



## **CORA Monthly Meeting Minutes Draft**

**Wednesday, February 7th, 2024**

**7:00 PM PST (8:00 PM MST) (10:00 PM EST)**

**Google Meet joining info**

Video call link: <https://meet.google.com/kgz-zjvi-wkv>

Or dial: (CA) +1 647-737-7602 PIN: 737 367 261#

More phone numbers: <https://tel.meet/kgz-zjvi-wkv?pin=2945757636583>

**(Reminder that the Google Meet link is the SAME for all Monthly Board Meetings)**

- Welcome and Roll Call

Present: Ron, Graeme, Rob V, Dean, Rob M, Erik, Foruzan, Marianne and Leanne (8:20)

Absent (not present to vote, not in quorum): Mony, Jonathan, Cindy and Paige

Adoption of Monthly Minutes from January 3rd, 2024

Motion to approve - Ron Chin

Seconded - Dean

**Approved**

Confirmation of Agenda/Add New items:

- Confirmed  
Motion to approve Agenda as presented  
Second - Foruzan  
**Approved**

### **Board Members:**

Ron to look into the procedure for the removal of inactive Board members.

Checked Not-for-Profit Corporations Act.

The Act specifies that he is removed if he dies, resigns or is removed by a vote of members. The Board cannot remove Mony.

Foruzan is trying to get in touch with Mony through the vendor of his inventory.

- **Recap / Update on Previous Monthly Meeting & Pre-AGM / Technical AGM & AGM Action items:**

- Ron to get the Insurance Summary out soon | Ron | ?
- **Ron to write-up memo on CORA Cup Series hosts expectations** (Registration; Reciprocity; Race Results; Meals; Waivers; etc.) | Ron | Jericho WS Waiver Errors; No Results - Graeme to provide draft for Ron
- Approach Penticton to run **CORA Distance Championships** (OC6 & Small-boat) | Ron | ? Ron to follow up. Maybe check with Kelowna (start in Peachland?).
- Dean to check with Comox if they will run CORA Distance Championships (OC6 & Small-boat) | Dean | ? No, not interested.
- Photo-ops from the 2023 PNWORCA Winter Series FCRCC Race #5 event to be collected from FCRCC photographers for CORA website publication | Ron Chin & Rob M | ?
- Ron to review comments from the Race Director Guidebook from Cindy | Ron | ?
- **Has the Project Manager Guidance provided an understanding that if a CORA Board member takes on the position of project manager, they must relinquish their CORA Board position; Also, whether or not they can be a competitor?** | IVF Committee |
  - Any CORA Board member who accepts a paid position from CORA must relinquish their position on the CORA Board
- We should spend a bit of time building content for paddlers to access when they are interested in coaching | IVF Committee | ?
- Put together pathways on how to become a coach for Community Coaching | IVF Committee | ?
- One of the first things we need to offer is how to start being a coach, and need curriculums for the different stages of coaches' expertise | IVF Committee | ?
- Graeme to send old CORA 2015 Sprints Race Rules to Cindy | Graeme | **See below**  
<https://drive.google.com/drive/u/0/folders/1inbdAu6uG1ocS6N23CZw2Ah0oRNCxOCT>
- Ron & Erik to follow-up with Adrian Lee on Safety Review | Ron / Erik | ?
- Erik suggested Town Hall on Race Safety (mostly for Junior / Novice Short Course) | Erik | ?
- Try to get CORA sanctioned races in the East | Race Committee | ?
- Eastern Canada OC Strategy New Updates | Foruzan | ?

- Standing Items - Presented by existing Officers
  - Communications & Technical Update – **Erik / Graeme**
    - Outbound communications - **Erik**

Call for applications for Project Manager issued January 20, 2024  
FCRCC WS #5 race info fixed on website

FCRCC is going to try for one gatekeeper - The way that races are being promoted is cleaner.
    - Final Board Monthly Meeting Minutes (2023) now all published to website - **Graeme**
    - Draft Pre-AGM / Technical AGM / AGM Minutes & Race Reports (2023) concatenated / published to website - **Graeme**
    - Ongoing Action Items now current; Removed 30 Completed / Dismissed Action items from ongoing Board Meeting Minutes - **Graeme**
  - Membership Update – **Grace / Ron**
    - **CORA Individual Memberships**  
There are 826 annual memberships purchased so far for 2024.  
  
30 single day memberships have been purchased; 5 for FGPC's V12 to V21, and 25 for the Lotus IceBreaker (Jan 13 and Feb 17).
    - **CORA Club Memberships**  
20 CORA clubs have renewed their club memberships plus club memberships have been received from **Island Brave Canoe Club** and **Edmonton Dragon Boat Racing Club**.  
  
Re: Edmonton Dragon Boat Racing Club application.  
Points to note / discuss:
      - As they do not own any OC6s, we need to ask them if they have access to an OC6 from someone else (maybe drive to Leduc?) or if they have access to OC1s (club or private). Foruzan says they have access to OC1s.
      - They don't need an outrigger (OC6 or small boats) to be covered by CORA insurance which specifies vessels by length (15m), so dragon boats are covered for practices.
      - They say they maintain their own separate insurance, so why are they applying?
      - They say they have 45 outrigger paddlers (who may want to have an affiliated club if they register as CORA members (i.e. for BC Interior races or IVF TTs or World Sprints))
      - Rob V said they are entering a predetermined OC6 crew at Hilo World Sprints
      - The Board should consider whether access to an OC6 (ownership or rental) or all OC1s (club or private)) is a requirement of CORA Club status

(We currently have a requirement of 6 individual members to be in 'good standing' which gives access to grants. We've discussed the OC1 issue before and Ron thinks we came out favouring needing access to an OC6, but we can revisit. Board on side that OC1s should be sufficient for Member Club status.

Did Edmonton Dragon Boat Racing Club complete the application that would provide details on their club activities / facilities? - **GG Yes**.  
VYPC does not own and has not owned an OC6 for many years (ORPC & VYPC "shared" OC6s) - **GG Question** is access not ownership.

The Member Club application must be authorized by the Edmonton Dragon Boat Racing Club executive / Board.  
Any application to CORA must come with that club's knowledge and approval.

Questions to ask:

- 1) Does this application have the EDBRC board's approval
- 2) Each member wanting to compete or paddle in outrigger must be members of CORA
- 3) Do you have access to outrigger canoes, either OC6 or OC1s.

**Ron will contact Kim Borres at EDBRC. Kmborres@gmail.com**

○ Grant Updates – **Ron**

**Clinic Grants** -

- Clinic Grant application received from Kelowna Paddle Centre for a Sprints technique clinic June 1-8, 2024 with Eric Mitchell from Hawaii. Information requested to publicize the clinic to the CORA membership.

**Coaching Education Grants** -

- No activity

**RME Grants** -

- No activity

**Travel Grants** -

- No activity

**Other Grants**

- No activity

○ IVF Representative Update (Leanne arrived late)

○ CORA Project Manager - Erik

- Will be preparing a description for this position as well as for the Area Coordinator, also outlining the Area Coordinator description and coach.
- Sprints (Hilo 2024)

Need to issue a Call for an Area Coordinator for Hilo (Erik and Cindy to draft). Area Coordinator to be appointed by the Board.  
Need to decide whether a coach will be hired for the Team Canada Elite crews (for practices leading up to Hilo). Advisory Committee composed of a Board member and others to determine a coach.

- Financial Report January 2024 - **Jonathan**
  - <https://drive.google.com/drive/u/0/folders/1wKxbKQasbWJX4-gFEAa9Qd4ZodBFM8T6>
  - Financial Statements may have errors (General Account Balance Sheet shows **2022-12-31 should be 2023-12-31**; CORA Sprints Champs - Deas 2024 shows **Permit 1 = \$6000 should be \$660**; CORA Sprints Champs - Burnaby 2022 shows **Medals = \$0 should be \$1216**) - **Graeme**
  
- Junior Update - **Marianne**
  - Comox is going to be starting a Junior Program. Both OC6 and OC1s.
  - VYPC is going to be organizing an ELCC workshop and is talking to Comox about the required courses.
  - Questions about the validity of a waiver being signed by a parent for a junior. Should be stated that it is Informed Consent.
    - Ron will send VYPC the form that he has developed. Both types of forms.
  - The current guideline posted on CORA website as wording that a “coach boat” must be used during all sessions. This is not realistic for VYPC. Erik says a coach being in an OC6 canoe is sufficient for FGPC junior practices. For small boats FGPC has a motorized safety boat to accompany juniors. CORA insurance is not detailed enough to prescribe specific procedures.
    - All practice sessions must be run in a safe and diligent manner for conditions and supervision. Coach to kid ratios must also be established.
  
- Town Hall Update - **Leanne / Erik / Ron / Foruzan**
  - Cold Water Safety Town Hall was held on Sunday, January 21, 2024 and video and handouts are now posted to the CORA website.
  - Proposed that a Town Hall be hosted on Sunday, February 25, 2024. Topic - Steering Clinic. Polynesian Voyaging Society Town Hall for March 17th.
  
- Insurance Update - **Ron / Erik / Jonathan**
  - Insurance - Markel now requires a waiver from all CORA individual and Club members. Checkbox will meet Markel’s requirements for waiver. Ron is preparing a form of waiver. Erik preparing required website changes. We have until April 1, 2024 to obtain the waivers. 826+ Memberships already.
  - Race Certificates of Insurance requested and obtained for February and March 2024 races (FGPC V12-V21, PNWORCA WS #5 (FCRCC), FGPC Kan-U-Hakit, NOPC Crazy 8 & NPI Attack, FCRCC March Madness)

- Lotus Sports Club notes that the City of Burnaby is now requiring it to include Sudden and Accidental Pollution coverage (i.e. for fuel spills) which it is purchasing separately.
- Insurance enquiries that Ron will be responding to.
- In connection with the definition of “Sanctioned Event” for insurance purposes, it is proposed that the CORA Board formally approve the day-to-day Member Club events as “Sanctioned Events” as follows:

***BE IT RESOLVED THAT CORA hereby authorizes each CORA Member Club to undertake the following club activities as sanctioned events:***

- *open houses, demonstrations and introductory courses for new paddlers;*
- *instructional courses and training clinics for paddling skills development, education and safety, both on-water and on dryland;*
- *organized on-water training practices for paddlers at competitive, intermediate, beginner and recreational levels;*
- *organized time trials, races, festivals and special paddling events;*
- *paddling trips to experience diverse paddling environments; and*
- *awards ceremonies and banquets.*

*Sanctioned events shall include all activities for the preparation, hauling, launching, return, storage and maintenance of watercraft, together with warm-up and cool down activities.*

*Sanctioned events may be attended by paddlers of all ages, may be hosted by the Member Club in its home waters or at remote locations, and must use watercraft less than 15 metres in length.*

*Personal training sessions and group fitness classes, such as aerobics, spin, Pilates, yoga, meditation, cardio and swimming are expressly excluded.*

Moved by Ron Chin; Seconded by Erik Ages.

**Approved**

- Education Update - **Dean**
  - Coaches (Leanne and others) had a meeting.
  - Will be meeting again in the next couple of weeks
- Historical Update - **Graeme**
  - "Nanaimo Legacy" document distributed to Ruth Matson & Wolfgang Presslauer for review; Edits received; Publication early 2024-Feb
  - "VCKC Legacy" document with sections for Norm MacDonell underway and to be distributed to VCKC members for review by late Feb-2024
  - "Onake Legacy" (Montreal) document underway and to be distributed to Onake membership (including Alwyn Morris) for review by late Feb-2024

- Awards Update - **Graeme**
  - Hugh Town Memorial Builder Trophy Shield 2023 (Annie Boulding) ordered / received / paid
  - Arrangements underway for Ruth Matson to present Hugh Town Memorial Builder Trophy to Annie Boulding at NOPC Crazy 8s Mar 9/10 weekend
- 2024 Race Committee - **Graeme / Ron / Rob M / Leanne / Cindy**
  - Race Application received from VCKC for Stormin' Norman Canoe Race (multi-craft race) on April 20, 2024.

***BE IT RESOLVED THAT*** the CORA Board approve the Stormin' Norman Canoe Race to be held on the Gorge Waterway and Portage Inlet, Victoria, BC on April 20, 2024.

Moved by Ron Chin; Seconded by Leanne Stanley

**Approved.**

- CORA 2024 Canadian National Sprints Championships Deas Island
  - Metro Vancouver (MVRD) is waiting for Permit Fee payment (\$660). Need to have Jonathan call MVRD with credit card information for payment.
  - Recommend that Lower Mainland Board Members who have not made a visit to Deas Island Regional Park do so **SOON** to gain perspective
  - Working on providing a list of Contacts (name / organization / email / phone) for everyone connected to the event venue
  - CORA 2024 OC Sprints Regatta Championship Budget Google Sheet distributed by Jonathan has been updated with all known Line Items & estimated expenses as at this point in time. **Has anyone other than myself & Jonathan reviewed this Google Sheet?**

<https://docs.google.com/spreadsheets/d/1Acozitp-09C2qyAUfBVGbVdQpjiR-C0qH1jka7ttdxE/edit>

- Dragon Zone has offered rental of 3-4 10'x10' popup canopies (Officiating Station; Marshalling Station; First Aid Station; Check-in Station) for \$60/canopy/weekend (\$250). This is a great deal. Home Depot & Pedersons are asking \$150/canopy/day (\$1200)
- Did Deas Island Regional Park Site Visit with MVRD staff 2024-Jan-19 Friday AM and all went well
- MVRD has received / approved our Temporary Exclusive Access Permit & Event Venue Diagram & Safety Plans & Site Visit Recommendations & Insurance Document. MVRD is awaiting credit card payment on the Invoice (\$660)

[https://drive.google.com/drive/u/0/folders/1H7n-olBLGJn7sT6n1\\_POnQrxeofYTxF](https://drive.google.com/drive/u/0/folders/1H7n-olBLGJn7sT6n1_POnQrxeofYTxF)

- Although CORA would have Temporary Exclusive Access for our event that weekend, that just means no other group could apply to have their event that weekend. As long as we do not monopolize all the parking areas and all the green space and clean-up after ourselves, we will be in the good graces of MVRD
- Deas Island Regional Park **gates open at 7AM and close at 9PM** on 2024-Apr-27/28 weekend
- Contacted the water-skiing group out of Captain's Cove Marina to arrange for shared understanding / usage for that weekend activities
- Contacted City of Delta Parks and Recreation about the Deas Island Regional Park Millenium Trail Officiating Location and there are no concerns
- MVRD understands that the main gravel parking lot can hold 110-120 vehicles. However, MVRD would be very happy if many of our vehicles went to the other paved parking areas and the MVRD overflow parking areas just past the Deas Island Boat Launch
- We should plan for multiple parking attendants, so as to share parking with the general public
- Although our original Event Venue Diagram showed 18 10'x10' BYOB canopies at the Deas Island Boat Launch (covering every picnic table), MVRD would be very happy if we left 1 or 2 of the furthest away picnic tables clear and kept our BYOB canopies closer to the Delta Deas Rowing Club boathouse. MVRD has received / approved an amended Event Venue Diagram with 14 10'x10' BYOB canopies.
- We should strive for V6 / V1 launching / loading / unloading from the sandy / flat / wide shoreline west of the floating dock. This would make MVRD very happy. They have guaranteed that they will chainsaw a wide path through any rogue logs that wash up on that shoreline during the Freshet
- Distributed Terms & Conditions for Event Registration (FGPC?) & Race Management (G2G?) & Event Management (FCRCC? Lotus? Dragon Zone? Fort Langley?) potential vendors to the Board. Budget line-item amounts need to be agreed and put to tender – **SOON!**

MOTION:

**BE IT RESOLVED THAT** CORA approach, negotiate and contract with the entities that provided the event services for CORA Sprints Nationals in 2022, being:



FGPC for Registration

FCRCC for Event Management and Race Management  
(including subcontracts for timing, race grid and scheduling  
as necessary)

and any one Director shall be authorized to negotiate and enter  
into such documents as may be required.

Moved by Marianne Pilon Seconded by Dean Dogherty

(Ron, Rob M and Erik conflicted out)

### **Approved**

Erik Ages to be the CORA point of contact with FCRCC for Event  
Management (Brendan Curson).

Note that we should do a tender for 2026 CORA Sprints.

- ARE will be the preferred supplier of boats for CORA Sprints Nationals.
  - Rob Magus will become the contact.
  - January motion covers negotiation by any one director, so Rob M is approved to negotiate with ARE.
  - Ron will review terms and conditions / letter agreement.
  - Final proposal to be approved by the Board.
- Had Deas Island Regional Park Site Visit with DOKA Membership 2024-Feb-4 Sunday Noon. DOKA wishes to assist in any way possible. They recognize that they do not have the membership / experience to do Event Management, but they wish to support this CORA event. DOKA has offered minimum 6 members as volunteers in any capacity needed, compound storage, 2 V6 dollies, running water, Delta Amateur Radio Club (VHF radios), Deas waterway knowledge. There is an element of DOKA "venue pride" that CORA would be hosting an event at their venue.
- Discussed potential DOKA Coaching Clinic (roles / responsibilities / communication / registration / topics) & CORA Coaching Clinic Grant in the event ARE wish to have a 1-day "demonstration day" at Deas Island Regional Park as part of any canoe supply agreement
- CORA does not need to provide drinking water as several Park water fountains will be active & both DOKA / DDRC also have drinkable water facilities
- Delta Deas Rowing Club (DDRC) Site Visit planned for 2024-Feb to discuss DDRC support

- No Food / Coffee Wagons planned. Collected flyers with menu / hours / location / phone# for all (7) nearby food establishments (take-out / restaurants). Simplifies MVRD Permitting
  - Contacted & discussed with North Water (V6 Spray-decks / Covers) about some level of event sponsorship, and they are keen
  - CORA 2024 OC Sprints Regatta Championships FAQ website page continues to get updated regularly with new developments
  - CORA Sprints Regatta Rules revised / uploaded & aligned with IVF Sprints Rules (provides guidance for conducting Sprints Regatta & many undocumented scenarios
    - Graeme will send out to Leanne, Rob M, Dean and Rob V)
- New Business
  - GoFundMe - CORA Lahaina Outrigger Recovery Fund
 

Jonathan reports that \$2800 has been received from 33 donors (out of a \$5000 goal). We publicized that the fund would close on January 31, 2024 and the last donation was made on February 5, 2024.

Should we close or leave open until Jonathan returns at the end of February?  
Leave it open.
  - Appointment of Selection Committee for CORA IVF Program Manager

The Call for Applications was posted to the CORA Website and social media on January 20, 2024. Deadline for submissions is this Friday, February 9, 2024. 7 applications received to date, with 2 days to go.

We need to appoint a selection committee to review and recommend a candidate to the Board. The Board will approve the successful candidate.

Jonathan and Erik have indicated a desire to be on the selection committee.

**BE IT RESOLVED THAT** the following directors be appointed to form a selection committee to review and recommend to the Board a candidate for the position of CORA IVF Program Manager from the applications received:

Dean Dogherty, Jonathan Wilkins, Rob Varnel, Cindy Wright and Erik Ages

Moved Ron Chin Seconded Marianne Pilon

**Approved**

- Grant Applications Kerfuffle (See [CORA Hosting Grants Kerfuffle References.pdf](#) link below)

[https://drive.google.com/drive/u/0/folders/1DN\\_O-KSkqn3uOvhQzoZayJ2yyMkopQp-](https://drive.google.com/drive/u/0/folders/1DN_O-KSkqn3uOvhQzoZayJ2yyMkopQp-)

**BE IT RESOLVED THAT** CORA approve the submission to VIA Sport BC of an event hosting grant application in respect of 2024 CORA Sprints Championships, and any one director shall be authorized to submit such documents as may be required for such application, provided that the Board reserves the right to approve or reject the final acceptance of the grant.

Motion: Ron Chin Seconded: Dean Dogherty

**Approved**

Motion to adjourn the meeting at 9:45

Motion by Ron Chin Seconded by Leanne Stanley

**Approved**

**Next CORA Board Monthly Meeting – Wednesday, March 6th, 2024, 7:00 PM PST (10:00 PM EST)**

Assignee	Action Item	Due Date	Comments
Raised Feb-3 / 2021			
Mony	Translate 2020 race rules into French Wait until after next Distance Race Rules Revisions (2021-02)	Overdue	<p>Jan-6: Mony? To-do Feb-3: Ongoing Mar-3: Ongoing Apr-7: Ongoing May-5: Ongoing Jun-2: Ongoing Aug-4: Ongoing Sep-1: Ongoing Oct-6: Ongoing Nov-3: Ongoing Nov-20: Note that Board acknowledges current Distance Race Rules require review / corrections Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Find university student to utilize CORA approved Grant. No race in Quebec yet. Wait until a Distance race is scheduled before asking Mony to translate the amendments. We have \$4000 for student work which may include translation of the Distance Race Rules. Send to Val. Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-18: As per <b>[CORA Board 2022 Action Items TODO 2023 Jan Ron]</b> Ongoing Action Item for Board based on paddling community needs. Keep an eye on whether any CORA-sanctioned races in Quebec will materialize <b>[TBD]</b>. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing</p>

<p>Ron / Insurance Committee / Erik / Jonathan</p>	<p>Benefits of joining CORA will be sent out when new insurance has been finalized (2021-02)</p>	<p>Overdue</p>	<p>Jan-6: To-do Feb-3: Ongoing Mar-3: Ongoing Apr-7: Ongoing May-5: Ongoing Jun-2: Ongoing Jul-7 Ongoing Aug-4: Ongoing Sep-1: Ongoing Oct-6: Ongoing Nov-3: Ongoing Nov-21: Plain-speak Insurance Benefits to be communicated to membership as per AGM topic Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing</p>
<p><b>Raised Mar-3 / 2021</b></p>			
<p>Ron / Insurance Committee / Erik / Jonathan</p>	<p>Draft a memo as a reminder that if clubs have members engaging in sanctioned activities that all clubs should ensure to keep membership up to date to be reviewed by Ron and then issued to all clubs (2021-03)</p>	<p>Overdue</p>	<p>Mar-3: Ongoing Apr-7: Ongoing May-5: Ongoing Jun-2: Ongoing Jul-7 Ongoing Aug-4: Ongoing Sep-1: Ongoing Oct-6: Ongoing Nov-3: Ongoing Nov-21: Communicated to membership as per AGM topic, but not distributed to membership as of yet Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO</b></p>

			<p><b>2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing</p>
<p><b>Raised May-5 / 2021</b></p>			
<p>Ron / Cindy (handed over)</p>	<p>Revise / simplify proposed Novice Age Division definitions and distribute to Board for review (2021-05)</p>	<p>Overdue</p>	<p>May-5: Ongoing May-27: Revised Novice Age Division definitions distributed to Board for review Jun-2: Ongoing Jul-7 Add to Race Director Guidebook Aug-4: Ongoing Sep-1: Ongoing Oct-6: Ongoing Nov-3: Ongoing Nov-19: Dependent on progress with Race Director's Guide Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: As per <b>[CORA Board 2022 Action Items TODO 2023 Jan Ron]</b> Cindy to include Division expectations in Race Director Guidebook. Include a reminder of the crew composition for Novice (2 years race experience and allowing an experienced paddler) <b>[TBC]</b>. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron Feb-7: Ongoing</p>
<p><b>Raised Oct-6 / 2021</b></p>			

<p>Ron / Cindy (handed over)</p>	<p>Race Director Guidebook is not on the website, draft will be made available once the controversial topics have been addressed.</p> <p>NOTE: This has been an Action Item since before 2021 (2021-10)</p>	<p>Overdue</p>	<p>Oct-6: Ongoing Nov-3: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: As per <b>[CORA Board 2022 Action Items TODO 2023 Jan Ron]</b> Cindy to include Safety expectations in Race Director Guidebook RC: Rob V. just forwarded Adrian's Safety Manual Update Feb 1, 2023. To be reviewed <b>[TBD]</b>. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron Feb-7: Ongoing</p>
<p>Ron / Cindy (handed over)</p>	<p>Update Race Director Guidebook with takeaways from discussion on TIOC 2021 feedback (2021-10)</p>	<p>Overdue</p>	<p>Oct-6: Ongoing Nov-3: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Note for future Town Hall Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: As per <b>[CORA Board 2022 Action Items TODO 2023 Jan Ron]</b> Cindy to include Safety expectations in Race Director Guidebook. Don't need to raise TIOC specifically, but need to make sure issues are covered (safety boats, course design, cancellations due to weather, mandatory skirts, huli experience) <b>[TBD]</b>. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11:</p>

			Handed over to Ron Feb-7: Ongoing
Ron / Insurance Committee / Erik / Jonathan	Insurance guidelines will be posted in the context of discussion on TIOC 2021 feedback (2021-10)	Overdue	Oct-6: Ongoing Nov-3: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Ron / Cindy (handed over)	Communicate to Eastern Canada clubs / paddlers safety concerns in the context of discussion on TIOC 2021 feedback; Possible Town Hall topic (2021-10)	Overdue	Oct-6: Ongoing Nov-3: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: As per <b>[CORA Board 2022 Action Items TODO 2023 Jan Ron]</b> Cindy to include Safety expectations in Race Director Guidebook. Race Director Guidebook should cover this. No need for email blast <b>[TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron Feb-7: Ongoing
<b>Raised Nov-3 / 2021</b>			



Graeme / Ron	Correct CORA Website "Water Changes" document as per Lori / Lorri (2021-11)	Overdue	Nov-6: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
<b>Raised Nov-20 / 2021 (Pre-AGM)</b>			
Ron / Cindy (handed over)	For CORA Cup Series races, it is mandatory that short course races be held for Novice and Junior. However, club's have the discretion not to hold. If it is mandatory, then how can clubs have the discretion not to hold? (2021- 11)	Overdue	Nov-20: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: To be included in Race Directors' Guidebook. Feb-18: As per <b>[CORA Board 2022 Action Items TODO 2023 Jan Ron]</b> Cindy to include Race Course expectations in Race Director Guidebook, but Ron to review the Race Director Guidebook. We should include suggestions on how a short course can be accommodated concurrently with and as a portion of a long course <b>[TBD]</b> . Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron Feb-7: Ongoing
Ron / Insurance Committee / Erik / Jonathan	All clubs MUST put together and submit to CORA, for sanctioning, an operating	Overdue	Nov-20: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Survey

	plan/outline of their practices (2021-11)		provided by clubs when they renew their memberships (also new clubs as well). Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Ron / Insurance Committee / Erik / Jonathan	Guidelines should be posted advising what is to be in the outline, cover points such as all CORA club members MUST be members with CORA (2021-11)	Overdue	Nov-20: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
<b>Raised Nov-21 / 2021 (AGM)</b>			
Ron / Insurance Committee / Erik / Jonathan	Plain language regarding our insurance coverage will be posted on the CORA website (2021-11)	Overdue	Nov-21: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board</b>

			<p><b>2022 Action Items TODO 2023 Jan Ron]</b>  <b>Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing</p>
Ron / Insurance Committee / Erik / Jonathan	Unaffiliated members (not with a CORA club) will be apprised when they register that certain training is not an insurable activity (2021-11)	Overdue	<p>Nov-21: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4:  Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron]</b>  <b>Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing</p>
<b>Raised Dec-1 / 2021</b>			
Graeme	Agreed that "old" Outstanding Action items will be noted such as "Not going to happen" and removed (2021-12)	In-Progress	<p>Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing</p>

**Raised May-4 / 2022**

Graeme / Ron	Begin compiling 2020 / 2021 / 2022 / 2023 / 2024 Membership FAQs for self-service via FAQ Plugin (2022-05)	Overdue	May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Jan-29 Awaiting Insurance Summary from Ron Chin Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Ron / Rob V / Rob M	Collect weights of 7 Bradley Lightning OC6s weighed at Burnaby Lake OC Sprints (2022-05)	In-Progress	May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing

**Raised Jun-1 / 2022**

Ron / Insurance Committee / Erik / Jonathan	<i>Plain language regarding our insurance coverage will be posted on the CORA website.</i> On the Action Items (5-6 Insurance Action Items - since Nov-2021) - <b>Ron to provide within 30 days (before next Board meeting)</b> (2022-06)	Overdue	Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
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**Raised Sep-7 / 2022**

<p>Ron / Insurance Committee / Erik / Jonathan</p>	<p>Need to keep a list of Member Clubs up to date so we don't pay a higher insurance premium than we need to. At the AGM, decide which clubs to drop from the Member Club list on the policy, as well as on the CORA website, etc. (2022-09)</p>	<p>Overdue</p>	<p>Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing <b>Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing</p>
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**Raised Nov-2 / 2022**

<p>Ron / Graeme</p>	<p>CORA General FAQs almost ready for review. Requesting 1 or more volunteers to review FAQs (many, many of them) for political correctness to be distributed for review after AGM &amp; before Dec-2022 Board Meeting. Graeme to circulate when further revised. (2022-11)</p>	<p>Overdue</p>	<p>Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Jan-29 Awaiting Insurance Summary from Ron Chin Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing</p>
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**Raised Nov-19 / 2022 (Pre-AGM)**

<p>Ron Chin</p>	<p>Contact Mony Sy to ask what are his barriers with respect to attendance (2022-11)</p>	<p>Overdue</p>	<p>Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Discuss at</p>
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			2023 Pre-AGM as to what to do with absentee Board Members
Ron / Cindy (handed over)	CORA Cup race directors need to be reminded that they need to offer a Short Course race and of the applicable race divisions for setting up registration. (2022-11)	Overdue	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: As per <b>[CORA Board 2022 Action Items TODO 2023 Jan Ron]</b> Cindy to include Race Course expectations in Race Director Guidebook, but Ron to review the Race Director Guidebook. We should include suggestions on how a short course can be accommodated concurrently with and as a portion of a long course. <b>[TBC]</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron; CW / The Race Director Guidebook does not "sit" with me. I have had my input and it is now sitting elsewhere.
<b>Raised Nov-20 / 2022 (Technical AGM)</b>			
Ron / Cindy (handed over)	Race Director Guidebook to be reviewed at upcoming Town Hall session (2022-11)	Overdue	Nov-20: Ongoing Dec-7: Ongoing Jan-4: Ongoing Jan-19: As per <b>[CORA Board 2022 Action Items TODO 2023 Jan Ron]</b> Cindy to take ownership of Race Director Guidebook updates. <b>[TBD]</b> Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron Feb-7: Ongoing
<b>Raised Dec-7 / 2022</b>			

Ron / Insurance Committee	Ron to complete Insurance Summary for January 2023 Board Meeting. (2022-12)	Overdue	Dec-7: Ongoing Jan-4: Ongoing <b>Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
<b>Raised Feb-1 / 2023</b>			
Rob V / Eik	Safety Review - Rob V. has not reviewed updates from Adrian Lee yet, recommends that someone with a good eye should review. Suggestion of asking Erik to review since FGPC has very good safety procedures. (2023-02)	Overdue	Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Topic for 2023 CORA Pre-AGM
<b>Raised May-3 / 2023</b>			
Ron	Photo-ops from the PNWORCA Winter Series FCRCC Race #5 event to be collected from FCRCC photographers for CORA website publication by Ron Chin (2023-05)	Overdue	Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Remind Ron Chin before 2023 CORA Pre-AGM to deliver

Erik	Erik will review the updated Safety Plan received from Adrian Lee as well as PFD info. (2023-05)	Overdue	Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Remind Erik to review before 2023 CORA Pre-AGM
<b>Raised Sep-12 / 2023</b>			
Town Hall Committee	Please provide 2024 date options for "Polynesian Voyaging Society & Lynda Roberts & Uncle Kimokeo" Town Hall session. (2023-09)	In-Progress	Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Scheduled for 2024-Mar-17
Town Hall Committee	Suggestion of Big Water preparedness for a Town Hall Topic from Cheryl Skribe. Include in this everyone's role in the canoe. (2023-09)	Dismissed	Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-17: Town Hall Session on Steering Basics by Ron Chin
Ron / Erik	Do an email to Eastern clubs on the conditions of sanctioning for a race, such as everyone who races must be a member of CORA. Also include the requirements for a club being a member of CORA. This is also a chance to outline the benefits of being members (including the club) of CORA. (2023-09)	In-Progress	Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Ron / Foruzan	Need to include a discussion regarding engaging Eastern clubs and getting them	In-Progress	Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing



	involved in CORA at Pre-AGM. (2023-09)		
<b>Raised Oct-4 / 2023</b>			
Board	Eastern clubs have noted that it is cheaper using OMCKRA. CORA could look into a day package for races requiring the membership data. (2023-10)	In-Progress	Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
<b>Raised Nov-1 / 2023</b>			
Foruzan	Distribute Eastern Canada OC Strategy document in advance of Pre-AGM. (2023-11)	In-Progress	Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing
<b>Raised Nov-25 / 2023 (Pre-AGM)</b>			
Ron / Race Committee (2)	Approach Penticton to run CORA Distance Championships (OC6 & Small-boat). (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Dean (3)	Dean to check with Comox if they will run CORA Distance Championships (OC6 & Small-boat). (2023-11)	Completed	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Done, Comox not interested

Ron / Race Committee (4)	Invite clubs to submit for CORA Distance Championships (OC6 & Small-boat) with a preference for the interior. (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
IVF Committee (7)	One of the first things we need to offer is how to start being a coach, and need curriculums for the different stages of coaches' expertise. (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
IVF Committee (8)	We should spend a bit of time building content for paddlers to access when they are interested in coaching. (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Ron (9)	Ron to look at Bylaws to see if there is something there about Absentee Board Members. (2023-11)	Overdue	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Ron (10)	Ron to get the Insurance Summary out soon. (2023-11)	Overdue	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Ron (11)	Ron to review comments from the Race Director Guidebook from Cindy again. (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron Feb-7: Ongoing

Graeme (12)	Graeme to send old CORA Sprints Race Rules to Cindy. (2023-11)	Completed	Nov-25: Ongoing Feb-7: Link provided <a href="https://drive.google.com/drive/u/0/folders/1inbdAu6uG1ocS6N23CZw2Ah0oRNCxOCT">https://drive.google.com/drive/u/0/folders/1inbdAu6uG1ocS6N23CZw2Ah0oRNCxOCT</a>
Ron / Erik (16)	Ron & Erik to follow-up with Adrian Lee on Safety Review (PFDs still a concern). (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Ron (17)	Ron to write-up memo on CORA Cup Series hosts expectations (Reciprocity; Race Results; Meals; Waivers; etc.). (2023-11)	Overdue	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing Feb-28: Graeme handed over to Ron for review; Note that this should cover off outstanding Race Director Guidebook Action Items
Cindy (18)	Cindy to add Turn rule & Impeding / overtaking high priority rules regarding Safety Incidents to Race Director Guidebook and emphasize these specific rules. (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Erik (19)	Erik suggested Town Hall on Race Safety (mostly for Junior / Novice Short Course). (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing
<b>Raised Nov-26 / 2023 (Technical AGM)</b>			

IVF Committee (23)	Information for 2024 Hilo IVF Sprints is coming out. (2023-11)	In-Progress	Nov-26: Ongoing Jan-3: Ongoing Feb-7: Ongoing
IVF Committee (24)	Putting together pathways on how to become a coach for Community Coaching Initiatives, will start with a Town Hall. (2023-11)	In-Progress	Nov-26: Ongoing Jan-3: Ongoing Feb-7: Ongoing
Race Committee (25)	Looking at trying to get CORA sanctioned races in the East. (2023-11)	In-Progress	Nov-26: Ongoing Jan-3: Ongoing Feb-7: Ongoing
<b>Raised Jan-3 / 2024</b>			
Ron	Ron to look into the procedure for the removal of inactive Board members. The guidelines for Board member attendance and requirements should be sent out to all Board members. (2024-01)	In-Progress	Jan-3: Ongoing Feb-7: Ongoing
Jonathan	Proposed that given GIC rates are high & stable until mid-2024, CORA should consider purchase of 1-year or 2-year GICs. (2024-01)	Completed	Jan-3: Ongoing Feb-7: Jonathan acquired GICs on behalf of CORA as per Financial Statements
Paige / Ron	Paige Misfeldt to complete Acknowledgement Form and Conflicts Policy (2024-01)	In-Progress	Jan-3: Ongoing Feb-7: Ongoing

IVF Committee	Has the Project Manager Guidance provided an understanding that if a CORA Board member takes on the position of project manager, they must relinquish their CORA Board position; Also, whether or not they can be a competitor (2024-01)	Completed	Jan-3: Ongoing (time-sensitive) Feb-7: Resolved that any CORA Board member who accepts a paid position from CORA must relinquish their position on the CORA Board
Insurance Committee	BFL has notified us that Markel now requires that CORA individual and club members sign waivers. Confirmation to come for BFL as to whether a checkbox will meet Markel's requirements or whether an electronic signature will be required. We have until April 1, 2024 to obtain the waivers. (2024-01)	In-Progress	Jan-3: Ongoing Feb-7: Ongoing
Leanne / Ron	Terms and conditions need to be established on the groundwork for clinics to be held by ARE Tahiti for the CORA 2024 Deas Sprints (If ARE is providing canoes for the event). (2024-01)	In-Progress	Jan-3: Ongoing Feb-7: Ongoing (time-sensitive)
Ron / Jonathan	Terms and conditions and budget need to be established for all vendors for the CORA 2024 Deas Sprints (Registration Management/FGPC?; Race	In-Progress	Jan-3: Ongoing Feb-7: Ongoing (time-sensitive)

	Management/G2G?; Event Management/FCRCC/Lotus/DZPC/FLCC?) (2024-01)		
<b>Raised Feb-7 / 2024</b>			
Foruzan	Foruzan trying to get in touch with Mony through vendor of his inventory, as The Board cannot remove Mony. (2024-02)	In-Progress	Feb-7: Ongoing
Graeme / Ron	Graeme to provide draft memo on CORA Cup Series hosts expectations (Registration; Reciprocity; Race Results; Meals; Waivers; etc.) for Ron to review. (2024-02)	Completed	Feb-7: Ongoing Feb-28: Graeme handed over to Ron for review; Note that this should cover off outstanding Race Director Guidebook Action Items
Ron	Ron to contact Edmonton Dragon Boat Racing Club and ask several questions: 1) Does this application have the EDBRC board's approval 2) Each member wanting to compete or paddle in outrigger must be members of CORA 3) Do you have access to outrigger canoes, either OC6 or OC1 (2024-02)	In-Progress	Feb-7: Ongoing

Ron / Erik	Information requested to publicize the Kelowna Paddle Centre June 1-8, clinic to the CORA membership. (2024-02)	In-Progress	Feb-7: Ongoing
Erik	Will be preparing a description for the CORA Project Manager position as well as for the Area Coordinator, also outlining the Area Coordinator description and coach. (2024-02)	In-Progress	Feb-7: Ongoing
Erik / Cindy	Issue a Call for an Area Coordinator for Hilo. Area Coordinator to be appointed by the Board. Need to decide whether a coach will be hired for the Team Canada Elite crews (for practices leading up to Hilo). Advisory Committee composed of a Board member and others to determine a coach. (2024-02)	In-Progress	Feb-7: Ongoing
Jonathan	Review and possibly correct Financial Statements errors	In-Progress	Feb-7: Ongoing
Ron	Send VYPC the Informed Consent form that Ron has developed - Both types of forms. (2024-02)	In-Progress	Feb-7: Ongoing

Graeme / Town Hall Committee	Collaborate on Polynesian Voyaging Society Town Hall for March 17th. (2024-02)	In-Progress	Feb-7: Ongoing
Erik / Ron	Prepare required website changes to get Markel waiver requirements from all CORA individual and Club members by April 1, 2024. (2024-02)	In-Progress	Feb-7: Ongoing
Graeme	Working on providing a list of Contacts (name / organization / email / phone) for everyone connected to the Deas Island Sprints Regatta event venue. (2024-02)	Completed	Feb-7: Ongoing; Feb-21: Uploaded to CORA Google Drive; Will be updated periodically
CORA Board	CORA to approach, negotiate and contract with the entities that provided the event services for CORA Sprints Nationals in 2022. (2024-02)	In-Progress	Feb-7: Ongoing
CORA Board	CORA to do a tender for Event Registration & Race Management & Event Management services for 2026 CORA Sprints. (2024- 02)	In-Progress	Feb-7: Ongoing
CORA Board	Provide guidance on potential DOKA Coaching Clinic (roles / responsibilities / communication / registration / topics) & CORA Coaching Clinic Grant in the event ARE wish to have a 1-day	In-Progress	Feb-7: Ongoing



	"demonstration day" at Deas Island Regional Park as part of any canoe sponsorship agreement. (2024-02)		
Graeme	Continue discussions with North Water (V6 Spray-decks / Covers) about some level of event sponsorship, as they are keen. (2024-02)	In-Progress	Feb-7: Ongoing
Graeme	Graeme will send out CORA Sprints Regatta Rules revised / uploaded & aligned with IVF Sprints Rules (provides guidance for conducting Sprints Regatta & many undocumented scenarios to Leanne, Rob M, Dean and Rob V). (2024-02)	Completed	Feb-7: Ongoing Feb-21: Distributed to Leanne, Rob M, Dean and Rob V
IVF Committee / Erik / Jonathan	Need to appoint a Selection Committee for CORA IVF Program Manager to review and recommend a candidate to the Board. The Board will approve the successful candidate. Jonathan and Erik have indicated a desire to be on the selection committee. (2024-02)	In-Progress	Feb-7: Ongoing