



CORA Monthly Meeting Minutes
Wednesday, April 7, 2021
7:00 PM PST / 8:00 PM MST / 10:00 PM EST

Join with Google Meet

<https://meet.google.com/ksq-umte-ldg>

Join by phone

+1 613-778-9225 (PIN: 527361456)

1. Welcome and Roll Call

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

Regrets: Marianne, Tony,

2. Adoption of **March 2021** Minutes

RESOLVED THAT the **March 3, 2021** minutes be adopted as a correct record of the proceedings of the meetings.

Moved by Ron, Seconded by Rob V.

APPROVED

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

4. Standing Items - Presented by existing Officers

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

Posted upcoming Town Hall and Coach Panel sessions.

Video Committee put together a 2-month plan for the next 2 of each Town Hall and Coach Panel.

High uptake for this Saturday's Zoe Norcross-Nuu downwind surfing session.

No communications re: COVID because there haven't been any substantive changes.

b. Membership Update – **Grace**

Individual Memberships

?

Club Memberships

?

c. Grant Updates – **Ron**

i. **RME Grants**

No Activity

ii. **Clinic Grants**

No Activity

iii. **Coaching Education Grants**

Coaching Education Grant paid to Alex Darby, VYPC in the amount of \$85.00 for "NCCP Making Ethical Decisions Online Evaluation"

iv. **Travel Grants**

No Activity

d. IVF Representative Update – **Leanne**

i. **Sprints (London 2022)**

Tentative date window booked is Aug 4 to 17, 2022. The exact competition dates within that window have not been decided yet.

Tentative plan of action:

1) Plan for Fall 2021 Trials in East and West

2) Elite and V1 in West ONLY

3) Put out Intent/Registration (Google form - Leanne) with \$25 fee. Paddlers select what they want to be considered for (V1, Elite V6/12, V6 Club). V6 can pick PD or Free Agent, PDs will be directed to a separate form they will need to come back to update as they determine who is on their crew as we get further into the summer but at least it gives us numbers of interested paddlers.

4) Update Selection Process Doc (James) to put out with registration.

5) Publish Reg & Selection Doc by mid-April

ii. Distance

No Activity

e. Financials/Treasurer Update - **Jonathan**

i. Financial Statement to date

<https://drive.google.com/drive/u/2/folders/1mdclvP3eJCHhAD3LgLclaN6QCrgnTYtN>

Income from the Winter Virtual Small Boats Races has already been paid to the 7 Member Clubs.

f. COVID Policy Update - **Ron, Erik, Cindy**

BC COVID-19 ViaSport Update - March 15, 2021

“Adult” is now 22 years and older, not 19 years and older.

Adult Outdoor Group Sports are restricted to groups of up to 10 (up from 4) maintaining 3 metre distancing between participants. This allows OC1 clinics with a coach and up to 9 participants.

Adult Indoor Group Sports restricted to groups of 2 maintaining 3 metre distancing.

Indoor and outdoor sports for Youth are allowed, but 3 metre distancing is required.

FAQ here: https://www.viasport.ca/sites/default/files/FAQ_Provincial_Order_03-22.pdf

https://www.viasport.ca/news/update-adult-sport-and-reminder-about-travel-sport?utm_source=viaSport+Newsletter&utm_campaign=0494d0621f-Newsletter_2019_August_COPY_01&utm_medium=email&utm_term=0_e001f69b1e-0494d0621f-414185049

ViaSport has not differentiated for vaccinated athletes.

No public health authorities have made exceptions for people who have been vaccinated.

g. Junior Update - **Marianne**

Deferred.

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

Good to go for this weekend. Leanne to talk to Zoe about her PowerPoint (will get a copy for back-up).

April 10 - OC1 Downwind - Zoe Norcross-Nuu

April 24 - OC1 Maintenance & Repair - Dan Hund and Tristan Hayton

May 15 - Recovery Secrets -

May 29 - Goal Vignettes - Pacific and Atlantic races

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

- i. Andrea Dillon to provide IVF Results for Canadian crews 1996-2006 - **Graeme**
- ii. Grace Morissette arranging virtual interview with Jim / Garry Mancell for pre-CORA (1986-1992) history - **Graeme**
- iii. No updates on Eastern Canada OC History (overload) - **Val**
- iv. Cheryl Skribe and Darryl Spencer contacted for Okanagan OC history - **Bob**
- v. Summary of "The Burrard" OC6 references to be distributed to the Board for personal recollections - **Graeme**

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

Compiled & distributed 2-page (plus samples) Hall Of Fame (HOF) Policy / Process draft document to Rob V and Mony for review.

Board to review draft Policy & Process document, provide feedback, and vote on accepting the process document at May 2021 Board Meeting.

Completed CORA "Hall of Fame" bios for Peter Forand, David Boulding, Alan Carlsson, Hugh Fisher

See: <https://drive.google.com/drive/folders/1t5F6hydIGjxFICvdCMTAJ-5VRRpiQys8>

Confirmed PNWORCA 2021 Winter Series Results with Ernie Wong & Tyler Irwin (PNWORCA Executive)
- Agreed Beau Whitehead as Peter Forand Masters Challenge 2021 recipient
- Website post & perpetual page & Facebook updates to follow

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

Virtual Small Boats Winter Series #3 is complete. 65 unique registrations.

Assortment of 70-80 prizes selected (enough for potentially every registrant to receive something); Matt Kelly delivered prizes and invoice (~\$1,000); Graeme delivered invoice to Jonathan; Draw for prizes to be conducted TBD and prizes to be shipped to recipients

Prizing for Virtual Winter Small Boats Series has been packaged up.

Slight mix-up in generation of randomized list for winners - call it a "mulligan".

Each person gets a prize. Address list obtained from CORA Membership.

Website race schedule has been updated with cancellations.

Spring Virtual Small Boats Series Update

We have 7 Clubs confirmed as Host Clubs (with contacts):

1. Calgary Canoe Club - Lynda Roberts
2. Comox Valley Canoe Racing Club - Rupert Wong
3. Fraser Valley Paddling Club - Scott Borle
4. Kelowna Paddle Centre - Tamlyn Bohm
5. Penticton Racing Canoe Club - Don Mulhall
6. Vernon Paddling Centre - Bob Woodman
7. Vancouver Ocean Sports - Chrissy Lam

Both CCC and CVCRC will pay their CORA Member Club fees promptly.

CVCRC proposed a complex format involving the compilation of 6 individual times to mimic an OC6 crew, but that seems too laborious. The Race Committee will review and consider this format.

We will group Host Clubs into 2 pairs and 3 for the 3rd race. April dates are coming up fast so I propose:

- Race #1 - April 18-24
- Race #2 - May 16-22 (ending on Victoria Day weekend)
- Race #3 - June 13-19

Those dates provide 3 clear weeks between each race week.

BE IT RESOLVED THAT the Spring Virtual Small Boats Series be approved with 7 host clubs comprising:

1. Calgary Canoe Club
2. Comox Valley Canoe Racing Club
3. Fraser Valley Paddling Club
4. Kelowna Paddle Centre
5. Penticton Racing Canoe Club
6. Vernon Paddling Centre
7. Vancouver Ocean Sports

with virtual races to be held the weeks of April 18-24, 2021 for Race #1, May 16-22, 2021 for Race #2, and June 13-19, 2021 for Race #3 and that a random draw prize budget of \$1000 be approved.

Moved by Ron Seconded by Scott

APPROVED

Add Novice category to Spring Virtual Series.

5. New Business

a. Insurance Update - **Ron/Erik**

Merkel made change for \$1 per day fee member. We need to track day fee members and it'll be added to next year's premium.

Still need to discuss changes to the policy with Merkel moving forward.

b. CORA Hall Of Fame Proposal - **Graeme**

Draft Policy / Process distributed to Board for review.

Please provide feedback by April 21 and be prepared to vote on this Policy / Process document amended with any feedback at the May 2021 Board Meeting

c. Incentives for Novice Paddlers - **Graeme**

Discussion document based on proposed Age Division amendments distributed to Board for review.

Research on proposed Age Division amendments shows Novice participation at CORA events disappointing for many years and especially disappointing in comparison to PNWORCA events.

Difficulties in defining Novice, especially differentiating between experience in OC6 and OC1.

A paddler may have paddled for 2 years but only paddled/raced OC1 a few times.

Graeme revisit definition of Novice.

Erik to examine and propose some wording for application process.

Rob M - OC6 may be harder to define. Having a crew remain in Novice may prevent others from being competitive.

d. Amendments to Distance Race Rules - **Rob M.**

To be presented at the May Board Meeting after Race Committee review.

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

i. Work in progress

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

f. 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 8:25 PM.

Next Meeting – Start 7:00PM - Wednesday, May 5, 2021

Assignee	Action Item	Due Date	Comments
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Race Committee	Race Director's Guidebook	Ongoing	Race Committee to review Don's last draft and finalize.
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	Ongoing	Board to consider implementing guidelines for steering qualification.
Board	Backup for Roles during overloads	Ongoing	Expanded role permissions and Google Suite / Website training proposed at AGM for current / new Board Members should provide backup for needed skill-sets.
Erik / Graeme	CORA Club Contacts Registry to be stored in a common / shared location such as the Google Shared Drive "Clubs" folder	Ongoing	Ongoing keep up to date.
Rob V / Ron	Canoe scale is still at FCRCC	Ongoing	Canoe scale at FCRCC Burrard Marina as of Nov-2020
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
Erik	Coordinate Google Forms Best Practices training for interested CORA Board members	Ongoing	Expanded role permissions and Google Suite / Website training proposed at AGM for current / new Board Members should provide needed skill-sets.
Erik	Sort out Member Clubs on the pulldown list and change "other clubs" and "unaffiliated" to "Not affiliated with a listed CORA Club".	Ongoing	Need to align with insurance coverage.
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: Ongoing Mar 3: ?
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/1HgrOW2upb4N6VATWVOVk8FigNJh02L8 Jan 6: All? Feb 3: Ongoing Mar 3: ?
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
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 Mar 3: ?
Leanne / Erik	Kelowna is acquiring coach boats and will document some considerations and guidelines	Ongoing	CORA to post on the website to be shared with member clubs
Erik / Graeme	Investigate WordPress FAQ plugins to improve website self-service and reduce CORA Inbox maintenance - Do not delete this, please	Ongoing	Nov 22: Identify / answer Top 20+ most asked questions thru CORA Inbox Jan 6: Ongoing Feb 3: Ongoing Mar 3: Ongoing
Erik	Make Technical AGM and AGM Zoom recordings available to capture attendees and Action Items and Chat comments (notably Mike Parks Do not delete this, please 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: Ongoing Mar 3: To-be-done by Mar 5, 2021
Erik / Leanne	Tidy up 2021 Race Calendar (CORA IVF World Distance V6 Race off) Do not delete this, please Showtime!	Pending	Nov 22: Events cancelled due to Ongoing COVID Jan 6: Pending Feb 3: CORA IVF World Distance V6 Race off Mar 3: Dates TBD in the summer once we have an idea what COVID will let us do

Erik / Graeme	Add Zoom account (email address) and permissions to Business Continuity Checklist (BCC)	Completed	Dec 9: Zoom account (email address) added to Business Continuity Checklist; Erik to clarify permissions Jan 6: Added Zoom account and Winter Series account to BCC Feb 3: No concerns by any Board Members; Close?
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: Ongoing Mar 3: Ongoing Apr 7: ?
Erik	Single day membership should remove the word "event" to avoid confusion	Pending	Jan 6: Erik? Feb 3: Ongoing Mar 3: Ongoing Apr 7: ?
Jonathan	Create a protected fund for the RME Grant	Pending	Jan 6: Jonathan? Feb 3: Ongoing Mar 3: Ongoing Apr 7: ?
Ron	Communication should be sent out clarifying the CORA grants	Pending	Jan 6: Ron? Feb 3: Ongoing Mar 3: Ongoing Apr 7: ?
Mony	Translate 2020 race rules into French	Pending	Jan 6: Mony? Feb 3: Ongoing Mar 3: Ongoing Apr 7: ?
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: Ongoing Mar 3: Ongoing Apr 7: To-be-done by Feb 5, 2021
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? Mar 3: Close? Apr 7: ?
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 Close? Mar 3: Close? Apr 7: Close?

Ron	Send out Acknowledgements and Conflicts Policy to the new directors this week.	Pending	Jan 6: Ongoing Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing
Erik / Jonathan	Benefits of joining CORA will be sent out when new insurance has been finalized.	Pending	Jan 6: Ongoing Feb 3: Ongoing Mar 3: Ongoing Apr 7: ?
Erik	Erik to draft Club and Individual email reminders to be sent out.	Completed	Jan 6: Club reminders to be sent immediately and individual reminders to be sent after insurance finalized Feb 3: Sent membership renewal reminders to clubs and paddlers Mar 3: Close? Apr 7: Close?
Raised Mar 3, 2021			
Erik	Host Google workshop round 2	Pending	Mar 3: Ongoing Apr 7: ?
Erik	Post on website information about Gaming Grants, there is a webinar coming up for BC. Add non-BC COVID Sport / Grant guidance.	Pending	Mar 3: Ongoing Apr 7: ?
Cindy	Review different provinces and put together information for gaming grants for provinces.	Pending	Mar 3: Ongoing Apr 7: ?
Erik / Ron	Draft a memo as a reminder that if clubs have members engaging in activities that all clubs should ensure to keep membership up to date to be reviewed by Ron and then issued to all clubs	Pending	Mar 3: Ongoing Apr 7: ?
Leanne	Prepare a resource for where, and who to contact, to get different boats from	Pending	Mar 3: Ongoing Apr 7: Was posted to website with the Town Hall: Tale of 27 Boats. Need to update Nelo on website from the google sheet

Graeme	Meet with Matt Kelly at Predator for \$1000 worth of virtual Winter races SWAG	Ongoing	Mar 3: Met with Matt Kelly to collect mix of lower-cost & higher-cost items Apr 7: Prized received; Draw held; Prizes to be shipped
Erik / Cindy / Mony / Lynda Roberts / Don Mulhall	Contact other clubs across Canada with respect to the Spring small boat series to see who would like to host and find Spring SWAG sponsors	Pending	Mar 3: Ongoing Apr 7: ?
Erik	Race schedule to be updated as several have been cancelled	Pending	Mar 3: Ongoing Apr 7: ?
Rob M	Provide Board with wording for the ruling regarding age classifications for small boats (OC1, OC2, OC3 and OC4) for the next Board meeting	Pending	Mar 3: Ongoing Apr 7: ?
Raised Apr 7, 2021			
Leanne	Put out 2020 London IVF Sprints Intent to Compete Form	Pending	Apr 7: Ongoing
James / Leanne	Update / Publish 2020 London IVF Sprints Selection document	Pending	Apr 7: Ongoing
Leanne	Talk to Zoe Norcross-Nuu about her downwind surfing session PowerPoint and get a copy for back-up	Pending	Apr 7: Ongoing
Graeme / Erik	Peter Forand Masters Challenge 2021 recipient Beau Whitehead website page / post & Social Media post	Completed	Apr 11: Photo received from Beau Whitehead; CORA website / social media releases published
Graeme / Erik	Addresses to be reformatted for peel-stick mailing labels; All participants to receive at least 1 prize; All prizes to be shipped via Canada Post (parcels)	Completed	April 14: All draw prizes shipped via Canada Post

Erik / Ron	Add Novice category to Spring Virtual Series (with general description)	Completed	Apr 11: In place as Category (Novice; Experienced)
Graeme / Erik	Graeme and Erik to coordinate QA of CORA Virtual Race Age Division determination algorithm	Pending	Apr 7: Ongoing
Graeme / Erik	Graeme to revisit definition of Novice. Erik to examine and propose some wording for application process.	Ongoing	Apr 28: Novice Definitions discussion document completed / distributed for review
Board	Consider incentives for increasing Novice participation as per Incentives for Novice Paddlers discussion document	Pending	Apr 7: Ongoing