



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

- Welcome and Roll Call
 - In Attendance: Ron, Nicole, Jonathan, Jill, Grace, Erik, James, Don, Graeme, Paul, Marianne, Melisa, Leanne
 - Regrets: Rob, Lynda
- Adoption of Last Month's Minutes (**Proposed by Ron to accept, and Grace seconded**)
- Confirmation of Agenda/Add New items (**Proposed by Ron to accept after adding a new items**)
- Standing Items
 - **IVF Representative Update – Lynda and Leanne**
 - **IVF Tahiti 2018:** All under control and on schedule. 56 paddlers all registered with IVF. Uniform orders in progress. We have a number of extra items ordered which increases the profit margin. This should ensure that there is no charge for the training camps for paddlers (May 27 and June 23-24). Lynda is staying on top of all financial transactions with Jonathan.
 - **IVF 2019 Project:** Leanne provided update. Need Lower Mainland host for Apr 14/15 clinic to provide at least 3 OC6s and a coach boat. Confirming numbers with paddlers to ensure there is a minimum number coming to support the event.
 - The IVF committee is looking for CORA board or IVF committee member volunteers to help the coaching position selection committee. Ideally will have five volunteers email Lynda or Rob with their interest, and those volunteers will be familiar with applicants coaching.
 - There is interest in seeing a list of those intending to try out for Team Canada crews. It might be possible to post a link on the website leading to a Google doc regularly updated with those names. Erik and Leanne to take this on.

- **Financials/Treasurer Update – Jonathan**
 - Accounts: Jonathan sent accounts to all directors, and will respond to question directly with the person asking.
 - PayPal fees: Transfers are being brought in from PayPal to the RBC accounts.
 - GICs: GICs were invested, as per the previous mandate. RBC has given CORA a favourable GIC rate.
 - RBC: Signatories at RBC have been changed, as mandated. They are now, Jonathan, Ron and Jan.
 - GST: Jonathan is monitoring our accounts to ensure we do not exceed the GST threshold in 2018. We will exceed GST threshold in 2019, and need to prepare to register in August and begin collecting as part of 2019 membership fees. Jonathan bringing the board a proposal to register for GST in about August 2018, in order that we can explain this to the AGM, and then introduce charging GST in 2019.
 - T2: Looking into producing a T2 return for Revenue Canada, ensuring that we fulfill reporting requirements.

- **Membership Updates – Grace**
 - The CORA rep contact info is believed to be up to date on website
 - There are 884 paddlers who have current CORA membership; club membership renewals have come in from 29 clubs. The membership list updates are posted regularly to the Membership folder on the Team Drive.
 - A list of paid CORA members for each club was sent to each club's rep for verification; the resultant feedback and renewals led to more work for Jan but a correct database is slowly being generated. A reminder was also sent to all clubs who had not renewed their 2018 club membership (along with a request to let CORA know if the club was not renewing membership for 2018).

- **Grant Updates – Ron**
 - Some coaching education grant applications were received before a message was put online advising members that this budget would be withdrawn and repurposed for the 2018 regional training clinics.
 - Leanne advised that the regional training clinics are also geared for coaching-the-coaches, and would not likely begin until the fall due to such a full spring-summer racing and event calendar that had taken up most weekends. She proposed allowing members to allow members to once again apply for the 2018 coaching education grant. Ron moved to accept and Jonathan seconded.
 - Paul to update the website to clean up / clear up the message on the website per this new decision

- **Communications & Technical Update – Paul**

- Website has been updated with 2019 IVF info and new club contacts
 - Google Enterprise is being put out step by step. We are populating the drive right now.
 - CORA emails are set up and will be the ones we use for CORA business.
 - CORA forms need to be updated to direct to new email addresses. Ron sent to Paul to do. Erik offered to help people set up alerts in their personal emails for CORA email.
 - CORA has an emerging / informal tech group (Erik / Paul / Jonathan) that will be considering automating / upgrading key processes over the remainder of the year.
 1. introduction of shared BOD drive for archival purposes and ongoing projects
 2. development of digital forms to replace manual grant applications and other submissions
 3. consideration of new shopping cart options to increase efficiency and reduce high-cost dependency on PayPal
- **Coaching Resources – Marianne and Leanne**
 - Coach the coaches: Leanne is collecting input about these clinics and will be distributing a survey to gauge interest in the community.
- **Juniors Support – Marianne**
 - In progress
- **Conflict of Interest – Ron and Jill**
 - The small remaining edits were completed and Ron distributed the final version of the policy that can now be posted to the website.
 - Ron is writing a mandate for subcommittees to help them identify and deal with potential conflicts.
 - A few remaining members of the Board need to fill out the acknowledgement form and send to Nicole (Recording Secretary).
- **New Business**
 - **Review of AGM ideas for 2018 initiatives – Nicole**
 - Ideas raised at most recent AGM for potential 2018 initiatives will be posted in the Google drive folder for CORA board members to review and add their input.
 - **Crowded race schedule (solutions for 2019 and onward) – Leanne**
 - Need to start brainstorming, perhaps collecting ideas from other Racing Associations about how to manage such a crowded race and event schedule.
 - **CORA board - setting max # of directors, ensuring balanced regional representation, setting max # per club – Ron and Leanne**

- CORA's Notice of Continuance under the Canada Not-for-Profits Corporations Act stated a maximum of 9 directors. At the next AGM Ron will arrange for members to vote on amending this to increase the maximum number of authorized directors to 20. We need 2/3s of the votes to carry forward, then we can file an amendment. Not all committees and initiatives require that a CORA member be a director to participate, if we don't get 2/3s of the membership in agreement.
 - When we revisit the topic in November we can also discuss balanced regional representation, and limits for same-club representation on the CORA board.
- **CORA Cup Pts – Don**
 - Don has updated CORA Cup race registration form to collect the data we need to award CORA Cup prizes. It will also provide more info about the Cup to race registrants and registrars.
 - Ron will send Don a table to show race divisions and classifications that could be included in the rules
 - Erik will help Don convert his pdf to a fillable PDF, and share the CORA logo with him to add to the doc.
 - Ron moved that all members of a team vying for the CORA Cup must be annual CORA members on the day of the race. Jonathan seconded. No nays, so passed.

- 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		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: In progress.
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: Tabled until next weekend AGM meetings. Dec 6: Tabled to Jan 3. Jan 3: Jonathan working with Rob to consolidate and present, then this can be closed. Feb 7: In progress.
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 to March. Mar 7: Tabled to Nicole to post ideas collected for board.
Raised Dec 6, 2017				
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 IVF committee will consider posting a advising all IVF events are user-pay model offer funding to help with coaching/travel. Tabled to April.
Raised Jan 3, 2018				
38	Jonathan	Prepare a long term plan for GST account registration	Aug 31, 2018	Feb 9: We will need to plan to collect memberships well in advance of the AGM 2018. In progress. Mar 7: In progress,
40	Rob	Ensure that the 2017 Team Canada selection document gets published to CORA website.		Feb 9: Documents being finalized. Mar 7: In progress.

41	Jonathan	Draft position description for the Director of Education mentioned in the CORA constitution		Feb 9: Tabled to March. Mar 7: Tabled
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. Mar 7: Input to help finalize these docs
Raised Feb 7, 2018				
43	Jonathan	Re-allocate 2018 coaching education grant budget to be put aside for 6 regional coached training sessions	Cancelled	Mar 7: We will allow CORA members grants once again. Remainder will be regional clinics.
45	Ron	Finalize Conflict of Interest and send to Paul to upload to website	Completed	Mar 7: Completed
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
47	Ron	Outline process for identifying and addressing potential conflicts of interest		Mar 7: In progress
Raised Mar 7, 2018				
48	Paul	Upload website to show we are once again accepting applications for 2018 coaching education grant allocations		
49	Paul	Update CORA application forms with new CORA email addresses provided by Ron		
50	Paul	Upload Final Conflict of Interest Policy to website		
51	Ron	Coordinate membership vote to determine if CORA Board can increase maximum number of directors to 20	Nov 2018	

Adjournment: 08:29 pm PST

Next Meeting – Wednesday, Apr 4, 2017, 7:00 PM PT (8:00 PM MT)