



CORA Monthly Meeting Minutes

Wednesday, February 3, 2021

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

Google Meet Meeting

meet.google.com/pqi-epug-rjo

Phone Numbers

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PIN: 886928192

1. Welcome and Roll Call

Present: Ron, Jonathan, Erik, Marianne, Mony, Rob M, Bob, Tony, Val, Graeme, Leanne, Rob V, Scott

Regrets: Cindy, Bob, Scott

Melanie Conard has sent in her notice of resignation as of January 5, 2021.

2. Adoption of **January 2021** Minutes

RESOLVED THAT the **January 6, 2021** minutes be adopted as a correct record of the proceedings of the meetings.

Moved by Ron Chin, Seconded by Jonathan Wilkins

Approved

3. Confirmation of Agenda/Add New items - Agenda as approved

4. Standing Items - Presented by existing Officers

a. **Communications & Technical Update – Erik**

- i. **Membership Renewals:** Sent membership renewal reminders to clubs and paddlers
- ii. **Town Hall 1:** Planned, promoted and delivered first Town Hall in conjunction with the virtual meeting committee
- iii. **Coaches' Corner 1:** Set up first Coaches' Corner meeting and will provide administrative functions for that meeting
- iv. **Town Hall 2:** planning for second Town Hall underway (virtual meeting committee to meet and debrief after Coaches' Corner); suggested Town Hall topic, how to establish effective, fun, non-threatening on-water solo (OC1) programs out of clubs in preparation for a second spring / summer solo season. General discussion; case studies; problem solving; resources.
- v. **Virtual Race Series:** provided communications planning and support for Race 1 (along with templates for races 2 and 3 for consistent communications). Race formats for Virtual Race #2 pending before publication on February 13.
- vi. Updated website and Facebook with race results and other outbound communications.

b. **Membership Update – Grace**

i. Individual Memberships

As of February 3, there are 265 individual membership renewals for 2021 (65 members last month).

Many thanks to Erik for sending out a membership renewal reminder to previous members. Paul Barton did a great job of checking for CORA membership for all paddlers who participated in CORA Winter Series Race #1; Lotus/Nanaimo will endeavour to do the same for Race #2.

ii. Annual Club Memberships

To date, 14 clubs have renewed their memberships (6 last month).

It is expected that as races come up and clubs need to apply for grants, clubs will register

c. **Grant Updates – Ron**

All approved 2020 grants have been paid out.

i. RME Grants

No activity

i. Clinic Grants

No activity

i. Coaching Education Grants

No activity

- i. Travel Grants
No activity
- d. IVF Representative Update – **Leanne**
 - i. Sprints
Will be considering how best to handle on water time and trials.
 - ii. Distance
No activity
 - iii. Other
No activity - IVF has not yet sent notice to reconvene AGM to vote on Bylaw items.
- e. Financials/Treasurer Update - **Jonathan**
 - i. Financial Statement to date
 - 1. https://drive.google.com/drive/u/4/folders/1ulcTsSUQ_xq4VUEq0Y83XqOVsKYkY2DZ
 - ii. Will not be reinvesting GIC
 - iii. CORA is eligible for some grant funding, we have been severely affected by COVID - membership loss, curtailment of races, all of these fit within COVID relief packages. Special funds available through Federal, Provincial and Red Cross that accommodate either through loans or grants.
 - 1. Can we discuss our eligibility for these different funds, Jonathan is willing to work on it if someone can send him information?
 - 2. Erik is doing some research into these. Most grant applications require that we demonstrate how we will be spending the grant funding.
- f. COVID Policy Update - **Ron, Erik, Cindy**
 - i. The British Columbia state of emergency has been extended through the end of the day on Feb. 16, 2021.
 - ii. Have not issued any statements regarding small boats, focus more on big boats.
 - 1. If it is felt that we should post we can issue one of the policy statements, such as Canoe Kayak BC's.
 - a. Three-meter distancing, etc. Most people do appear to be complying with these requirements.
 - 2. We should wait until we hear the announcement this Friday and then issue a statement.
 - 3. Quebec is still expected to continue to have strong restrictions, no gyms, etc.
- g. Junior Update - **Marianne**
 - i. Have linked up with Tony and Isaac (Kelowna)

- ii. Need to determine which clubs have junior paddlers
- iii. Need to determine how to meet their needs
 - 1. Coaching credentials - Leanne will provide some information
 - 2. Mentorship
 - 3. Guest coaches

h. Town Hall Update - **Leanne, Erik, Ron, Tony, Val**

The first session was held January 23rd and was a great success for which we received positive feedback via email from a number of participants. Participation was up to 63.

The next session is a "Coaches Corner" session scheduled for Saturday, Feb 6th @ 4:00PM with Sherry Hunt and Leanne Stanley discussing off-season training and training during COVID-19 restrictions.

After this meeting the Town Hall committee will gather to determine the next Town Hall. One focus will be how to get big boat paddlers into small boats comfortably.

Next Town Hall meeting is February 20th, 2021.

Leanne drafted this blurb which Erik posted on the CORA website and on Facebook:

Join paddlers from around the world for an enriched discussion on the topic of the month. For our first "CORA Off the Water - Coaches Corner" session, the focus will be on Off Season and COVID Season Training. Hosted by CORA's own Leanne Stanley along with Strength and Conditioning coach Sherry Hunt, questions submitted ahead of time will be the basis of the facilitated discussion with coaches and amongst participants. Paddlers will have the opportunity to submit questions on the Facebook event page and if there's time, questions may be taken during the zoom as well.

Learn from our hosts as well as other paddlers during these "CORA Off the Water" Coaches Corner sessions. Come participate or just listen, it's up to you!

You may have to be out there on your own, but CORA wants you to know that you are not alone. Together we get better!

Zoom meetings can take up to 500 for \$67.00 per month for unlimited use. We can go up to a 1,000 when needed.

i. Historical Update - **Val, Bob, Graeme**

- i. Kamini Jain graciously offered to review / update False Creek Legacy document - **Graeme**
- ii. Compiling historical details on several Vancouver Island clubs - **Graeme**
- iii. Val Eastern Canada OC history research ongoing - **Val**
- iv. Bob Interior / Okanagan OC history research ongoing - **Bob**

j. Awards Update - **Rob V, Mony, Graeme**

Presented draft CORA “Hall of Fame” guidelines to Rob V and Mony for review (framework by March Board meeting).
Likely several more iterations to arrive at a formal process to present to the CORA Board.
Completed CORA “Hall of Fame” bios for Jackie Webber (vetted by Kamini Jain) and Drew Mitchell
See: <https://drive.google.com/drive/folders/1t5F6hydIGjxFICvdCMTAJ-5VRRpiQys8>

k. Race Committee Update - **Race Committee (Ron, Mel, Rob M, Tony, Cindy, Mony, Graeme)**

The first Small Boats Winter Series Virtual Race was quite successful with 50 registrants.
10km - 32 registrants submitted results.
5km - 17 registrants submitted results.
The results have been posted to the CORA website.

A logistics problem became apparent as we did not set a separate deadline for registration versus submission of results. This resulted in participants registering 10 minutes before the Sunday 5:00PM results submission deadline. Since the confirmation process is manual (Paul Barton was responding to registrations with results submission links as they rolled in) this created a hectic situation on Sunday afternoon. For the next race we will require registration by Saturday @ 5:00PM and submission of results by Sunday @ 5:00PM.

Also, we will be establishing an open access Google sheet (advance leaderboard) with the names of registrants so that prospective racers can see who else has already registered as well as the club they are from. Results will be posted right after the race.

The next virtual race is scheduled for February 20, 2021 co-hosted by Lotus Sports Club and Nanaimo Ocean Paddling Club.

Registration opens Saturday, February 13, 2021 closes Saturday, February 20, 2021 @ 5:00PM.
Results submission deadline Sunday, February 21, 2021 @ 5:00PM

VYPC cancelling National Sprints.

Question - do we want to delete the races from the schedule or just note as cancelled. CORA agreed that we will be marking races as cancelled, this will allow paddlers to see the race and what has happened.

5. New Business

- a. GIC Maturity - February 2021 - **Jonathan**
 - i. Jonathan has proposed that the GIC NOT be reinvested due to the low interest rates available.
- b. Insurance Update - **Erik**

Everything is similar to what was in place last year. We have a new broker (BFL Canada), the underwriter (Markel) is still the same. The specific concerns we had around supervision, who is a member of the club, etc. They are ensuring that we have coverage in place which may result in changes to the policy, these changes will be for the better. We are hoping to have a more refined policy specific to our sport. This is the mid-term goal. The long-term goal is that we will have a broker who will anticipate changes to our business. We did add in Officers and Directors liability insurance.

It may take some time for day-to-day coverage to be in place.

We are waiting for the Certificates of Insurance, which will be passed on.

Insurance Policy will be posted on the website.

c. 2020/2021 Action Items Recap **(All)**

- i. Ron to review edit list for March 2021.

6. Review/Updates of Outstanding Action items: (Condense and summarize table - add Pre-AGM / AGM Action Items)

- d. All Board Members requested to review Action Items marked “Complete?” and post questions / concerns. If no questions / concerns, then Action Items will be confirmed “Completed” and removed from table by next Board Meeting.

7. Adjournment

Meeting adjourned at 8:00 PM.

Next Meeting – Start 7:00PM - Wednesday, March 3, 2021

No.	Assignee	Action Item	Due Date	Comments
Raised Feb 7, 2018				
47	Ron	Outline process for identifying and addressing potential conflicts of interest	Complete?	Dec 2: 34-Months Ongoing; Recommended at 2020 AGM that Board Members should self-monitor; Close?
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-	Complete?	Dec 2: 23-Months Ongoing; Recommended at 2020 AGM that “Good Standing” be defined as Club Annual Membership Fees paid-in-full and Club has minimum 6 Individual Annual

		<p>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>		Members; Close?
Raised Jun 4, 2019				
88	Erik	Grant access and coordinate training for additional members of the Board to be able to update new website	Complete?	Dec 2: 18-Months Ongoing; EOM / EOY / Periodic tasks (SOP) for website maintenance completed; Google Forms Best Practices training to be arranged for interested Board members; Close?
Raised Oct 27, 2019				
115	Everyone	Give feedback regarding Graeme's proposed standardized CORA Race Results template	Complete?	Dec 2: 14-Months Ongoing; Will be included in 2021 Small-Boat Racing Winter Series package; Close?
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>	Complete?	Dec 2: 12-Months Ongoing; Google Sheet & Website Table & Website Map current as of Nov-2020; Close?

Raised at Pre-AGM Nov 9, 2019

Pre-AGM 5	Mony	Share ideas with Board about how to make CORA Cup points consolidation easier	Complete?	Dec 2: 12-Months Ongoing; Will be included in 2021 Small-Boat Racing Winter Series package; Close?
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 2: 12-Months Ongoing; Locate Word / Google Doc version and handover to Race Committee; Close?

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.	Complete?	Dec 2: 12-Months Ongoing; Locate 2020 CORA Cup Series Rules and archive; Close?
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	Complete?	Dec 2: 12-Months Ongoing; Ron / Erik to confirm this has been resolved; Close?
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	Complete?	Dec 2: 12-Months Ongoing; Leanne added to Google Drive; Post to website? Close?
Tech	Erik,	Document how clubs purchase	Complete?	Dec 2: 12-Months Ongoing; Website Ultralight page current

9	Leanne and Cindy	ultralights and share it with CORA membership		as of Nov-2020; Close?
Raised Dec 4, 2019				
120	Erik & Graeme	Review (QA) of CORA website 2020 pages / postings / calendar for consistency	Complete?	Dec 2: 12-Months Ongoing; Website Ultralight page current as of Nov-2020; Close? Dec 2: 11-Months Ongoing; EOM / EOY / Periodic tasks (SOP) for website maintenance completed; Close?
122	Board	Backup for Roles during overloads	Complete?	Dec 2: 11-Months Ongoing; Expanded role permissions and Google Suite / Website training proposed at AGM for current / new Board Members should provide backup for needed skill-sets; Close?
Raised Jan 8, 2020				
128	Ron	Form for canoe weighing	Complete?	Dec 2: 10-Months Ongoing; Confirm FCRCC OC6 weights captured on such a form (Susan Mott) and added to Canoe Registry; Close?
Raised Feb 5, 2020				
129	Graeme	Hugh Town Builder Memorial Trophy	Complete?	Dec 2: 8-Months Ongoing; COC current in Google Drive as of Nov-2020; Get photos with 2019 Recipient; Send invoices to Jonathan; Close?
132	Erik	Collect all Club responses and upload them to the shared holding place going forward in the Google Drive. See Action Item 116	Complete?	Dec 2: 8-Months Ongoing; Finalize Google Form as per Best Practices and send to CORA Clubs with 2021 Welcome Message; Close?
Raised Apr 1, 2020				
135	Graeme	Action item #27 is closed: "Determine how to post and share the inventory CORA club canoes photos and	Complete?	Dec 2: 7-Months Ongoing; Google Sheet & Website Table & Website Map current as of Nov-2020; Close?

		weights for race directors to access.”)		
Raised Jun 3, 2020				
136	Erik / Cindy	Contact BC Health Ministry regarding “Return To Sport” guidelines	Complete?	Dec 2: 5-Months Ongoing; Cohorts Guidance published; Close?
137	Rob V / Ron	Contact AllSport regarding insurance coverage for CORA club members on-water activities given Covid situation	Complete?	Dec 2: 5-Months Ongoing; No COVID coverage by Province of BC provided exemption; Close?
Raised Jul 8, 2020				
138	Graeme / Mony	Follow up with Mony and Val for contact at Ottawa (River Runners?) Club	Complete?	Dec 2: 4-months ongoing; Await Ottawa Club 2021 Membership Renewal; Close?
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.	Complete?	Dec 2: 4-Months Ongoing; Finalize Google Form as per Best Practices and send to CORA Clubs with 2021 Welcome Message; Close?
Raised Aug 5, 2020				
140	Jonathan	Provide document with 1 or more scenarios of a delayed / abbreviated 2021 Racing Season for possible effects of Covid on CORA Financials	Complete?	Dec 2: 3-months ongoing; Delayed / abbreviated 2021 Racing Season factored into 2021 Budget; Close?
141	Erik / Graeme	CORA Club Contacts Registry to be stored in a common / shared location such as the Google Shared Drive "Clubs" folder	Complete?	Dec 2: 3-months ongoing; Club Details Google Sheet current as of Nov-2020; Close?
Raised Sep 2, 2020				

142	Cindy / Erik	Develop Covid cohort template and other Board members can fill in	Complete?	Dec 2: 2-Months Ongoing; Cohorts Guidance published; Close?
143	Rob V / Ron	Arrange for delivery of canoe scale to FCRCC ASAP while hulls derigged	Complete?	Dec 2: 2-months ongoing; Canoe scale at FCRCC Burrard Marina as of Nov-2020; Close?
Raised Oct 7, 2020				
144	Ron / Erik	AGM Notice (page/post) on CORA & Notice to Club Reps	Complete?	Dec 2: AGM Notice with Zoom link and all Board Reports posted to website; Close?
145	Graeme / Ron	Graeme MOVED TO APPROVE a CORA to publish Small-Boats Racing Winter Series and coordinate the hosting of races by member clubs in each of the Vancouver Island & Lower Mainland regions.	Complete?	Dec 2: Pre-AGM and AGM discussions confirmed scheduling of Vancouver Island and Lower Mainland regional Small-Boats Racing Winter Series; Close?
146	Graeme / Erik / Cindy	Erik volunteers Cindy Wright to provide input on Vancouver Island outrigger history	Complete?	Dec 2: VCKC History book received and has VCKC History only; Regional histories to be solicited as part of "Cultural Continuity" goal; Start new initiative as of 2020 AGM; Close?
147	Graeme / Grace / Jan / Rob V	Volunteers to proof-read / fact-check Club Histories (Lotus; False Creek; Jericho)	Complete?	Dec 2: Discussion of "Cultural Continuity" at AGM has attracted further input; Will distribute FINAL versions to Board Members for review before publishing to website; Close?
148	Jan / Ron	Add Board Members to CORA PO Box Signing Card	Pending	Oct 15: Original Signees Colleen McCarthy and Peter Alfred N/A; Jan has PO Box key but not on Signee Card Nov 4: Ongoing Dec 2: SOP task for Chairman and at least one other Lower Mainland Board Member - NOT COMPLETE
149	Erik / Jonathan / Ron	Coordinate Zoom for 2020 AGM	Complete?	Dec 2: AGM Notice with Zoom link and all Board Reports posted to website; Close?
150	Erik	Coordinate Google Forms Best Practices training for interested CORA Board members	Ongoing	Oct 23: Pending Nov 4: Ongoing Dec 2: Expanded role permissions and Google Suite / Website training proposed at AGM for current / new Board Members should provide needed skill-sets Jan 6: Erik-? Feb 3: ?

Raised Nov 4, 2020				
151	Erik	Sort out Member Clubs on the pulldown list and change "other clubs" and "unaffiliated" to "Not affiliated with a listed CORA Club".	Ongoing	Nov 4: Need to align with insurance coverage. Jan 6: Erik-? Feb 3: ?
152	Erik / Ron	New Website post to membership regarding latest COVID developments	Completed	Nov 4: Latest travel / gathering restrictions. Jan 6: Posted by Erik Feb 3: Remove
Raised Nov 21/22, 2020 (Pre-AGM and AGM)				
Pre-AG M1	Erik / Ron / All	Review / update Business Continuity Checklist (BCC) for offboarded / onboarded Board Members	Ongoing	Nov 21: Confirm resources / permissions for offboarded / onboarded Board Members; New Secretary to update one tab a month Dec 9: Revised Business Continuity Checklist with current resources, all Board Members, and known permissions; Forwarded to Ron & Erik & Jonathan for review Jan 6: All BCC tabs updated; Tasks assigned to Erik / Ron / Jonathan Feb 3: ?
Pre-AG M2	Erik / Ron	Open memberships as of 1-Dec-2020	Ongoing	Nov 21: Update all website pages / forms / logos Jan 6: Erik-? Feb 3: QA to-do
Pre-AG M3	Graeme / All	Subdivide and distribute Standard Operating Procedures (SOP) by Board Role	Ongoing	Nov 21: Confirm tasks applicable for Board Members Dec 2: SOP subdivided into separate documents by Officer / Committee and saved to Google drive: https://drive.google.com/drive/folders/1HgrOW2upb4N6VATWVOVk8FigJlh02L8 Jan 6: All-? Feb 3: ?
Pre-AG M4	Awards Committee	Form a sub-committee for Hugh Town award to review nomination	Completed	Nov 21: Request participation in sub-committee by Board Members Jan 6: Completed - Rob V, Mony, Graeme
Pre-AG M5	Awards Committee	"Awards Committee" to consider CORA Hall of Fame (HOF) as a supplement to Hugh Town Builder Award	Ongoing	Nov 21: Request participation in sub-committee by Board Members Jan 6: Completed - Rob V, Mony, Graeme Feb 3: Draft guidelines provided to Rob V & Mony; HOF bios for Jackie Webber and Drew Mitchell available for review

Pre-AG M6	Jonathan / Race Committee	For regional cup series \$500.00 towards the apex race of Winter Series; More races you do the more times your name is put in for a draw prize.	Ongoing	Nov 21: Communicate to Winter Series host clubs and participants the incentives Jan 6: To-do based on Race Committee meeting outcomes Feb 3: Current status of Winter Series Swag Grant?
Pre-AG M7	Race Committee	Guidelines for Race Directors document	Ongoing	Nov 21: Locate original document started by Don Jan 6: Ongoing Feb 3: ?
Pre-AG M7	Ron / Membership Officer	Any club that doesn't meet the "Good Standing" requirements will be issued a notice	Ongoing	Nov 21: Communicate to reps of member clubs the new policy Jan 6: Ron-? Feb 3: ?
Pre-AG M8	Leanne / Erik	Kelowna is acquiring coach boats and will document some considerations and guidelines	Ongoing	Nov 21: CORA to post on the website to be shared with member clubs Jan 6: Leanne-? Feb 3: ?
Tech - AG M1	Erik / Graeme	Investigate WordPress FAQ plugins to improve website self-service and reduce CORA Inbox maintenance	Ongoing	Nov 22: Identify / answer Top 20+ most asked questions thru CORA Inbox Jan 6: Ongoing Feb 3: Ongoing
Tech - AG M2	Erik	Make Technical AGM and AGM Zoom recordings available to capture attendees and Action Items and Chat comments (notably Mike Parks magazine article)	Ongoing	Nov 22: Is this possible with Zoom recordings after end-of-meeting? Jan 6: Erik provided recording to Graeme; Need to capture attendees Feb 3: To-be-done by Feb 5, 2021
AG M1	Erik / Leanne	Tidy up 2021 Race Calendar (CORA IVF World Distance V6 Race off)	Pending	Nov 22: Events cancelled due to Ongoing COVID Jan 6: Pending Feb 3: CORA IVF World Distance V6 Race off
Raised Dec 2, 2020				
153	Erik / Graeme	Add Zoom account (email address) and permissions to Business	Completed	Dec 9: Zoom account (email address) added to Business Continuity Checklist; Erik to clarify permissions Jan 6: Added

		Continuity Checklist (BCC)		Zoom account and Winter Series account to BCC Feb 3: No concerns by any Board Members; Close?
154	Erik	Publish tutorials on how to set up Gmail and Zoom meetings by the middle of December; Send out a bibliography with tutorials	Pending	Jan 6: Erik-? Feb 3: ?
155	Erik	Single day membership should remove the word "event" to avoid confusion	Pending	Jan 6: Erik-? Feb 3: ?
156	Jonathan	Create a protected fund for the RME Grant	Pending	Jan 6: Jonathan-? Feb 3: ?
157	Ron	Communication should be sent out clarifying the CORA grants	Pending	Jan 6: Ron-? Feb 3: ?
158	Mony	Translate 2020 race rules into French	Pending	Jan 6: Mony-? Feb 3: ?
159	Erik / Graeme	Post draft copies of Pre-AGM Minutes on website until membership approves the final copy at next AGM in 2021	Ongoing	Jan 6: Ongoing Feb 3: To-be-done by Feb 5, 2021
160	Erik / Graeme	Update Board Of Directors and IVF Committee website pages as per appointments for 2021	Ongoing	Dec 9: Updated Board Of Directors and IVF Committee website pages; Forwarded to Ron for review Jan 6: Ongoing Feb 3: No concerns by any Board Members; Close?
Raised Jan 6, 2021				
161	Grace / Erik	Erik/Grace to send a renewal reminder to members from the previous year	Completed	Jan 6: Will be done once there is confirmation of BFL Canada insurance details Feb 3: Sent membership renewal reminders to clubs and paddlers
162	Ron	Send out Acknowledgements and Conflicts Policy to the new directors this week.	Pending	Jan 6: To-do Feb 3: ?

163	Erik / Jonathan	Benefits of joining CORA will be sent out when new insurance has been finalized.	Pending	Jan 6: To-do Feb 3: ?
164	Erik	Erik to draft Club and Individual email reminders to be sent out.	Pending	Jan 6: Club reminders to be sent immediately and individual reminders to be sent after insurance finalized Feb 3: ?
165	Erik / Ron / Cindy	CORA will issue an announcement following the January 8th PHO announcement.	Pending	Jan 6: To-do Feb 3: ?
Raised Feb 3, 2021				
166	Erik / Graeme	Remove Melanie Conard CORA Google Drive access & Gmail Address & CORA Website Committee memberships & Business Continuity Checklist activities	Pending	Feb 3: To-do
Raised Mar 3, 2021				
167				