



CORA Monthly Meeting Minutes

Wednesday August 5, 2020

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

Meeting ID

meet.google.com/zep-adfn-gqu

Phone Numbers

[\(CA\)+1 289-323-2417](tel:+12893232417)

PIN: 837 799 974#

1. Welcome and Roll Call
Present: Ron, Scott, Grace, Erik, Graeme, Rob M, Jonathan, Don, Leanne,
Regrets: Mony, Rob V., Marianne, Cindy
Guest: Lynda Roberts
2. Adoption of July Minutes
RESOLVED THAT the July 2020 minutes be adopted as a correct record of the proceedings of the meeting.
Moved by Ron C.. Seconded by Grace. **Approved.**
3. Confirmation of Agenda/Add New items - **None.**
4. Standing Items - Presented by existing Officers
 - Communications & Technical Update – **Erik**
 - Not much to report. Added more cancellations. Just a few events still listed.
 - Requests for 2021 race sanctioning being accepted and visible to applicants. Not sure if 2021 dates viable yet.
 - Side topic - invite race submissions by October and review around AGM. No booking parks or coast guard.
 - Ron to prepare abbreviated request notice. Ron to draft initial submission request and Erik will simplify submission form.

- Membership Update and Member Database Improvements – **Grace**
 - Not much to report this month from me or Jan.
 - Individual Memberships

In the past month there were approximately 30 more memberships bringing the individual memberships to 1,256 paddlers (compared to 1,657 at this time last year). No change in single event memberships at 68 (there were 316 in August, 2019).
 - Annual Club Memberships

Club memberships remain the same at 37. Graeme to contact Dragon Zone for payment.

Ottawa Club? Mony? Deferred
- Grant Updates – **Ron**
 - RME Grants

No activity
 - Clinic Grants

No activity
 - Coaching Education Grants

No activity
 - Travel Grants

No activity
- IVF Representative Update – **Leanne**
 - Sprints
 - N/A
 - Distance
 - Committee to meet in next week or so to determine V6 fall camp (October?) going forward (i.e. without V6s)
 - V1 proposal put forth to discuss at this meeting as well (east vs west) (i.e. without need to travel)
 - TT data being collected, feedback has been that it has given people a target to train for to help them through this season.
 - Registration deadline is Aug 15 for paddlers wanting to participate in the process.
- Financials/Treasurer Update - **Jonathan**
 - [CORA July 2020 monthly report.pdf](#)
 - Jonathan to do a “best guess” in the Fall regarding projected budget for 2021 based on 2 or 3 different numbers for membership numbers.
 - In 2021 when racing starts up, we need to communicate with members why they are paying the full \$30 fee.
- Junior Update - **Marianne**
 - Deferred

- Race Committee Update - **Don**
 - See discussion, above, for 2021 race sanctioning
 - Race Directors' Guidebook is ongoing.

5. New Business

- CORA Representation on IVF Board (backgrounder by Lynda Roberts) - **Ron**
 Leanne: Propose that we ask Lynda to stay on as CORA IVF Board representative.
 Move that we ask Lynda Roberts to stand for reelection on the IVF Board to represent Canada. Seconded by Grace.
Approved.
- Insurance Update - **Ron**
 Underwriter's responses to questions:
Part 1
 - Request to amend the wording of the Sports & Social Activities Endorsement (i.e. to delete 'supervised'):
 Underwriter: "We can't amend the wording as requested since doing this would require a review by head office. It appears the wrong endorsement was added, we can amend it back to the previous Sports & Social Activities wording."Part 2
 - Are the activities covered for a Day Fee Member the same as for an Annual Member?
 Underwriter: - Coverage is the same.
 - Regarding activities, the following are the types of activities in which CORA members may participate/ Please confirm if activities are covered:
 Underwriter: - All sanctioned activities would be covered by the policy. Individual self-directed training by members would not fall under sanctioned activities by the insured.
 Underwriter: - Please provide a schedule of all international races for our file.
 - Also, Member Clubs also invite the public to try paddling, whether at Open Houses or on a short trial period without committing to club membership (i.e. "Guests"). Would guests be covered?
 Underwriter: - Guests would be covered for participating in sanctioned activities. All guests should be recorded and reported to us in the final "single day member" figures.

Rob V - indicated that the insurance without coverage for solo paddlers does not serve our needs and we should shop around.

Erik - Impact on unaffiliated paddlers. Suggests parallel discussions with BFL (FGPC's insurer) and AllSport. Erik is happy with BFL (which insures a lot of dragon boat clubs).

Jonathan - Get Erik involved in insurance negotiations. Don't need to wait till the AllSport policy expires to take out a new one.

Ron - Will still come up with a table of coverage to run past Cameron.

6. Review/Updates of Outstanding 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	<p>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. Mar 4: Ongoing. Apr. 1: Ongoing May 6: Ongoing. Jun 3: Ongoing. Jul 8: Ongoing Aug 5: Ongoing</p>
Raised Nov 3, 2018 at AGM planning meeting				
Pre-AGM 4	Rob & Ron	<p>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.</p> <p>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.</p>	Pending	<p>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 5: Erik added space on club registration form for canoe inventory. Mar 4: 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</p>

				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. Mar 4: Ongoing - minimum 6 CORA members. Apr 1: Ongoing May 6: Ongoing. Jun 3: Ongoing. Jul 8: Ongoing Aug 5: 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. Mar 4: Graeme working on EOM / EOY / Periodic tasks for website maintenance; Erik to schedule session later in March. Apr 1: March 20th session completed (Ron & Jonathan) Identifying additional tasks ongoing. May 6: Ongoing. Jun 3: Send Erik an email if interested. - Graeme requested website menu permissions. Jul 8: - Graeme requested website menu permissions. Aug 5: Ongoing
Raised Oct 27, 2019				
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

				<p>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. Mar 4: Graeme to update Excel macros based on first few 2020 races. Apr 1: Deferred. Ready by next OC6 race. May 6: Ongoing. Jun 3: Ongoing Jul 8: Ready by next OC6 race. Aug 5: Ready by next OC6 race</p>
Raised Nov 6, 2019 J				
116	Rob to delegate	<p>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.</p> <p>(This action arose from action item #27: "Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access.")</p>	Ongoing	<p>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 30"x60". 60 lbs 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: Bradleys are all underweight. Feb 26: Rob Varnel provided weight data on 24 OC6s from 10 clubs. Complete info on 47 of 126 Canadian OC6s. Thanks Ron & Grace & Jonathan & Rob V. Mar 4: CORA Board Members requested to update CORA OC6 Registry with their club details. Awaiting CORA</p>

				Club Responses from Erik. Apr 1: Canadian OC6/OC4 Registry complete. Various documents to be distributed to Board members for review. May 6: Awaiting Club Responses consolidated document from Erik to cross-check Registry Jun 3: Awaiting Club Responses consolidated document from Erik to cross-check Registry. Received / reviewed Club Responses consolidated document. Distributed Summary Document. Jul 8: Ongoing Aug 5: Add Canoe Registry pages to website menu
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 Mar 4: Graeme to update Excel macros based on first few 2020 races Apr 1: Deferred. Ready by next OC6 race. May be all at Comox this year. May 6: Ongoing. Jun 3: Ongoing Jul 8: Ready by next OC6 race. Aug 5: Ready by next OC6 race
Pre-AGM 10	Don	The concept of a Race Director's Guidebook (packet) was put forward. This proposal is not in the Action Items. Include CORA's recommendation for how race directors collapse / combine race categories for prizing and medals (awards) for large boats.	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 Mar 4: In Progress Apr 1: ? May 6: ? Jun 3: Ongoing Jul 8: Ongoing. Aug 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	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

		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.		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. Mar 4: Recommend cut-off date. (April 11) 1 week prior to FLCC River Run OC6 Race - CORA CUP #1 - No responses from Wailua or SARP. Remove. Apr 1: Agreed that max 6 CORA Cup Series races in 2020 (virus permitting)? Still need new CORA Cup Series document, but dates questionable. May be all at Comox this year. May 6: ? Jun 3: Ron to contact re planning. Jul 8: Comox cancelled Aug 5: Revisit at 2020 AGM
Tech 5	Ron	Check that the deadline for submitting grant applications and the deadline for submitting receipts to receive grants are well publicized on the grant section of the website and on the grant forms themselves	Pending	Dec 4: Follow up next year. Jan 8: Will provide Erik & Graeme with scanned mark-ups of On-Line Grant Application Forms this week. Feb 5: Progress? Still need to do. Mar 4: To come Apr 1: Deferred May 6: Deferred Jun 3: Check Travel Grant wording Jul 8: Ongoing. Aug 5: Ongoing
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. Mar 4: To be considered over the coming year. Erik to modify for Victoria Harbour and then we can expand to other CORA Races. Apr 1: Deferred May 6: Deferred Jun 3: To go to Race Committee to adapt to CORA. Erik to review wrt Victoria waterway standards. Jul 8: Ongoing. Aug 5: Ongoing
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. Mar 4: Please add to this document for info Leanne to send e-mail. Apr 1: Deferred May 6: Deferred Jun 3: Board members to add info if known. Info collected from Canoe manufacturers / distributors - Graeme / Erik to add web-page to web-site menu. Jul 8: Graeme / Erik to add web-page to

				web-site menu Aug 5: Ongoing
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 Mar 4: Ongoing page-by-page QA and fix Apr 1: Ongoing. Other Action Items took precedence. May 6: Ongoing Jun 3: Ongoing Jul 8: Ongoing Aug 5: Ongoing
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? Mar 4: Moving forward. Information being shared among multiple Directors. I.e. Erik sharing information with Graeme. Multiple Directors can post on Facebook. Jonathan will be able to manage shopping cart. Apr 1: Deferred May 6: Deferred Jun 3: Ron and Graeme assumed Secretary role for meetings. Peoples' uptake of cloud network has increased immensely. Jul 8: Ongoing Aug 5: Ongoing
Raised Jan 8, 2020				
128	Ron	Form for canoe weighing	Pending	Jan 8: To be prepared by Ron Feb 5: Still need to do. Mar 4: In Progress Apr 1: No rush as next race TBD May 6: Deferred Jun 3: Ongoing. Jul 8: Ongoing Aug 5: Ongoing
Raised Feb 5, 2020				

129	Graeme	Hugh Town Builder Memorial Trophy	Ongoing	<p>Feb 5: Provided Specs to Kerr Recognition. Awaiting artwork & estimate. Mar 4: Estimated cost to be within \$500 budget, In Progress. Apr 1: Kerr Recognition visit on hold May 6: Kerr Recognition closed till lockdown released Jun 3: Kerr Recognition closed till lockdown released. Provided Kerr with trophy details - In Progress. Jul 8-25: Trophy ready for pickup & presentation to 2019 Recipient at a designated place / time Aug 5: Ongoing</p>
132	Erik	Collect all Club responses and upload them to the shared holding place going forward in the Google Drive. See Action Item 116	Pending	<p>Feb 23: Option provided for forwarding Gmail messages & attachments to Google Drive Mar 4: Being collated into a single document. Will send to Ron & Grace - Graeme may want to convert into a user-friendly format. Apr 1: ??? Would love to see Club responses vs. results of Registry research May 6: Erik? Jun 3: Erik to send a link to live doc to Graeme Jul 8: The few CORA Club Responses received are out-dated / incomplete / inaccurate Aug 5: Agreed that current Club Registration & Response Forms have room for improvement - See Action Item 139</p>
Raised Apr 1, 2020				
135	Graeme	Action item #27 is closed: "Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access.")	Pending	<p>Apr 1: Canoe Registry is available on website (password protected) in Google Map & table formats. Excel file can be made available for download. What to include / publish? May 6: Completed - Registry updated with transfer of 1 Calmar from Comox to Campbell River Jun 3: Graeme to work with Erik. Jul 8: Erik / Graeme to add new website menu items for Canoe Registry info</p>
Raised Jun 3, 2020				
136	Erik / Cindy	Contact BC Health Ministry regarding "Return To Sport" guidelines	Pending	<p>Jun 3: Erik and Graeme to finalize draft notice for posting on CORA website. Jul 8: Latest "Return To Sport" guidelines Post added. Health Resources web-page updated with latest info across Canada - Ongoing</p>

137	Rob V / Ron	Contact AllSport regarding insurance coverage for CORA club members on-water activities given Covid situation	Pending	Jun 3: Erik to set up sub-committee meeting and Rob V. to contact following meeting. Jul 8: Ron, Rob V and Jonathan video conferenced with Cameron Cheung, SBC Insurance on June 26th. Awaiting further response from insurance underwriter regarding scope of covered activities. Aug 5: Ongoing
Raised Jul 8, 2020				
138	Graeme	Follow up with Mony for contact at Ottawa (River Runners?) Club		Jul 9: Followed up with Erik & Grace & Mony & Ozone Ottawa distributor on Ottawa club - no progress Aug 5: Ongoing
139	Graeme	Graeme to isolate a few key questions from the Member Club Renewal Application for Erik and Grace to review around October before next year's renewals.	Ongoing	Jul 31: Provided CORA Registration / Response Form draft to Erik & Grace for review Aug 5: Ongoing
140				
141				

7. Adjournment

Meeting adjourned at 7:46PM.

Next Meeting – September 2, 2020