



## **CORA Pre-AGM Meeting Minutes**

**Saturday, November 21, 2020 at 1PM-5PM PT**

**Via Zoom Video Conference**

**Attending: Ron Chin, Paul Barton, Grace Morissette, Mony Sy, Leanne Stanley, Rob Varnel, Johnathan Wilkins, Marianne Pilon, Erik Ages, Graeme Calves, Scott Borie, Cindy Wright and Rob Magus**

1. **Confirm Technical and AGM Meeting agenda is up-to-date and representative of current initiatives (All)**
  - Approved
  - Housekeeping and information for tomorrow
    - Paul Barton to research poll voting - single poll only available
    - We may just need to do one resolution approving everyone should we have the maximum number of people
    - Announcement will be made that questions will be taken, but due to volume may be answered after the meeting
    - Paul and Erik will monitor the chat
    - Everyone will be reminded to update their full name on screen should they be using another person's
    - Attendance will be confirmed after the meeting
    - Voting, as usual, will be restricted to CORA members only
  
2. **Check together that 2020 reports are posted ahead of Technical Meeting and AGM (All)**
  - Yes
  
3. **2021 Board Nominations & Staged By-Elections:**
  - Confirm duration (1,2,3 years) for which new and current Board members are committing to the CORA Board (Ronald)
    - Don and Grace leaving
    - Seeking reelection - Rob, Cindy and Erik
    - Seeking election - Val Simmons, Tony Vukasovic and Bob Woodman
    - One space available - maximum 15
  - Process and staged timeline for re-elections (Ronald)
    - ?
  - Confirm duration (1,2,3 years) for which new and current Board members are committing to the CORA Board (Ronald)
    - ?
  
4. **Open Call RME Grant applications (Ronald)**
  - Ronald reviewed the rationale for making selections for the Open Call
    - Need to get paperwork done and in before end of the year
  - The clubs that were eligible in 2020 have priority
    - See Ron's summary
    - Motion - Ron
    - 2nd Motion - Jonathan

- All clubs that submitted applications approved
- We are trying to help clubs maximize their eligibility for the full \$1000

**5. Decide on date to open up CORA 2021 membership registrations / renewals**

- Unknown right now as start date for first race, Lotus Icebreaker
- Most recent provincial health order is stopping group activity
- Decision to announce memberships are open proceed as normal,
  - Motion to open memberships as of December 1st
    - Motion - Rob
    - Second - Johnathan
    - Approved

**6. 2021 Budget amendment requests (Jonathan)**

- None

**7. Business Continuity Checklist (Ronald) for on/offboarding directors/officers and SOP sheet**

- See Recommendations checklist that Nicole started
- Need to ensure board directors, officers and volunteers are onboarded with access to the appropriate systems, and offboarded with downgraded or removed access as appropriate.
- Ronald proposed the new Secretary update one tab a month to ensure that there is some redundancy / back up for administration / management of our financial, technology, communications, membership systems, etc. Need to ensure everyone has access to what they need.
- Ronald to add this to the Pre-AGM agenda as a standing agenda topic so we remember to review this annually.  
Graeme will break out the checklists and requirements per position and have for next meeting

**8. Awards Committee Report & Hugh Town Memorial Award (Graeme)**

- Two nominations for 2020 Jan Chavarie and Drew Mitchell
    - Recommendation of form a Subcommittee for Hugh Town award to review nominations, avoids popularity contest
    - Suggestion of a template for criteria, Graeme developed one to use
    - Board will approve nomination
    - Suggestion of a Hall of Fame award as well as Builder's Award'
- At 2020 AGM award will be presented to Drew Mitchell - presented by Graeme

**9. CORA sanctioned races:**

- Review Proposed CORA Race Schedule at Pre-AGM (Ronald)
  - Prefaced by everything must be played by ear
  - Applications will be accepted later in the year, suggestion of 90 days before the event.
- Discuss CORA 2021 Winter Series races:
  - Hoping that restrictions will be lifted by the time the Winter Series starts
  - Conflict for Jericho and Darcy Island races - Jericho cannot move the date, waiting on Lat 48 to advise if they can move Darcy Island.
    - May not be a conflict as Jericho is big boat and Darcy Island is small boat
    - Jericho has agreed to be CORA cup if there is a series.
- Discuss CORA Cup races vs regional races due to COVID-19
  - Should there be a CORA Cup series for 2021?
    - May do other formats for the CORA cup, decision to made in new year
    - List of races will be done by season and region for ease of reference, colour coding and spacing to be used.
    - Sproat offered to host Nationals
    - Flexibility on race schedule, should health and weather concerns prevent a small boat race from being run.

- Concerns regarding conflicting with big boat race date, big boat races have less flexibility to switch
  - Any race date changes must be fit into the race schedule. In some instances, a race may just need to be cancelled.
  - Suggestion of regional CORA races, big and small boat, culminating in regional nationals. As such conflicting dates shouldn't be a concern if in different regions.
    - May look into a spring small boat series, and potential summer small, depending on Provincial Health Guidelines and impact on crew boat racing
    - Clubs with dates reserved for big boat races will have first option to switch to small boat series
- Ideas to make CORA Cup points consolidation easier (Erik, Jonathan, Don & Graeme)
  - Table this to new year
- Reminder of initiatives for consistency of presentations/recognition at CORA Cup races (Committee Rep)
  - Motion - For regional cup series \$500.00 toward apex race of Winter Series with the consideration to extend into successive seasons per region. The more races you do the more times your name is put in for a draw prize.
  - First - Cindy Wright
  - Second - Jonathan Wilkins
  - Approved
- Review of results by a CORA Director at each CORA Cup race before race awards (Ronald)
  - Agreed
- Create a Guidelines for Race Directors document
  - NB: Proposed \$4,800.00 attached for CORA Cup "race development". This includes the draw prize monies noted above.
  - Until Provincial Health Guidelines are lifted, CORA does not promote food items as prizes

**10. Discuss definition and criteria for CORA Clubs to be considered in “good standing”:**

- Review Grace/Jan's list of members grouped by-club
  - Each club must have at least 6 members registered with CORA with each member affiliated with that club.
    - Each club must be registered with CORA with the above criteria by July 1st. Or they will be removed and considered uninsured.
      - Any club that doesn't meet the requirements will be issued a notice and be given the opportunity to meet requirements
    - This doesn't mean that any particular club couldn't appeal this. This would relate to a club applying for grants from CORA

MOTION: In order for a club to be in good standing that club needs to have paid its member club fee and have paid individual members registered for the year

- 1st Ron
- 2nd Jonathan

**11. Coach boat guide for clubs investigating options (Leanne)**

- Kelowna is acquiring coach boats and will document some considerations and guidelines such as maintenance, security, environmental concerns etc. This will be shared with CORA to post on the website to benefit other clubs.
  - Suggestion of reviewing Rowing Canada guidelines
  - Know the water conditions
  - How many paddlers will the coach boat be needed for, rescue, etc.

**12. Ongoing Google and Zoom Skills Training (Erik)**

- Google Forms Best Practices session
- Erik will host a couple of workshops in December and January.
  - Web Development
  - Conference Calls
  - How to manage email, google files, uploading content, working from the drive rather than your hard drive.
  - Perhaps a workshop a week before each CORA meeting with a curriculum.
- Zoom Meetings, particularly for coaching purposes:
  - We have a conflict of interest policy to identify running the meeting, decision making process and being a panelist.
    - Each situation should be addressed with transparency by the CORA board reviewing, addressing any potential conflict and then approving. CORA will create a committee to address this.

Below is tabled.

<b>Action items identified in CORA Pre-AGM Meeting, Nov 21, 2020</b>			
<b>No.</b>	<b>Assignee</b>	<b>Action Item</b>	<b>Due Date</b>
Pre-AGM1	Erik / Ron / All	Review / update Business Continuity Checklist for offboarded / onboarded Board Members	2020-Dec-31
Pre-AGM2	Erik / Ron	Open memberships as of 1-Dec-2020	2020-Dec-01
Pre-AGM3	Graeme / All	Subdivide and distribute Standard Operating Procedures (SOP) by Board Role	2020-Dec-02
Pre-AGM4	Awards Committee	Form a sub-committee for Hugh Town award to review nomination	2020-Dec-31
Pre-AGM5	Awards Committee	"Awards Committee" to consider CORA Hall of Fame as a supplement to Hugh Town Builder Award	2020-Dec-31
Pre-AGM6	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.	2020-Dec-31
Pre-AGM7	Race Committee	Guidelines for Race Directors document	2021-Jan-31
Pre-AGM7	Ron / Membership Officer	Any club that doesn't meet the "Good Standing" requirements will be issued a notice	2021-Jan-01
Pre-AGM8	Leanne / Erik	Kelowna is acquiring coach boats and will document some considerations and guidelines	2021-Jan-01

Meeting adjourned at 4:50 pm