CORA Monthly Meeting Minutes

Wednesday October 7, 2020

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

Meeting ID
meet.google.com/oei-zjux-epc

Phone Numbers
(CA)+1 226-315-9205
PIN: 934 157 508#

- Welcome and Roll Call

  Present: Ron, Erik, Graeme, Rob M, Jonathan, Rob V., Mony, Grace, Don, Leanne, Marianne,

  Regrets: Cindy, Scott

- Adoption of **September** Minutes

  RESOLVED THAT the **September** 2020 minutes be adopted as a correct record of the proceedings of the meeting. Moved by Ron C. Seconded by Jonathan. **APPROVED**

- Confirmation of Agenda/Add New items - **?**

- Standing Items - Presented by existing Officers

- ○ Communications & Technical Update – **Erik**
    - ■ I've done some research on tech solutions to our upcoming AGM. A Zoom Pro account would suit our needs.
    - ■ The cost of a Zoom Pro account is about $200 per year. This provides for a participant audience of 100 people (I expect this is more than enough for our AGM). Zoom Pro also provides plenty of accessories (e.g. voting, polling etc.) that we can use to manage the formalities and interactivity of the meeting.
    - ■ In order to take the "tech" pressure off of meeting participants and the board executive, I've asked FGPC's technical officer to pencil in this project; he'd serve as the meeting technician (and would manage the meeting set up, the polling and voting, etc.). Paul (Barton) would work with Ron and the secretary (also Ron) to pre-load the AGM agenda along with any advance motions so that most of the functionality is ready before the meeting opens. Paul and I are happy to coordinate the admin aspects of the meeting if the board is interested in this assistance.
    - ■ I'm confident that this is the best and most robust, dependable choice for our COVID-safe AGM. I'm prepared to discuss this at the board meeting tomorrow, as Ron wishes.

- ○ Membership Update – **Grace**

  Not a lot of membership activity this month. A draft of the 2020 Membership Report was circulated (to be updated before the CORA AGM).

    - ■ <u>Individual Memberships</u>

      4 more individual memberships came in this past month.

    - ■ <u>Annual Club Memberships</u>

      Grace has contacted Donna Harrison about the Gibsons Paddle Club's 2020 CORA Club Membership.
    - - Leanne - Toronto Sailing Club Maka Koa (Club Membership Due?)
    - - Ottawa Club? Mony?

- ○ Grant Updates – **Ron**
    - ■ <u>RME Grants</u>
      No activity.
      E-transfer of $1000 paid to ORPC on October 5th in payment of their 2020 RME grant.
      I will send out a reminder to eligible clubs this week and send out the Open Call about mid-October (deadline October 31st).
      Ron **MOVED TO APPROVE** an open call RME process if we have room in the RME budget allocation for 2020.
      Jonathan and Eric opposed; others approved. **APPROVED**.

    - ■ <u>Clinic Grants</u>
      No activity.

- ■ Coaching Education Grants
  E-Transfer issued to Jonathan Wilkins for $103.95 RAP Online Fall Seminar

- ■ Travel Grants
  No activity.

- ○ IVF Representative Update – **Leanne**
  - ■ IVF AGM - Dec 12 - Lynda will attend in her role as IVF board member. Leanne will attend for CORA. Hoping for a timeline from Samoa 2021 organizers for cancelling or going ahead with event.
  - ■ Sprints
    - ● N/A
  - ■ Distance
    - ● V6 selection on hold. Selection camp postponed until spring.
    - ● V1 west race offs set for Sunday October 18 at Jericho. Volunteers and safety boats in place. Course options set. Participants are confirming attendance. 2 heats - men (~20) and women (~12). COVID protocols will be circulated (i.e. as done for Wavechaser).

- ○ Financials/Treasurer Update - **Jonathan**
  - ■ Financial Statement to Sep 30, 2020
    https://drive.google.com/drive/u/4/folders/1mdcIvP3eJCHhAD3LgLcIaN6QCrgnTYtN

- ○ Junior Update - **Marianne**
  - ■ No update

- ○ Race Committee Update - **Don**
  - ■ No update

- ● New Business
  - ○ 2020 CORA AGM Date / Notifications - **Ron**

    Notice of Members Meeting

    Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:

    ...

    2. by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, ***during a period of 21 to 35 days before the day on which the meeting is to be held****.*

Pre-AGM November 21st and AGM 22nd. Notice to be sent to members at 35-day mark.
AGM CORA post to request "new blood" - please
For video AGM, google meet fine for Saturday pre-AGM, assistance required for Sunday technical and AGM meetings (proposed to use Zoom professional account ~$200). Leanne has a Zoom professional account. Erik has a technician (Paul) who would input motions, etc. Draft resolutions in advance and tweak for Saturday night before AGM. No charge for services.
We could use a CORA Zoom professional account to facilitate other CORA initiatives. - coaching, town hall discussions, etc.
Jonathan - FGPC was to issue invoices for technical services. None received yet. General discussion re service contractors tbd.
Ron **MOVED TO APPROVE** the purchase of a Zoom professional account - Jonathan seconded. **APPROVED.**
AGM Technical and AGM to be one call @ 1:00pm

- CORA Winter Series - **Rob M / Graeme**
  Proposal distributed to Board Members
  Supplement PNWORCA Winter Series with CORA Winter Series starting in January.
  See document circulated by Graeme. Jericho in support. Other clubs also contacted by Graeme in support.
  Question whether the winter series should be separate regional series or allowing intermingling.
  Erik we should restrict to CORA only (not PNWORCA) for practical cross-border reasons.
  Don and Leanne - no ability to get on the water in the interior.
  Proposing 3-4 races in each region.
  Erik thinks Comox would be delighted in hosting a race and that Victoria groups would also be interested.
  There are already intra-club races being held and expanding to other clubs is a nice idea.
  Remember that there is still the 50-person event limit.
  Heats can be arranged based on men, women and divisions - numbers may be lower due to lack of American attendance.

  Graeme **MOVED TO APPROVE** a CORA Small Boats Winter Series and coordinate the hosting of races by member clubs in each of the Vancouver Island region and the Lower Mainland region. Ron C seconded. **APPROVED.**

- 2021 Budget Planning - **Jonathan**

  Jonathan has sent a request for input from directors for their standing responsibilities.

- Insurance Inclusions / Exclusions - **Grace / Graeme** - time permitting -
  Context: CORA Club Membership form question – *"Club Insurance – 1) Club relies solely on CORA insurance; 2) Club carries separate insurance policy (s)"*
  What paddlesports are covered by CORA Insurance? - OC6; OC12; OC1; OC2; V1; surfski; kayak; SUP; C1/C2; K1/K2; Dragon Boat?

Rob V - Discussions with rep suggests all "club sanctioned activities: even if in non-outrigger canoes.
Jonathan and Ron - concerns about restriction to outrigger canoes due to "Outrigger Racing Activities" on the declaration page.
Jonathan to discuss current FGPC policy with Rob V. Policy to be circulated.

- Posterity - **Graeme** (unanticipated outcome of Canoe Registry research) - time permitting -
Lotus history 1985-2020 - Grace Morissette
Jericho history 1993-2020 - Jan Chavarie
False Creek history 1982-2000 - Drew Mitchell / Andrea Dillon
Vernon / Okanagan - Cheryl Scribe / Brent Bagnall
Vancouver Island - "*Rhino and the Cal-Mar arrived at Bishop Drive on Sproat Lake. November 20th, 2003*"

Graeme looking for volunteers to proofread.
Erik - Volunteering Cindy Wright to be Vancouver Island outrigger historian. Important project and thanks.
Rob V to assist.

- Canoe Scale - **Ron Chin & Rob V**
Arrange for delivery to FCRCC before OC6s rigged

Ron to contact Rob V directly once confirmed with Susan Mott

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	**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 **Sep 2**: Ongoing **Oct 7:** ?
Raised Nov 3, 2018 at AGM planning meeting				
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 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 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. Ongoing. **Jun 3:** Ongoing. **Jul 8:** Ongoing **Aug 5**: Ongoing **Sep 2**: Ongoing **Oct 7:** ?
Raised Jun 4, 2019				
88	Erik	Grant access and coordinate training for additional members of the board to be able to update new website	Ongoing	**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 (SOP) 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; **Sep 2:** Ron & Jonathan & Graeme granted website Admin role - exercise caution. **Oct 7:** Graeme confirmed permissions working as requested
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 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: S**cope? 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:** Ongoing **Aug 5**: Ongoing **Sep 2:** Ongoing **Oct 7:** Ready by next OC6 race
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 #27: "Determine how to post and share the inventory CORA club canoes photos and weights for race directors to access.")	Completed	**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 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 **Sep 2:** Ron & Jonathan & Graeme granted website Admin role - Ready by Oct meeting **Oct 7:** Webpage completed; Publish live
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. J**un 3:** Ongoing Jul **8:** Ready by next OC6 race. **Aug 5**: Ongoing **Sep 2:** Ongoing **Oct 7:** 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 **Sep 2:**

				Ongoing **Oct 7:** Ready by next OC6 race

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. **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 **Sep 2:** CORA Cup 2021 prospects?
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 **Sep 2:** Ongoing **Oct 7:** ?
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 **Sep 2**: Ongoing **Oct 7:** ?
Tech 9	Erik, Leanne and Cindy	Document how clubs purchase ultralights and share it with CORA membership	Completed	**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 **Sep 2:** Ron & Jonathan & Graeme granted website Admin role - Ready by Oct meeting **Oct 7:** Webpage completed; Publish live
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 **Sep 2**: Ongoing **Oct 7:** Monthly link-check process
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 **Sep 2:** Ongoing **Oct 7:** ?
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 **Sep 2:** Ongoing **Oct 7:** ?
Raised Feb 5, 2020				
129	Graeme	Hugh Town Builder Memorial Trophy	Ongoing	**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 **Aug 21:** Trophy collected & Google Drive Chain-Of-Custody updated **Sep 2:** Invoice to be sent to Jonathan **Oct 7:** Invoice to be sent to Jonathan
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	**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 outdated / incomplete / inaccurate **Aug 5:** Agreed that current Club Registration & Response Forms have room for improvement - See Action Item 139 **Sep 2:** See Action Item 140 **Oct 7:** See Action Item 140
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.")	Completed	**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 **Aug 5:** Graeme requested website menu permissions **Sep 2:** Canoe updates keep showing up. Ron & Jonathan & Graeme granted website Admin role - Ready by Oct meeting **Oct 7:** Webpage completed; Publish live
Raised Jun 3, 2020				
136	Erik / Cindy	Contact BC Health Ministry regarding "Return To Sport" guidelines	Pending	**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 **Aug 5:** Ongoing **Sep 2:** Update Health Resources page with *"Phase 3: Progressively Loosen"* links **Oct 7:** Update Health Resources page with *"Phase 3: Progressively Loosen"* links
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 v**ideo conferenced with Cameron Cheung, SBC Insurance on June 26th. Awaiting further response from insurance underwriter regarding scope of covered activities. **Aug 5:** Ongoing **Sep 2**: Ongoing **Oct 7:** ?
Raised Jul 8, 2020				
138	Graeme / Mony	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 **Sep 2**: Ongoing **Oct 7:** ?
139	Graeme	Graeme to isolate a few key questions from the Member Club Renewal	Ongoing	**Jul 31:** Provided CORA Registration / Response Form draft to Erik & Grace for review **Aug 5:** Ongoing **Sep 2:** Draft

		Application for Erik and Grace to review around October before next year's renewals.		Google Form distributed to Erik / Grace; Feedback received; Form amended; See **Action Item 141 Oct 7:** ?
Raised Aug 5, 2020				
140	Jonathan	Provide document with 1 or more scenarios of a delayed / abbreviated 2021 Racing Season for possible effects of COVID on CORA Financials	Completed	**Aug 5:** To-Do **Sep 2:** Distributed for review Aug 29 **Oct 7**: To be removed
141	Erik / Graeme	CORA Club Contacts Registry to be stored in a common / shared location such as the Google Shared Drive "Clubs" folder	Ongoing	**Aug 26:** CORA website has Club Rep info; Need centralized location for this information **Sep 2**: Compiled / reconciled Club Details from multiple sources & saved as Google Sheet **Oct 7:** Reviewed by Grace; Jonathan to provide club membership payment details; Ron C / Erik to provide club contact details
Raised Sep 2, 2020				
142	Cindy / Erik	Develop COVID cohort template and other Board members can fill in	Completed	**Sep 2:** Goal to have something for the Board to review by Sep 9. Post notice on website aiming for issuance for Mid-September.**Sep 23:** Phase 3 Progressively Loosen Guidance Document completed by quorum of Board Members and distributed to clubs / members
143	Rob V / Ron	Arrange for delivery of canoe scale to FCRCC ASAP while hulls derigged	Pending	**Sep 2:** FCRCC & VOS big boats unrigged. Store scale at FCRCC until next club ready for weighing **Oct 7:** Arrange for delivery
Raised Oct 7, 2020				
144				
145				

7. Adjournment

Meeting adjourned at 8:17PM.

Next Meeting – Start TBD - November 4, 2020