share it with CORA	Pending	Dec 4: In process. Jan 8: Leanne progress? Feb 5: Ongoing. Mar 4: Please add to this document for info Leanne to send

	Cindy	membership		e-mail. Apr 1: Deferred May 6: Deferred Jun 3: Board members to add info if known.
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. May 6: Ongoing Jun 3: Ongoing
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: Deferred May 6: Deferred Jun 3: Ron and Graeme take over Secretary role for meetings. Peoples' uptake of cloud network has increased immensely.
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: Deferred May 6: Deferred Jun 3: Incorporated into 2020 and 2021 selection process. Review ongoing after each IVF event. Delete.
Raised Jan 8, 2020				

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: Deferred May 6: Deferred Jun 3: Delete.
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 May 6: Deferred Jun 3: Ongoing.
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 May 6: Kerr Recognition closed till lockdown released Jun 3: Kerr Recognition closed till lockdown released.
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: Deferred May 6: Deferred Jun 3: Delete.
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 May 6: Erik? Jun 3: Erik to send link to live doc to Graeme
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? May 6: Completed - Registry updated with transfer of 1 Calmar from Comox to Campbell River Jun 3: Graeme to work with Erik.
136	Erik / Cindy	Contact BC Health Ministry regarding “Return To Sport” guidelines	Pending	Jun 3: Erik and Graeme to finalize draft notice for posting on CORA website.

137	Rob V / Ron	Contact AllSport regarding insurance coverage for CORA club members on-water activities given Covid situation	Pending	Jun 3: Erik to set up subcommittee meeting and Rob V. to contact following meeting.

7. Adjournment

Meeting adjourned at 8:05pm.

Next Meeting – July 8, 2020