CORA Monthly Meeting Minutes

Wednesday February 5, 2020

7:00 PM PST / 8:00 PM MST / 10:00 PM EST

1. Welcome and Roll Call

   Present: Grace, Rob V., Rob M., Erik, Cindy, Don, Ron, Scott, Leanne,

   Regrets: Graeme, [Marianne], [Mony], [Jonathan]

2. Adoption of Last Month's Minutes

   RESOLVED THAT last month's minutes be adopted as a correct record of the proceedings of the meeting. . **Approved**

3. Confirmation of Agenda/Add New items

4. Standing Items - Presented by existing Officers
   a. Review/Updates of Outstanding Action items – **Marianne**

   b. Communications & Technical Update – **Erik**

      Website is much more up to date - good workflow. Committees can use for their meetings as well, no charge with non-profit status. Can be set up on short notice. Must use canadianoutrigger.ca e-mail address.

   c. Membership Update and Member Database Improvements – **Grace**

In addition to several pushes on the CORA web page and FB, Erik sent out a reminder to any 2019 CORA members who had not yet renewed for 2020; this brought in considerable online registration activity. Erik also sent out links for renewal and "Detailed form" to CORA clubs. Many thanks to Erik for being so patient and willing to answer numerous queries, taking on additional tasks, and making adjustments to the system.

- Individual Memberships

   At last year's February board meeting there were 960 individual annual memberships paid but this year, to date, there are 891. There are currently 23 single event memberships (most for the Ice Breaker). With postponement of the Ice Breaker for safety reasons, there was more work created for Jonathan and Erik with a few additional queries about refunds for CORA single event memberships.

- Annual Club Memberships

   So far, 29 clubs have paid their annual membership including new applicants Huanani Outrigger Club (with 16 members in Montreal) and Sunnyside Outrigger Club (with 50 members in Toronto).

d. Grant Updates – **Ron**
   - RME Grants

      Still need to reply to SARP regarding its RME Grant Application.
      Otherwise, no activity.

   - Clinic Grants

      No activity.

   - Coaching Education Grants

      No activity.

   - Travel Grants

      No activity.

e. Coaching Resources – **Leanne**
   - Thought this was supposed to be removed for now as a standing item

f. IVF Representative Update – **Leanne**
   - Sprints
      - Camps set, message going out to Team Canada members today with info.
   - Distance
      - Analyzing framework - 3 options up for discussion

- Committee trying to arrange a meeting for Friday to discuss and decide next steps.

g. Financials/Treasurer Update - **Jonathan**

I have circulated a report as at the end of January, 2020. Moved by Rob V and seconded by Erik. **Approved.**

We need to sign off a budget. Moved by Rob V and seconded by Erik. **Approved.**

If no amendments are agreed at this meeting, I will assume that the board agrees to my last circulated proposal.

Two GICs are maturing, each for $10,000 plus interest, in February. I am seeking a mandate from the board to reinvest into GICs. I do not have the latest rates, but expect about 2%.

Approval of $20,000 GIC @ 2.25%. Moved by Rob V, seconded by Grace. **Approved.**

Our first GST return to the CRA will be made later in February. As our effective start date became November 1, 2019, our first return will be to RECLAIM $45.

The Annual Income Tax Return to the CRA will be made later in February. There will be nothing to pay.

I need a mandate to transfer the $5,000 grant to the IVF account. Moved by Rob V., seconded by Grace. **Approved.**

AGM Guidelines: Per km rate based on Revenue Canada Guidelines. Ferry reimbursement. Cheaper mode if by air. Accommodation $250. To be developed by Jonathan and presented next month.

h. Junior Update - **Marianne**
Deferred.

i. Race Committee Update - **Don**
Don incorporating Graeme's comments into his.

5. New Business
   a. Change in race date for ORPC Island Iron to May 30/31, 2020 – **Erik**
      Moved by Ron to change date of Island Iron to May 30/31, seconded by Erik. **Approved**.

   b. Directors' addresses for 2020 Notice of Change in Directors - **Ron**

   c. Response to SARP (RME Grant Application) regarding Club Requirements - **Ron**
      Tell SARP that we will wait until they have 6 members registered.

   d. Amendments to Long Distance Race Rules - **Ron**
      Deferred generally.

Question raised by Don regarding foreign approved PFDs. Rob V. raised new notice from AllSport that there needs to be 6 Transport Canada approved PFDs in each boat. Foreign paddlers can still use their own foreign-approved PFDs. This impacts use of Vaikobi PFDs and we will need to notify CORA members of the change in AllSport policy. Erik says that Vaikobi is aware of the issue.

    e. Updated Canoe Registry - **Graeme/Ron**

Scale is at Rob V's office 30"x60". 60lbs in weight. Rob has a lot of boat weight data and will share.
Rob V. Most boats underweight - 5-60 lbs underweight.
Cindy: Advantaged 380-385 lbs. Mirages 370-375 ish.
Don: Bradley's are all underweight. Club Membership registration does not include boat weight.
Create certificates from Rob's data - he weighed and photographed boats.
We have good distribution of CORA Cup races this year to weight boats.

6. Adjournment
    Meeting adjourned at

7. Action items:

No.	Assignee	Action Item	Due Date	Comments
Raised Feb 7, 2018				
47	Ron	Outline process for identifying and addressing potential conflicts of interest	Pending	**Mar 7 - Aug 1**: In progress. **Sep 5 & Oct 3:** No update. **Nov 7:** Ron is writing up some scenarios. In the meantime, board to bring forward to monthly meetings as they come up. **Dec 5 - Mar 6:** No update. **Apr 3:** This will be a chart to identify potential conflicts when directors exercise their powers (i.e., vote or make other decisions). **May 7 - Jul 2:** No update. **Aug 6:** This will happen before AGM. **Nov 6**: Will happen by Sat Nov 9. **Dec 4**: Ongoing. **Jan 8**: Ongoing. **Feb 5:** Ongoing.

Raised Nov 3, 2018 at AGM planning meeting				
Pre-AGM 1	Erik	Work with Communications team to see if push messages / push calendar can be set up to help publicize events (races, clinics)	Pending	**Dec 5:** Proposed for LOTUS / FGPC to be asked to submit blurb with photo and registration links (for example) for January / February. CORA can push via Facebook and club director emails once per month; one month in advance. (Ran out of time to discuss.). **Feb 6-Apr 3**: No update. **May 7:** social media sufficient until website completed. **Jun 4 & Jul 2:** No update. **Aug 6:** We might not have access to this technology on the new website, TBD. We do have access to what Colleen used on the present website. **Sep 4:** No update. **Nov 6**: Can be revisited once 2020 race calendar is finalized. **Dec 4**: Deferred. **Jan 8**: Deferred. **Feb 5: Already done for Membership. Budgetary constraints ($500). Too many races to "push" - can do CORA Cup races ($30-40).**
Pre-AGM 4	Rob & Ron	Ask for a volunteer to review the grant application form to see how to integrate the good standing qualifications (and exception request) discussed at Pre-AGM meeting. This person would work with Erik who has volunteered to do the same with the 2019 CORA Club registration form. Help document the criteria for a club to be considered a club eligible for CORA grants, so that it could be added to the club renewal/registration form. Propose a process for exception requests to be submitted.	Pending	**Dec 5:** We are short on time to conduct further discussion and confirm agreement on good standing qualification. For 2019, Erik will add a space on the club registration form for the club to provide an inventory of their canoes and trailers. The rest will be ironed out in the new year. **Jan 9:** We will do a test run to collect info off of grant application form to see how the clubs benefiting from the grants meet good standing qualifications. Graeme will write up what we are trying to do with this initiative to inform CORA clubs of why we are collecting this information by Jan 15. He will also help update the grant application forms to elicit the info. **Feb 6**: Erik added space on club registration form for canoe inventory. **Mar 6**: Graeme will work on a page to be distributed to clubs about our objective in collecting their information. **Apr 3:** Graeme has provided guidance on what constitutes "Good Standing". CORA Board to follow through with Actions with regard clubs not meeting those "Good Standing" guidelines. **May 7 - Jul 2:** No update. **Aug 6:** Postponed as a pre-AGM agenda item. **Nov 9**: Ron will help draft the criteria for clubs, and the exception request process. **Dec 4:** Ron Chin with his

				legal expertise was requested to draft guidelines. **Jan 8**: Not yet / ongoing. **Feb 5:** Not yet / ongoing.
Raised Jun 4, 2019				
88	Erik	Grant access and coordinate training for additional members of the board to be able to update new website	In Progress	**Jul 2:** Paul will reach out to help Erik coordinate this. **Aug 6:** Nicole to ask if contractor or Paul can coordinate this. (Email sent after meeting, and this is not an option right now.) **Sep 4:** No update. **Nov 6**: Priority to address. Need to discuss R&R at Pre-AGM. **Dec 4**: Deferred. **Dec 25:** Basic Website Editor credentials provided to Graeme. Systematic approach being taken for knowledge transfer & ongoing updates to website. **Jan 8**: Ongoing. **Feb 5: This is happening. Graeme has admin access. Next step is each area of the website to be administered / divided among Directors comfortable with WordPress.**
89	Jonathan	Discuss more economical conference call options with Erik		**Jul 2:** No update. **Aug 6-Sep 4:** He is collecting research. **Nov 6:** No update. **Dec 4**: Will be trialed in January **Feb 5: Complete**
Raised Oct 2, 2019				
111	Erik	Send Ron the link where he can find the safety plans submitted with 2020 race applications		**Nov 6**: Being handled separately. This situation is resolved for 2021. **Dec 4**: Deferred. **Jan 8**: Ongoing. **Feb 5: Complete**
Raised Oct 27, 2019				
114	Rob & Ron	Identify where Peter Forand Masters Challenge Trophy is located	In Progress	Had discussions with 2017 / 2018 / 2091 winners Peter Marcus & Minnie Fontenelle. Neither of them has ever laid eyes on the actual trophy, however they have seen a photo of it (forwarded photo onto Ron Chin). Any idea who had possession of the trophy approximately March 2017 when it was supposed to be presented to Peter Marcus? **Nov 6**: Graeme asked Rob to reach out to Ross Creasy. Don is texting him to determine if he knows.

				Nov 7: Don Mulhall tried. Will contact PNWORCA members to see if it crossed the border & anyone knows of its whereabouts. **Dec 4:** Graeme asked Erik to post on website. **Jan 8:** Jonathan Wilkins has followed the money trail. Ross Creasy has provided details on sources of trophy pieces. Trophy never left Canada after delivery by Kerr Recognition. **Feb 5: See recommendation for replacement Recommendation to come from Graeme.**
115	Everyone	Give feedback regarding Graeme's proposed standardized CORA Race Results template	Pending	Distributed Standardized CORA Race Results template to all Board members for review to consider, such that all CORA sanctioned event host clubs will provide race results in this CORA Race Results template to CORA in a timely manner. **Nov 6**: This could be part of the race director's guide that Don is initiating. There is general support for the proposed template. We will talk about compliance at Pre-AGM. Graeme to distribute Excel version of form for review. **Nov 7**: Excel version distributed to all. Do we include a CORA reviewed / approved version of this with the CORA Race Directors packet? **Dec 4**: To be reviewed by Race committee. If agreed, then an Excel / Google Sheet version with macros can be provided & made available as part of the Race Director's Guidebook (packet) addendum. **Jan 8:** CORA Race Results template referenced in ongoing Race Director's Guidebook (Clarify scope - Only CORA Cup Series or all CORA races) **Feb 5: Scope? Recirculate for comment.**
Raised Nov 6, 2019 J				
116	Rob to delegate	Find a volunteer or establish a strategy to pursue club canoe "registry" info that was not submitted when renewal of registration for club CORA membership was submitted. (This action arose from action item	Ongoing	**Dec 4**: Defer to January - ask Erik. **Jan 8:** Recommend "boots on the ground" approach as part of CORA Race Committee. Details on canoe scale (weight; footprint) for transport to CORA clubs <u>before</u> 2020 CORA Cup Series - Rob V? - Confirmed location and size / weight of scale **Feb 5: New CORA OC6 Canoe Registry In Progress - Obtain weigh scale from Rob V. Scale is at Rob V's office**

		#27: "Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access.")		**30"x60". 60lbs in weight. Rob has a lot of boat weight data and will share. Most boats underweight - 5-60 lbs underweight. Cindy: Advantaged 380-385 lbs. Mirages 370-375 ish. Don: Bradley's are all underweight.**
Raised at Pre-AGM Nov 9, 2019				
Pre-AGM 5	Mony	Share ideas with Board about how to make CORA Cup points consolidation easier	See 115	**Dec 4**: An Excel / Google Sheet version with macros can be provided & made available as part of the Race Director's Handbook (packet) addendum. **Jan 8:** Don to review Excel / Google Sheet version with macros upon his return **Feb 5:** Don to review Excel / Google Sheet version with macros upon his return
Pre-AGM 6	Board as a whole	Review AGM weekend minutes and identify any topics that need to go onto the monthly meeting agenda	Pending	**Dec 4**: to be reviewed and brought forward in January. **Jan 8:** Not yet / Ongoing. **Feb 5:** Several items Work-In-Progress
Pre-AGM 7	Don	Update CORA Cup rules to show the addition of a division for women, men and Mixed 40+ Masters class for Ultralight canoes	Ongoing	**Dec 4**: CORA Rules have not been updated since 2018. Need to also post 2019 CORA Cup Rules to Archives. Women / Men / Mixed Masters 40+ class for Ultralight canoes scenarios included in CORA 2020 Sanctioned Event Participation Recognition Recommendations. **NOTE:** This is ONLY for CORA Cup Series Long Course - NOT for CORA Cup Series Short Course. Ron to revise CORA Long Distance Rules and present in January. **Jan 8:** Draft Amended Long Distance Rules circulated January 7th. Board members to provide feedback **Feb 5:** Graeme's recommended revisions sent to Ron Chin for review. Changes reviewed and incorporated and circulated to Board in blackline form.
Pre-AGM 8	Graeme, Erik	Consider how Communications team can advertise the time limit for grant applications, using social media		**Dec 4**: Deferred **Jan 8:** Deferred **Feb 5:**
Pre-AGM 10	Don	The concept of a Race Director's Guidebook (packet) was put forward. This proposal is not in the Action Items	Ongoing	**Dec 4**: Graeme has offered to assist Don & form a "sub-committee" to have a document ready & distribute by 1 week before the January 2020 Board Meeting; **Jan 8:** Submitted

					details to Don on Dec 19 on every topic in the Race Director's Guidebook draft for review. CORA Race Committee Work-In-Progress (Clarify scope - Only CORA Cup Series or all CORA races) **Feb 5:** Ongoing

Raised at Technical Meeting Nov 10, 2019					
Tech 1	Don	Update CORA Cup rules to show the change that CORA Cup points will be totaled for every race attended instead of choosing the top two CORA Cup races plus Nationals. (Nationals will still be mandatory to attend.) Consider broadcasting an announcement about this change to the CORA membership.	Pending		**Dec 4**: Still 2 CORA Cup Regional Races + CORA Championship Race. **Jan 8:** Don progress? - Awaiting feedback from Interior clubs as to whether 2020 CORA Cup Series will be 6 or 7 races. All other updates noted **Feb 5:** Cut-off date for 2nd Interior CORA Cup Series Race? Probably April 30, 2020.
Tech 2	Don	Update CORA Cup rules to show that there will be two additional CORA Cup races (one on the island, one in interior) added to the CORA Cup series. Consider broadcasting an announcement about this change to the CORA membership.	Pending		**Dec 4**: Brotchie Reach added as a CORA Cup race. **Jan 8:** Questions have been put forward by membership already. Recommend a CORA post stating the 2020 CORA Cup Series changes (races; points) Don progress? Awaiting feedback from Interior clubs as to whether 2020 CORA Cup Series will be 6 or 7 races. **Feb 5:** Cut-off date for 2nd Interior CORA Cup Series Race? Probably April 30, 2020.
Tech 3	Ron	Contact interior clubs to see if we can find a host for an additional CORA Cup race.	Pending		**Dec 4**: Will follow up. **Jan 8**: Follow-up email sent to Vernon enquiring if they are interested in hosting a Summer 2020 CORA Cup race (Vernon applied for 2021, so there may be interest there). If not, will check with Kamloops Wailua and SARP. **Feb 5:** Vernon declined. E-mail sent to Kamloops Wailua, SARP, Kelowna and Penticton. Have not heard back. Cut-off date for 2nd Interior CORA Cup Series Race? April 30, 2020 is ultimate CORA-sanctioned race deadline. Kelowna (Leanne) & Penticton (Don) declined.
Tech 5	Ron	Check that the deadline for submitting grant applications and the deadline for	Pending		**Dec 4**: Follow up next year. **Jan 8**: Will provide Erik & Graeme with scanned mark-ups of On-Line Grant Application

		submitting receipts to receive grants are well publicized on the grant section of the website and on the grant forms themselves		Forms this week. **Feb 5:** Progress? Still need to do.
Tech 6	Marianne	Review the CORA racing rules and ensure that it is overtly stated that adult/experienced steerers are allowed to steer for juniors and novices.	Ongoing	**Dec 4**: CORA Race Rules need updates. Ron to revise CORA Long Distance Rules and present in January. **Jan 8**: Draft Amended Long Distance Rules circulated January 7th. Board members to provide feedback **Feb 5:** Graeme's recommended revisions sent to Ron Chin for review. Changes reviewed and incorporated and circulated to Board in blackline form.
Tech 7	Leanne	Looking into if SCORA will allow us to adopt their steering tests to ensure that steerers have sufficient skills to handle the responsibility for races	Pending	**Dec 4**: Leanne has test, guides and answer key from SCORA that Race Committee could use to develop one for CORA based on Canadian Coast Guard rules and such. Where would we like them to be uploaded on drive? Leanne to add to Racing folder on shared drive. Race Committee to review and revise before publication. **Jan 8**: Deferred **Feb 5**: Underway. Being reviewed and Canadianized.
Tech 8	Ron to delegate	Document CORA's recommendation for how race directors collapse race categories for prizing and medals (awards) for large boats. (This is independent from how CORA Cup points are allocated to the division/class crews register in, which will remain unchanged.) Share this document with some of the complainants in 2019.	Pending	**Dec 4**: Collapsing divisions for "awards" (not "prizes") included in CORA 2020 Sanctioned Event Participation Recognition Recommendations. See Graeme's e-mail. **Jan 8**: Recommendations distributed. No objections so far. Proceed? (Ron hasn't reviewed yet) - Deferred **Feb 5**: Race Director's Guidebook. Ron hasn't reviewed yet
Tech 9	Erik, Leanne and Cindy	Document how clubs purchase ultralights and share it with CORA membership	Pending	**Dec 4**: In process. **Jan 8:** Leanne progress? **Feb 5**: Ongoing.
Raised at AGM Nov 10, 2019				

AGM 2	Graeme	Draft a post for the web page with a photo and a request for the CORA membership to help locate the Peter Forand Masters Challenge trophy	Completed	**Dec 4**: Graeme provided Erik with posting for CORA website. Awaiting posting. **Dec 9:** Cliff Notes & Proposal & Policy & Nomination distributed. Only concern raised was by Jonathan regarding honorarium. Motion to adopt the Proposal? Vote on the Nomination? **Jan 8:** Web page posted. Complete.
AGM 3	Erik, Graeme and Rob	Research to see if CORA has any Hugh Town award documentation (overview, rules, nominations)	Completed	**Dec 4**: Graeme will do this and distribute by 1 week before the January 2020 Board Meeting if the Board agrees to review & vote on a motion at the January 2020 Board Meeting **Dec 9:** Cliff Notes & Proposal & Policy & Nomination distributed. Only concern raised was by Jonathan regarding honorarium. Motion to adopt the Proposal? Vote on the Nomination? **Jan 8:** Proposal accepted. Nomination accepted.
Raised Dec 4, 2019				
120	Erik & Graeme	Review (QA) of CORA website 2020 pages / postings / calendar for consistency	Ongoing	**Dec 4**: Graeme provided Erik with updates to CORA website. Awaiting response. **Jan 8:** Most website 2020 pages / postings / calendar changes implemented. Basic Website Editor credentials provided to Graeme. Remaining updates will be made between January & February Board Meetings **Feb 5:** Ongoing
121	Board	Interior or Alberta Rep recommendations as only Don & Leanne given Lynda & Malmquist departures	Ongoing	**Dec 4:** Vernon? Kamloops? Calgary? Leduc? **Jan 8:** Interior or Alberta Rep recommendations? - Deferred **Feb 5:** Leanne texting.
122	Board	Backup for Roles during overloads	Ongoing	**Dec 4:** Vice-President - vacant Communications Officer - [Outbound communications/Special Projects (surveys, AGM notice, etc.?)] - vacant [Paul Pilon?] **Jan 8:** Basic Website Editor credentials provided to Graeme for website backup / knowledge transfer. **Feb 5:** Alternate Secretary for Knowledge Transfer?

123	Erik	Add email address for Cindy Wright.	Ongoing	**Dec 4:** Lynda has requested Erik to set up. **Jan 8:** Erik progress? - Deferred **Feb 5:** Complete
124	Erik	Add email address for IVF Area Coordinator (Kristine Malmquist)	Ongoing	**Dec 4:** Lynda has requested Erik to set up. **Jan 8:** Erik progress? - Deferred **Feb 5:** Complete
125	Erik	Discuss concerns regarding IVF & CORA Club crews	Pending	**Dec 4:** See email communique from Erik "Regarding the IVF file" **Jan 8:** Erik progress? - Deferred **Feb 5:** IVF Committee working on this.
Raised Jan 8, 2020				
126	Ron	Get daytime address information from the new directors	Pending	**Jan 8:** Needed for CORA Changes Of Directors 2020. **Feb 5:** Request for confirmation of addresses circulated to Directors. Collecting information.
127	Jonathan	Budget for AGM expenses	Pending	**Jan 8:** To be discussed prior to 2020 CORA AGM **Feb 5:** Jonathan to develop and present next month.
128	Ron	Form for canoe weighing	Pending	**Jan 8:** To be prepared by Ron **Feb 5:** Still need to do.
129	Graeme	Hugh Town Builder Memorial Trophy	Ongoing	**Feb 5:** Provided Specs to Kerr Recognition. Awaiting artwork & estimate
130	Graeme	Peter Forand Masters Challenge Trophy	Ongoing	**Feb 5:** See recommendation for replacement given dead-ends on all search avenues. Recommendation to come from Graeme.

Adjournment: 8:20 pm PST

Next Meeting – Wednesday, February 5, 2020. 7:00 PM PT / 8:00 PM MT / 10:00 PM ET