



CORA Monthly Meeting Minutes
Wednesday, May 5, 2021
7:00 PM PST / 8:00 PM MST / 10:00 PM EST

Join with Google Meet

meet.google.com/zpf-yyvy-aig

Join by phone
(CA) +1 587-977-9599 (PIN: 366222408)

1. Welcome and Roll Call

Present: Ron, Leanne, Erik, Rob V, Jonathan, Rob M, Graeme, Marianne and Mony

Regrets: Tony, Bob, Cindy, Val, Scott

2. Adoption of **April 2021** Minutes

RESOLVED THAT the **April 7, 2021** minutes be adopted as a correct record of the proceedings of the meetings.

Moved by Ron Chin, Seconded by Jonathan

Approved

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

4. Standing Items - Presented by existing Officers

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

- i. Race results for small boat race series have been posted. Good results from emailing everyone, propose to continue using email.
- ii. Will be sending out emails for races a few days before each race.
- iii. Will also add more information, for example meetings.

b. **Membership Update – Grace**

Individual Memberships

There were 74 registrations in April, bringing the individual annual memberships to 416;

- 16 Junior
- 37 Open
- 48 Masters 40+
- 105 Masters 50+
- 159 Masters 60+
- 51 Masters 70+

Club Memberships

To date, 28 clubs have renewed their memberships, including 4 in April. Clubs who have not yet renewed but who have paddlers registered with CORA (number of CORA registered paddlers are in brackets)

1. Club Bon Accueil (3),
2. Club de Outrigger Montreal (3),
3. Gibsons (2),
4. Leduc (7),
5. Powell River (12), and
6. Prince Rupert (2)

Reminders will be sent to all clubs that need to renew their membership who have CORA members, outlined above.

Clubs who have registered in the past and at the moment do not have individual memberships: Belleville, Campbell River, Dragon Zone, H2O Outrigger, Squamish, Thunder Bay, TSCC Free Spirit and TSCC Maka Koa and VIP.

c. **Grant Updates – Ron**

- i. RME Grants
No activity
- ii. Clinic Grants
No activity

iii. Coaching Education Grants

No activity

iv. Travel Grants

No activity

d. IVF Representative Update – **Leanne**

i. Sprints (London 2022)

March meeting - goal to get out information.

Hoping to put together a Fall trial - at the moment no interest thus Calgary is not interested in hosting the trial

Will be putting out an info sheet for Fall Trials (West and East), purpose is to gather information and see who is interested. Proposing not to charge a fee for trials.

Elite and V1 everyone would try out in the West.

So many variables at the moment, will be advising hoping to do something once able to make a plan.

Leanne hopes to put an information sheet shortly.

Distance

Nothing to report

Memo from IVF for nominations - see Leanne's email.

Anyone interested let Leanne know. Next meeting for IVF, including nominations, are June 4th.

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

i. Financial Statement to date

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

Corrected version, per meeting comment

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

When speaking to a National audience, there is not much to say. Board must remain alert to provide information when time comes.

Do we need to address comments regarding vaccinated people versus health guidelines? Same rules apply.

VIA sport has issued a notice, all games, competitions, etc. are on hold until further notice.

Board will post on its website - statement that everyone should "please" be vaccinated. Note no guidance regarding special provisions for everyone vaccinated.

g. Junior Update - **Marianne**

Tony has offered to do a survey of the clubs to determine who is, or has, a Junior program.

It will be a fairly short survey with the purpose of identifying which clubs have a Junior program. From there we will be discussing a more intensive survey from which we are planning on having a zoom meeting based on the survey results.

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

- i. May 15, 2021 (Coach Panel) - Body Maintenance (Recovery Secrets)
- ii. May 29, 2021 (Town Hall) - North America Goal Race Vignettes
- iii. Emails regarding virtual races are welcome.
 1. Have referred people to the CORA website for information
 2. Are we going to take a break for the summer and reconvene during summer? Proposal that we should do this during every off season, this way as well the organizers can have a break and focus on offering more during off season. Committee will discuss the calendar.
 3. People are enjoying being engaged and the opportunity to be part of the meeting
 4. Of note is that all speakers have volunteered their time. This is encouraging to see how the community has come together and offered their time and experience.
 5. Budget is still recommended.
 6. Can we **do an OC1 technique session before they get onto the water, hopefully June. Several things to discuss from safety margins, to transportation, to paddling are good items.**

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

- i. Enough details collected on Hugh Fisher to write-up Pemberton Canoe Association Legacy document
- ii. **Side Note:** Hawaii paddler sent request for Canadian crew paddling video as part of COVID sanity project; Directed them to Pailolo crew training video; Expect to receive link to their worldwide OC6 video shortly
- iii. Still awaiting Andrea Dillon to provide IVF Results for Canadian crews 1996-2006 - **Graeme**
- iv. Grace Morissette arranging virtual interview with Jim / Garry Mancell for pre-CORA (1986-1992) history - **Graeme**
- v. A story of OC1 infusion into Eastern Canada OC History arrived recently - **Val / Graeme**
- vi. Cheryl Skribe and Darryl Spencer contacted for Okanagan OC history - **Bob**
- vii. Summary of "The Burrard" OC6 references distributed to the Board for personal recollections - **Graeme**

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

21-April-2021 deadline for review of Hall Of Fame (HOF) Policy / Process draft document came and went

Thanks to all Board Members for taking the time to review and find all content acceptable

Board to vote on accepting the finalized Policy & Process document as part of May 2021 Board Meeting New Business

Note that BC Sports Hall Of Fame very receptive to including CORA Hall Of Fame Nominees in their Canoeing Sport category for 2021 Ballot

Completed CORA "Hall of Fame" bios for Don Irvine, Heather Taylor, Garry / Jim Mancell

Received one unsolicited nomination from a CORA member through the grapevine. There are now 16 two-page detailed draft Bios on a set of individuals associated with Canadian Outrigger from the “early days”. Leaving the door open for many more deserving individuals and looking forward to receiving nominations from the current CORA Board once the website perpetual page goes live

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

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

Prizing for Virtual Winter Small Boats Races for ALL participants has been packaged / labeled / shipped as of 14-April-2021. Participants should have received Swag by now.

Spring Virtual Small Boats Races Update

Summary - health advisory cohorts (6 x OC1) suggestion from Comox. There was some confusion over who manages the Cohort, team captain or cohort. However, clear guidelines are helpful and are adhered to. Registration designates who is the cohort, all communication was to the cohort captain.

Eric will be identifying all results. Averaged results will be posted for Cohort teams.

Recommend we do this again will motivate people.

Concerns regarding adhering to COVID guidelines.

Present aggregate scores only, one score for a team provides the result.

Race Sponsors -

Did we want to choose a new sponsor or continue with the existing one. Yes, we should organize more sponsors, it would be handy to have multiple sponsors.

Labelling up the prizes was a lot of work. Thanks very much to Graeme. We spent \$500.00 in postage mailing out the prizes.

If we have a high level of participation, it should be easier (?).

Graeme has organized to date; we need more board members to assist with this.

Sponsors are happy with the relationship, both parties know each other. It helped that payment was prompt.

Bob Putman - Eric will talk to him about prizes.

Suggestion of Eastern sponsors for prizes.

Will defer to the race committee.

Ron is checking with Alberta to see if they want to be involved. Reservoir just opened.

May races in BC with June races in Alberta.

Ron will be in contact with Calgary and other clubs to see how interested.

5. New Business

a. CORA Hall Of Fame Proposed Motion - **Graeme**

RESOLVED THAT the Hall Of Fame (HOF) Policy / Process finalized document be adopted as guidance for the Canadian Outrigger Hall Of Fame

Moved by Graeme, Seconded by Rob Varnel

APPROVED

b. Novice Definitions - **Graeme**

Discussion document based on proposed Novice Age Division refinements distributed to Board for review:

<https://docs.google.com/document/d/1GL-4H009THPIhBOKZIIjmhIISvYcD2Eq3nechWy2Q4/edit>

Graeme to come back with a revised document in a week or so. Need to simplify.

This discussion paper is just for discussion and not the current rule.

Discussion regarding where a veteran/coach would sit in a Novice crew's boat during a race:

- Several board members felt that the veteran or coach should not be in the stern's seat as it gave an advantage over other novice teams.
- The coach should prepare the novice crew to race and thus there shouldn't be a need for the coach in the novice boat during a race
- Concerns raised that the ability to have a novice crew well prepared would be easier for a larger paddling club than a smaller paddling club.

Discussion around when is a novice no longer a novice and how it applies to both crew boat and solo boat:

- Novices are no longer novices as per Graeme's outline in the discussion sheet. Two years and at least one year of competing means move to veteran/competitive/long course.
- Concerns raised regarding novice teams competing on a competitive course. Brotchie Reach Race used as an example. Having safety boats to cover a widely dispersed pack could cause safety concerns.
- If a novice starts solo boat, they must have two years in a solo boat and at least one year of competing in order to move to veteran/competitive/long course.
- Whether or not a Novice crew races on race day on a particular course under the conditions that day is a crew specific decision made with the crew's coach based on that crew's abilities and experience. Many novice or short courses are designed to present an easier race conditions than the long course.

One issue is where an experienced person sits - Seat 5 or 6.

c. Proposed Amendments to Distance Race Rules feedback - **Graeme**

Commentary on communications between PNWORCA Executive and Proposed Amendments to Distance Race Rules distributed to Board for review:

Leanne Stanley to locate CORA Sprints Race Rules - not found on the CORA Google Drive

<https://docs.google.com/document/d/11tHdKxoQzNeZ7DcitrpPT9iXbMorxLtREPFrdfWOf6A/edit>

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

Rob M met with Ernie Wong and discussed simplifying the registration process for small boats - racing your age.
Vote on Amendments to the Distance Race Rules at the next CORA Board meeting.

Ron will clean up typos and recirculate.

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 9:12 PM.

Next Meeting – Start 7:00PM - Wednesday, June 2, 2021

Assignee	Action Item	Due Date	Comments
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	Pending	Oct 15: Original Signees Colleen McCarthy and Peter Alfred

	Signing Card		N/A; Jan has PO Box key but not on Signee Card Nov 4: ? 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: ? 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/1HgrOW2upb4N6VATWVOVk8FignJIh02L8 Jan 6: All? Feb 3: ? 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	Ongoing	CORA to post on the website to be shared with member clubs

	and guidelines		
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: To-do 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: ? Mar 3: ? Apr 7: ?
Erik	Single day membership should remove the word "event" to avoid confusion	Pending	Jan 6: Erik? Feb 3: ? Mar 3: ? Apr 7: ?
Jonathan	Create a protected fund for the RME Grant	Pending	Jan 6: Jonathan? Feb 3: ? Mar 3: ? Apr 7: ?
Ron	Communication should be sent out	Pending	Jan 6: Ron? Feb 3: ? Mar 3: ? Apr 7: ?

	clarifying the CORA grants		
Mony	Translate 2020 race rules into French	Pending	Jan 6: Mony? Feb 3: ? Mar 3: ? 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: To-do Feb 3: Awaiting Mar 3: Awaiting Apr 7: Awaiting
Erik / Jonathan	Benefits of joining CORA will be sent out when new insurance has been finalized.	Pending	Jan 6: To-do Feb 3: ? Mar 3: ? 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: ? Apr 7: ?
Erik	Post on website information about Gaming Grants, there is a webinar	Pending	Mar 3: ? Apr 7: ?

	coming up for BC. Add non-BC COVID Sport / Grant guidance.		
Cindy	Review different provinces and put together information for gaming grants for provinces.	Pending	Mar 3: ? 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: ? Apr 7: ?
Leanne	Prepare a resource for where, and who to contact, to get different boats from	Pending	Mar 3: ? 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: ? Apr 7: ?
Erik	Race schedule to be updated as several have been cancelled	Pending	Mar 3: ? 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: ? Apr 7: ?
Raised Apr 7, 2021			
Leanne	Put out 2020 London IVF Sprints Intent to Compete Form	Pending	Apr 7: To-Do

James / Leanne	Update / Publish 2020 London IVF Sprints Selection document	Pending	Apr 7: To-Do
Leanne	Talk to Zoe Norcross-Nuu about her downwind surfing session PowerPoint and get a copy for back-up	Pending	Apr 7: To-Do
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 <i>Category (Novice; Experienced)</i>
Graeme / Erik	Graeme and Erik to coordinate QA of CORA Virtual Race Age Division determination algorithm	Pending	Apr 7: To-Do
Graeme / Erik	Graeme to revisit definition of Novice. Erik to examine and propose some wording for the 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: To-Do
Raised May 5, 2021			
Ron / Erik / Grace	Reminders will be sent to all clubs that need to renew their membership who have CORA members	Pending	May 5: To-Do

Erik	Board will post on its website - statement that everyone should "please" be vaccinated. Note no guidance regarding special provisions for everyone vaccinated.	Pending	May 5: To-Do
Ron / Erik	Coordinate an OC1 technique session before new boat owners get onto the water, hopefully June. Several things to discuss from safety margins, to transportation, to paddling are good items.	Pending	May 5: To-Do
Leanne	Locate CORA Sprints Race Rules - not found on the CORA Google Drive	Pending	May 5: To-Do
Graeme	Revise / simplify proposed Novice Age Division definitions and distribute to Board for review	Pending	May 5: To-Do
Ron	Clean-up Proposed Amendments to Distance Race Rules and distribute to Board for review	Pending	May 5: To-Do
Board	We should organize more sponsors; it would be handy to have multiple sponsors.	Pending	May 5: To-Do