



CORA Monthly Meeting Minutes

Wednesday July 8, 2020

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

Meeting ID

meet.google.com/qod-mpkp-aim

Phone Numbers

(CA)+1 613-778-9026

PIN: 192 407 813#

1. Welcome and Roll Call

Present: Ron, Scott, Grace, Erik, Marianne, Graeme, Rob M, Jonathan, Mony,

Regrets: Cindy, Rob V., Don, Leanne

2. Adoption of June Minutes

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

Moved by Ron. Seconded by Grace. **Approved.**

3. Confirmation of Agenda/Add New items - None

4. Standing Items - Presented by existing Officers

- Communications & Technical Update – **Erik**

- Issued COVID Update after last Board meeting and updated cancellations.
- Membership Update and Member Database Improvements – **Grace**
 - Not much to report this month from me or Jan.
 - Individual Memberships

As of July 8, 2020, there are 1,228 paddlers with current individual CORA membership (compared to 1,603 at this time last year). Single event memberships remain at 68 (316 in July, 2019).
 - Annual Club Memberships

No change in club memberships at 37 clubs (40 last year)

Ottawa River Runners Club? **Graeme to follow up with Mony.**
- Grant Updates – **Ron**
 - RME Grants

Campbell River Outrigger - RME Grant of \$1000.000 paid by e-transfer June 8, 2020
 - Clinic Grants

No activity.
 - Coaching Education Grants

No activity.
 - Travel Grants

No activity.
- IVF Representative Update – **Leanne**
 - Sprints
 - Deferred
 - Distance
 - Deferred

5. Report

- Financials/Treasurer Update - **Jonathan**

- [CORA June 2020 Report.pdf](#)
- Circulated without questions.
- GIC
 - Moved by Jonathan that we renew the GIC expiring in August for a 6-month term. Grace seconded.
Approved.
- Junior Update - **Marianne**
 - Not much happening.
 - VYPC had someone take a COID test - came out negative.
 - VYPC operating under CKBC regulations.
 - Juniors have problems distancing.
 - Erik - FGPC has launched Chinook program - cancelled camps because large crowds of kids can't distance. Not economical to have small numbers.
 - Marianne - 4-5 kids maximum to maintain distancing.
- Race Committee Update - **Don**
 - Nil

6. New Business

- CORA Club Responses - **Graeme**
 - See CORA Club Responses & Recommendations
 - Graeme - Does provides valuable responses. 22 responses. Not a whole lot back. Do we want to proceed with getting information or not? Helpful for insurance coverage and canoe registry. Maybe streamline questions.
 - Erik - The information is voluntary and spotty at best. The only way to get more information is to make it mandatory as part of the renewal process. Aggregate of 2 channels of information - Club renewal form and subsequent voluntary information form. What information do we want from each Club? For Canoe Registry and "What defines a Club?" For what other purposes? Technological point - renewal process built into the shopping cart - which can't be burdened with 20-30 questions, so the questions were split into a separate questionnaire.
 - Jonathan - Can it be part of the renewal process?
 - Ron - maybe streamline renewal questions and separate out Canoe Registry from renewal.
 - **Add Action Item to streamline - Graeme to isolate a few key questions for Erik and Grace to review around October before renewal.**
- Topic - CORA Insurance Subcommittee Update - **Ron**

- Agent provided Contagion Exclusion which we need to post on the website. Jonathan noted that the underwriter takes the position that the insurance is not intended to cover a pandemic.
 - We are waiting for a response from the Insurance Underwriter before we compose a notice to post on the CORA website as to who or what activities are covered by the insurance.
- Topic - Member Club COVID Safety Plan Guidance - **Ron**
- Ron, Marianne and others - Don't want to be policing clubs, who comply with their own safety plans.
 - Erik - Don't think that CORA should be tempted to helping clubs provide loopholes that may expand unreasonably. CORA should remain in alignment with other National sport organizations on the water. Wriggle room can easily be misinterpreted and expanded. Just stick with the present statement on the website to comply with applicable guidelines.
 - Jonathan agrees.
 - Graeme - Lotus safety plan only mentioned small boats. Other clubs need to develop their own safety plan that would allow OC4s and OC6s to go out.
 - Grace - Club member with expertise in infectious diseases. City of Burnaby is using Lotus' safety plan as a template.
 - Marianne - Safety plan should comply with Canadian guidelines.
 - Ron - We don't want social media shaming on paddlers / clubs that are in compliance with club safety plans.
 - Scott - Gatherings of 10 allowed?
 - Jonathan - Gatherings of 50 allowed.
 - Erik - Gathering size depends on jurisdictions/provinces. Approval of a COVID safety plan by a municipality would provide more assurances.
 - Ron - Standards under safety plan should be reasonable and COVID doesn't necessarily diverge from that. I.e. risks without or without COVID (such as minimum number in a canoe)
 - Marianne - Should CORA be monitoring Clubs' safety plans more closely? There is a requirement for registration that there is a safety plan in place. Concerned about putting CORA in a position to review safety plans.
 - Graeme - Should we ask Clubs to submit?
 - Jonathan, Marianne, Rob M. - Submission leads to slippery slope on review. Puts too much responsibility on CORA
 - **Summary - Leave statement as is on website (Clubs design and implement their own safety plans and how to comply) to prevent slippery slope of loopholes.**

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. Jul 8: Ongoing</p>
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</p>

				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: Ongoing. Ongoing. Jun 3: Ongoing. Jul 8: 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. May 6: Ongoing. Jun 3: Send Erik an email if interested. - Graeme requested website menu permissions. Jul 8: ?
Raised Oct 27, 2019				
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

				<p>template. We will talk about compliance at Pre-AGM. Graeme to distribute Excel version of form for review.</p> <p>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: 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: Ongoing Jul 8: 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>	Ongoing	<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</p>

				<p>Jun 3: Awaiting Club Responses consolidated document from Erik to cross-check Registry. Received / reviewed Club Responses consolidated document. Distributed Summary Document. Jul 8: ?</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 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: Ongoing Jul 8: Ready by next OC6 race.</p>
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	<p>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 Jul 8: Ongoing</p>
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	<p>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</p>

				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. Jul 8: Comox cancelled
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 Jul 8: Ongoing
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. Jul 8: ?
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: Deferred May 6: Deferred Jun 3: Board members to add info if known. Info collected from Canoe manufacturers / distributors - Graeme / Erik to add web-page to web-site menu. Jul 8: ?
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 Jul 8: 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 assumed Secretary role for meetings. Peoples' uptake of cloud network has increased immensely. Jul 8: ?
Raised Jan 8, 2020				
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. Jul 8: Ongoing
Raised Feb 5, 2020				
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. Provided Kerr with trophy details - In Progress. Jul 8: ?
132	Erik	Collect all Club responses and upload them to the shared holding place	Pending	Feb 23: Option provided for forwarding Gmail messages & attachments to Google Drive Mar 4: Being collated into a

		going forward in the Google Drive. See Action Item 116		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 a link to live doc to Graeme Jul 8: The few CORA Club Responses received are out-dated / incomplete / inaccurate
Raised Apr 1, 2020				
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. Jul 8: Erik / Graeme to add new website menu items for Canoe Registry info
Raised Jun 3, 2020				
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. Jul 8: Latest "Return To Sport" guidelines Post added. Health Resources web-page updated with latest info across Canada - Ongoing
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 sub-committee meeting and Rob V. to contact following meeting. Jul 8: Ron, Rob V and Jonathan video conferenced with Cameron Cheung, SBC Insurance on June 26th. Awaiting further response from insurance underwriter regarding scope of covered activities.
Raised Jul 8, 2020				
138	Graeme	Follow up with Mony for contact at Ottawa River Runners Club		
139	Graeme	Graeme to isolate a few key questions from the Member Club Renewal		

		Application for Erik and Grace to review around October before next year's renewals.		
140				

7. Adjournment

Meeting adjourned at 8:16pm.

Next Meeting – August 5, 2020