



**CORA Meeting Minutes
Wednesday Feb 7, 2018
7:00 PM PST (8:00 PM MST)**

- Welcome and Roll Call
 - In Attendance: Ron, Nicole, Jill, Grace, Erik, Graeme, Rob, James, Leanne, Don, Lynda, Paul, Marianne
 - Regrets: Jonathan
- Adoption of Last Month's Minutes (**Proposed by Rob to accept, and Leanne seconded**)
- Confirmation of Agenda/Add New items (**Proposed by Rob to accept after adding a new item**)
- Standing Items
 - **IVF Representative Update – Lynda**
 - 2018 plans are underway and on track. Some of the teams' rosters have changed. PayPal will be used to accept deposits.
 - For 2019 distance event, Leanne gave a verbal overview of the Intent to Compete form she distributed. She would like feedback on time trial and camp/clinic dates, and will redistribute her document.
 - **Financials/Treasurer Update – Jonathan**
 - Rob gave a verbal overview of the highlights from Jonathan's financial updates he distributed via email to the CORA Board.
 - It was requested that the Board approve the IVF budget. No objections, all in agreement.
 - It was requested that the Board approve the General Account budget. After some discussion, the coaching education grant is going to be re-allocated to fund the regional training plan. Leanne will work to produce a proposal for the 6-region training plan to present to the Board in March. Ron will coordinate the website updates to communicate that all of the 2018 coaching education grant money will cover the regional training plan, so

that clubs don't apply for grant money that is not available. Jonathan can consider the budget approved after this adjustment is made

- If regional training cost estimates exceed the budget, it may be proposed between now and mid-April for some of the clinic grant money to help fund this initiative. This will be a consideration if the funds are identified as required prior to mid-April.
 - We will need to plan to collect GST on 2019 CORA memberships well in advance of the AGM in Nov/Dec 2018.
- **Membership Updates – Grace**
 - There are 727 individual paddler memberships as of February 7, and 25 clubs who have renewed. A reminder will be sent to clubs who have not renewed their 2018 club membership.
 - Grace has been in touch with members affected by the online membership database issues that Jan has been working to troubleshoot.
- **Grant Updates – Ron**
 - 2017 grants are now wrapped up.
 - Ron gave an update about the new 2018 grant applications received and their stage of approval.
- **Communications & Technical Update – Paul**
 - Website is pretty stable & membership renewal issues are taken care of
 - Erik gave a Google Enterprise update. CORA email Inboxes will be set up. Details of implementing the new Inboxes can be flushed out later on.
 - CORA's generic email address <Info@> currently goes to Jan and Graeme, who forward to the right person. CORA forms may need to be updated with additional generic email addresses specific to particular initiatives in future, and forwarded directly to the correct responsible individual.
- **Coaching Resources – Marianne and Leanne**
 - In progress. Leanne gave a further email update after the meeting confirming a coaching calendar will be implemented with the new website. Leanne will be posting course dates as they are identified. She created a survey for current and aspiring coaches to determine interest and format for coach the coach clinics. Will move forward with finding facilitators and booking venues and dates.
- **Juniors Support – Marianne**
 - Marianne and Grace are collaborating on ideas for the spring
- **Additional CORA funding (i.e., Leanne's proposal, six regional clinics) – Leanne**
 - Leanne is putting together a proposal for March. Jonathan will be asked to put funds aside for this specific purpose.
- **Conflict of Interest – Ron and Jill**
 - Ron distributed docs. Erik and Graeme had some minor input about a few type-o's and polishing. Rob moved for the Board to approve the

document and Grace seconded the motion. The Board agreed to accept the policy and it will be put into place. Once the document has had its few small edits taken care of, it will be posted to the website.

- All members of the Board need to fill out the acknowledgement form and send to Nicole (Recording Secretary).
- The Board will give a mandate to subcommittees.
- Potential coaches for local, regional and IVF training clinics would like the process clarified by Ron as to how to address potential conflicts. Is there a template/form for coaches to fill out, to alert the Board of the potential conflict, should they be coaching at an event for which CORA is helping to fund through clinic grants, IVF support money, etc.? Ron to provide a template and/or outline the process steps for identifying potential conflict, then how to obtain Board approval/direction to proceed.

▪ **New Business**

- **Review of AGM ideas for 2018 initiatives – Nicole**
 - Ideas raised at most recent AGM for potential 2018 initiatives will be discussed in March, and decisions made about whether or not to carry them forward.
- **Volunteer Coordinator – Nicole**
 - Ron helped us to find Melissa Tang (FCRCC). She will be invited to the March meeting to be introduced to the Board. Nicole will hand over current volunteer list.
- **Director of Education for CORA**
 - See action item #41
- **New race applications to add to CORA schedule.**
 - Applications for CORA sanctioned races currently goes to Rob (CORA President). This will change and new applications will now go to Grace and Don. Their collective race director experience will be a benefit to taking over this role.
 - A Belleville, ON club is looking to host 6/12k race
 - Length of the Lake is back on for 2018
 - For the People “Not Guts No Glory” race application under review by Rob.
- **CORA benefits to eastern clubs**
 - Leanne is looking to list benefits of belonging to CORA for eastern paddling clubs. She is looking for input so that she can put something on the website.

- Action items (Nicole collected updates after meeting so that we could finish meeting close to on-time.)

No.	Assignee	Action Item	Due Date	Comments
Raised Apr 5, 2017				
16	Leanne, Marianne	Review and reply to Cindy's communication re: coaching calendar for CORA site. Identify next steps to put this in place.	Completed	May 10: Not on call, tabled to June. Jun 10: Steps in progress. Jul 5, Aug 2, and Sep 12: Tabled until the weekend AGM meeting. Feb 4: Marianne and Leanne have begun work and will share communication about the calendar. Tabled until the weekend AGM meeting. Feb 7: Leanne thanked for this input. Updates for the calendar will be given as part of the agenda under the "Coaching resource" section. This can be closed.
Raised Jul 5, 2017				
25	Rob	Vaikobi PFDs: update Safety manual recommendations to reflect CORA's position on this		Jul 5: CORA's position in discussion on these pfd's which are not Transport Canada. Aug 2: We're going to update Safety manual to reflect race rules. Sep 6: In progress attempting to get certification from a government body. Nov 1: Tabled until next meetings. Dec 6: Tabled to Jan 3. Jan 3: Transport Canada is looking to approve. Track this on the action item list. Feb 7:
26B	Paul or Colleen	Confirm when Parts & Service providers list updates can be posted to CORA website	Cancelled	Sep 6: If Graeme gets this updated, have Colleen get this up onto the website? to put list on the website, inclusive of updates. Jan 3: Tabled to next month. Feb 9: Graeme there were no updates to the list for 1
Raised Aug 2, 2017				
27	Jonathan	Contact Rob about the inventory update after canoes were weighed at Nationals		Oct 4: Rob took pictures of boats and will find list to send to Gralin. Nov 1: weekend AGM meetings. Dec 6: Tabled. Jonathan working with Rob to consolidate and present, then this can be closed.
Raised Nov 4, 2017 at Pre-AGM meeting				
Pre-AGM1	CORA Board	Review ideas mentioned during this meeting and identify which initiatives we will bring forward to execute in 2018		Jan 3: Tabled to February. Feb 7: Tabled

Raised in CORA Annual Technical Meeting, Nov 5, 2017				
Tech 4	Graeme	Watch for For The People's "No Guts, No Glory" race application to the CORA inbox and work with Nicole if we need to reach out to Clinton for the info.	Completed	Jan 3: Graeme received this race application and forwarded on to Gralin, and will send the application proposed we have a Race Director to the President.) Once Rob reviews, Graeme will contact and advise insurers. Feb 7: Graeme shared the application with Rob, who will respond.
Tech 10	Nicole	Engage a Volunteer Coordinator to reach out the membership interested in volunteering.	Completed	Jan 3: Sent request to those that volunteered for the survey, with response deadline of Jan 10. Received and forwarded a response from Melisa Tait who is interested in filling this role. Nicole will present in March meeting for introductions and will provide a volunteer list.
Raised in CORA Annual General Meeting, Nov 5, 2017				
AGM1	Rob	Lead Board discussion on RME grant allocation model ideas for 2018 prior to establishing budget and grant application rules.	Closed	Jan 3: Tabled to next month. Feb 9: 2018 model accepted, and CORA will stick with the current allocation model.
AGM2	Lynda	Establish and distribute a budget showing how much cost is involved in sending Team Canada to IVF events each year. Differentiate what CORA will contribute towards the costs from the portion of the funds required to be paid by the participating paddler.	Cancelled (duplicate)	Jan 3: Tabled to next month. Feb 7: Tabled to next month. Duplicate of item 30, and will be closed if not provided under #30.
Raised Dec 6, 2017				
29	Lynda	Share 2017 Team Canada survey results access with CORA Board	Completed	Jan 3: The Survey Monkey results are available through a login link. Jill offered to get the results and Leanne's absence. Jan 17: Jill shared the results with the Board.
30	Lynda	Draft an overview showing where CORA funds will be directed to assist Team Canada training. Also outline costs the athlete will need to cover independently. This will be posted to CORA website		Jan 3: In progress with Lynda, Rob and the IVF committee will consider posting a survey. Advising all IVF events are user-pay model. Offer funding to help with coaching/travel.
36	Ron	Write up article on CORA grants for website	Completed	Jan 3: Waiting to close 2017 and then write article. Feb 9: Article written and sent to Paul.
Raised Jan 3, 2018				

38	Jonathan	Prepare a long term plan for GST account registration		Feb 9: We will need to plan to collect memberships well in advance of the A 2018. In progress.
39	Jonathan	Sent list of 2017 RME withdrawals to Ron to compare and match with his records / budget	Completed	Feb 14: Finished, agreed and signed o
40	Rob	Ensure that the 2017 Team Canada selection document gets published to CORA website.		Feb 9: Documents being finalized.
41	Jonathan	Draft position description for the Director of Education mentioned in the CORA constitution		Feb 9: Tabled to March.
42	Don	Update the CORA Cup rules on the website to show that the short course CORA Cup is now expanded to overall men, women and mixed.		Feb 9: Tabled to March.
Raised Feb 7, 2018				
43	Jonathan	Re-allocate 2018 coaching education grant budget to be put aside for 6 regional coached training sessions		
44	Ron	Remove application for 2018 coaching education grants from website and advise clubs where this budget is being spent	Completed	Feb 9: Completed. Ron sent website u
45	Ron	Finalize Conflict of Interest and send to Paul to upload to website		
46	Nicole	Collect Conflict of Interest acknowledgement forms from CORA directors and track until all received		
47	Ron	Outline process for addressing potential conflicts of interest		

Adjournment: 08:13 pm PST

Next Meeting – Wednesday, Mar 7, 2017, 7:00 PM PT (8:00 PM MT)