



**CORA Meeting Minutes
Wednesday Aug 1, 2018
8:00 PM PST (9:00 PM MST)**

- Welcome and Roll Call
 - In Attendance: Nicole, Rob, Paul, Marianne, James, Ron, Jill, Grace, Don, Leanne, Lynda, Erik, Melisa
 - Regrets: Graeme, Jonathan

- Adoption of Last Month's Minutes (**Motioned by Rob to adopt Jul minutes as presented. All in favour.**)

- Confirmation of Agenda/Add New items (**Motioned by Rob to adopt agenda as presented. Don added CORA Cup points. James added drafting rules for small boat racing.**)

- Standing Items
 - **Review/Updates of Outstanding Action items – Nicole**
 - See table at bottom of minutes.

 - **Communications & Technical Update – Paul & Erik**
 - Paul sent some Facebook Insights stats that show a significant increase in site traffic this month. There has been considerable interest in the posts about safety and especially for the news from Tahiti sprints.
 - Erik updated the CORA forms to a newer format, added some recommended changes/updates and has sent the link to the Board for review and feedback.

- **Membership Updates – Grace**
 - There are 1401 CORA member paddlers and 34 member clubs
 - We need to determine how CORA club contacts and race directors can access a list of paid individual CORA members to ensure their members up to date for 2018. Sharing a link to the Google drive might be an option in future. There are some steps to carry out to protect the security of the document before it can be shared.
 - Dragon zone has agreed to become CORA members. Rob will reach out to contact Anne to assist with getting enrollment/registration underway.

- **Grant Updates – Ron**
 - Clinic Grants: No activity
 - Coaching Education Grants: No activity
 - RME Grants
 - Cheque issued to Fairway Gorge Paddling Club for tipping docks (\$1000) July 10, 2018.
 - Receipts received, and cheque issued to Maka Koa Outrigger Club for OC6 repairs and steering blade (\$1000) July 31, 2018.
 - Ron will reach out to eligible clubs about RME grants, to facilitate getting applications underway before end of year.
 - Travel Grants
 - Application received from Latitude 48 Paddling Club for trailering to/from Lotus Iron. Approved and cheque issued July 27, 2018.
 - Application received from Fraser Valley Paddling Club for trailering to/from Lotus Iron. Approved and cheque issued July 27, 2018.

- **Coaching Resources – Leanne**
 - Tabled to September, after Montreal trials

- **IVF Representative Update – Lynda and Leanne**
 - 2018 World Sprints
 - Awesome experience all around. 11 medals. Leadership team with Leanne and Kristine was super, we were able to cover off the main areas of support. Lynda worked with the starting crew so had a front row seat to watch all races and pass along some good tips, and extra help in a few situations.
 - To do: come up with survey Q's and ask paddlers for their feedback with the purpose of understanding

how they felt CORA supported the project and if we can improve upon it for next sprints with our resources. Feel free to get back to Lynda if you have a good Q to include.

- Results for all days are located in drive, in Tahiti 2018 folder
- IVF Report.
 - AGM reports are stored in the Tahiti 2018 folder as well if the board is interested. A few highlights:
 - IVF in good financial shape now so we can start working on our development plan
 - 2020 World Sprints in Hilo. Lynda will work with Uncle Bo as technical delegate on behalf of IVF
 - Bids for 2021 distance (interest from France and Rapa Nui)
 - Bids for 2022 Sprints (interest from Great Britain - will need volunteer support)
 - Anti doping: 1st positive test in a very long time from 2017 LD Worlds (steroids, VI bronze medal stripped). Raises the Q of if CORA is clear enough on our own anti doping policy, do we follow IVF's suspension policies (which we will be reviewing at our next meeting as we feel they are too short).
- **Financials/Treasurer Update – Jonathan**
 - The only significant financial transactions this month are reported by Ron under the Grants header
 - The probable need to register with CRA to pay 2018 or 2019 GST will be assessed
- **Volunteer Coordinator Update – Melisa**
 - Melisa will be posting the interviews she has compiled onto the drive so that Erik or Paul can post them to the CORA website. The board is very interested in reading them and discussed some ideas for interviews or an article about Nationals.
- New Business
 - **CORA member Code of Conduct / Media use policy – Jill**
 - Jill has been researching other codes of conducts from other clubs and associations for ideas of a potential framework and content for her and Ron to put together.
 - **Posting volunteer positions before the AGM - Melisa**
 - It was recommended that CORA post the volunteer positions to be filled on the website and social media. Advertising a description of the work to be carried out, might attract interest in volunteering before the resources are needed. Melisa will draft these position descriptions (newsletter contributors, CORA Cup points consolidators, etc.) for approval for next meeting. Once approved, we will post to website.

- **Canoe safety - Rob**
 - Rob asked his insurance agent to review CORA's coverage to ensure it is sufficient

- **CORA Cup points – Melisa and Don**
 - Melisa has done a lot of work on this to compile the results and cross-check team names. Is there an easier way to do this? Ask the teams to register their name, category and results through a portal?
 - Nationals: who has decals? Graeme might be able to answer once back. Don offered to contact Oddball to have generic decals ready to go without names on them.
 - The CORA Cup rules state the specific points awarded for finish placement 1st to 5th, and one point for all other participants. Does this include teams recorded as DQ'd, DNS, or DNF, if they registered, paid and showed up with a canoe at the race site? General consensus is that DNF does get 1 point. It is not anticipated that crews that DNS or were DQ'd will be contending for the CORA Cup. At the AGM this year the board may propose a clarification of the definition of "participating" in a race to identify if DNS, DNF and DQ can use that race to earn CORA Cup points.

- **Small boat racing drafting rules – James**
 - CORA does not have a mandate, but a recommendation, for race directors to stagger the class of boats. Don will send this to James.

- Action items

No.	Assignee	Action Item	Due Date	Comments
Raised Jul 5, 2017				
25	Rob	Vaikobi PFDs: update Safety manual recommendations to reflect CORA's position on this		<p>Jul 5. CORA's position in discussion on the regulated use of these pfd's which are not approved by Transport Canada.</p> <p>Aug 2: We're going to update Safety manual recommendations to reflect race rules. Sep 6: In progress.</p> <p>Oct 4: Vaikobi attempting to get certification from appropriate government body. Nov 1: Tabled until the weekend AGM meetings. Dec 6: Tabled to Jan 3. Jan 3: Vaikobi rep says Transport Canada is looking to approve.</p>

				<p>Rob would like to track this on the action item list. Feb 9 & Mar 7: Still in progress. Apr 4: Local rep contacted owner/manufacturer. PFD is ISO certified and Transport Canada is looking to accept these PFDs, as they are in several other countries. Apr 5: Rob will ask insurance provided to document their stance that there are no restrictions on which PFD to use for CORA races and events. May 2 – Aug 1: No update.</p>
Raised Aug 2, 2017				
27	Rob	Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access		<p>Oct 4: Rob took pictures of boats and took down weights and will find list to send to Gralin. Nov 1: Tabled until the weekend AGM meetings. Dec 6: Tabled to Jan 3. Jan 3: Jonathan working with Rob to consolidate inventory past and present, then this can be closed. Feb 14 & Mar 7: No update. Apr 5: Jonathan recommended in Dec that perhaps all the photos could be stored somewhere accessible to all race directors. Will discuss any follow up actions at May meeting. May 2: Jonathan proposed a permanent sticker with canoe weight for Spec boats. Rob and Jonathan to discuss offline. Jun 6: A few of the CORA board members can discuss at Island Iron. Jul 4: Rob will bring scale to Lotus, Grace will bring sandbags to bring up to 400lbs, Jonathan will help Rob and Grace. There is a canoe # sequence issue (Calgary and Kelowna are the same). Can we get a volunteer to check over and maintain the list? Table for now. Aug 1: No update.</p>
Raised Jan 3, 2018				
38	Jonathan	Prepare a long-term plan for GST account registration	Aug 31, 2018	<p>Feb 9: We will need to plan to collect GST on 2019 CORA memberships well in advance of the AGM in Nov/Dec 2018. In progress. Mar 7: In progress, being planned. Apr</p>

				4: on hold until the fall, when we will register. Jul 4: plan will be completed within 6 weeks. Aug 1: No update.
40	Paul	Ensure that the 2017 Team Canada selection document gets published to CORA website.	Cancelled	Feb 9: Documents being finalized. Mar 7: Tabled to April. Apr 4: Reassigning from Paul to Erik to work with Jan. Nicole/Rob will send Jan an email advising Erik will need access key to carry this out. Apr 11: Jan gave Erik partial access so that he can add this doc. Jul 4: Paul will have a look in inventory. If documents cannot be found, Nicole proposes to cancel this action item as we will soon have 2019 distance docs for CORA members to reference.
41	Jonathan	Draft position description for the Director of Education mentioned in the CORA constitution		Feb 9 – Aug 1: To be drafted.
Raised Feb 7, 2018				
46	Nicole	Collect Conflict of Interest acknowledgement forms from CORA directors and track until all received		Mar 7: In progress, with 6 of 16 received after receiving Ron's email Feb 4. Mar 8: Ron resent doc to Board to fill out. Apr 4: Nicole to follow up on outstanding forms due in from directors. Apr 22: Nicole sent out a reminder. Need form from Graeme, James, Leanne, Marianne, Paul, Gralin. May 2 & Jun 6: No new forms collected. Jul 4: Received from Paul and Marianne. Still need form from Graeme, James, Leanne, Gralin, and Nicole to follow up with them. Jill will follow up with IVF committee members Michael and Cindy. Aug 1: Outstanding from Graeme, Leanne, Gralin, Michael and Cindy.
47	Ron	Outline process for identifying and addressing potential conflicts of interest		Mar 7 – Aug 1: In progress.
Raised Apr 4, 2018				

54	Melisa	Help find a volunteer for Don to help compile the CORA Cup points spreadsheet	Closed	May 2: Melisa has offered to do it until she can find a volunteer to help with this. Jun 6: Melisa emailed potential volunteers that came forward on the member survey. Also created Volunteer Intent form. May need to advertise via social media or website. Jul 4: No volunteers have come forward. Aug 1: Melisa has compiled this year's results. She will advertise this position to be filled for 2019 as part of a new action item and this one can be closed.
56	Melisa	Try to find one or more volunteers that would be interested in putting together newsletters for CORA. (Leanne would be the contact)		May 2: In progress. Jun 6: Melisa emailed potential volunteers that came forward on the member survey. Also created Volunteer Intent form. May need to advertise via social media or website. Jul 4: No volunteers have come forward, but Melisa has made some contributions (see minutes above). Aug 1: Leanne will engage with Melisa on this in the fall
Raised Jun 6, 2018				
60	Graeme	Add an addendum to crowded race calendar report: specific recommendations CORA can consider to address the issue.		Jul 4: tabled to August. Aug 1: tabled to September
61	Paul	Add Graeme's small boat event document to CORA website	Completed	Jul 4: Paul believes it is up on website and will check to confirm. Aug 1: Paul confirmed this is complete
Raised Aug 1, 2018				
62	Rob	Reach out to Anne at Dragon Zone to get CORA club registration underway		
63	Erik or Paul	Post Melisa's interviews (stored on the drive) onto the CORA website		

64	Melisa	Draft volunteer position descriptions (newsletter contributors, CORA Cup points consolidators, etc.) for the board to review. Once approved, can be posted to social media and website, to advertise and promote prior to AGM.	Sep 30	
65	Don	Follow up with Graeme to see if he has the Nationals decals. Contact Oddball to start planning the order for generic decals to award at Nationals.		

Adjournment: 9:02 pm PST

Next Meeting – Wednesday, Sep 5, 2018, 8:00 PM PT (9:00 PM MT)

Parking Lot for Items to go on an Agenda at a Later Date

1. Charitable Donations as part of 2019 budget – Jonathan – AGM /Technical Meeting
2. Maximum number of CORA Board Directors and proportional regional representation – Ron – AGM /Technical Meeting
3. Discuss definition and criteria for CORA Clubs to be considered in “good standing” and ensure CORA is collecting the information to make this determination– Graeme & Jonathan – AGM /Technical Meeting
4. Determine how CORA club contacts and race directors can access a list of paid individual CORA members to ensure their members up to date – Grace – AGM /Technical Meeting
5. Discuss ideas to make CORA Cup points consolidation easier – Melisa – AGM /Technical Meeting
6. Discuss if DNF, DQ and DNS get awarded CORA Cup points for 2019 rules – Don & Melisa – AGM /Technical Meeting