



CORA Pre-AGM Meeting Minutes

Saturday, November 9, 2019 at 2:00 pm

Farris, Vaughan, Wills & Murphy LLP

Toronto Dominion Bank Tower

25th Floor, 700 West Georgia St., Vancouver, BC

Welcome and Roll Call:

- In Attendance: Nicole Cherrington, Erik Ages, Ron Chin, Rob Varnel, Grace Morissette, Graeme Galves, Don Mulhall, Jonathan Wilkins, Leanne Stanley, Mony Sy. Marianne and Paul Pilon arrived at the end of the agenda item #6 (budget amendments).
- Regrets: Lynda Roberts

1. Confirm Technical and AGM Meeting agenda is up-to-date and representative of current initiatives (All) [Link](#)

- Completed live updates to the agendas

2. Check together that 2019 reports are posted ahead of the Technical Meeting and AGM (All) [Link](#)

- Completed. Financials will be moved over from Reference folder after reviewed tonight. Safety, Insurance and Juniors report will be added if created.

3. 2020 Board Nominations & Staged By-Elections:

- Confirm duration (1,2,3 years) for which new and current Board members are committing to the CORA Board (Nicole) [Link](#)
 - Each Board member gave input about how many more years that they are committing to CORA.
- Process and staged timeline for re-elections (Ron)
 - We need to strategize to limit the number of Board members in operational roles departing in the same year.
 - At the AGM Rob will present an overview of the Board's staged by-election plan to the CORA membership.
 - Nicole sent chart to Ron and asked Ron to print the summary chart for Rob to present.
- Review and validate 2020 Board nominations (Nicole)
 - Rob Magus accepts the nomination for director. He may be interested in IVF committee, along with a few others.
 - With the departure of Paul, Lynda and Nicole, and onboarding of Rob, we still have room for up to four new CORA Board members.

4. Open Call RME Grant applications (Ron)

- Ron reviewed the rationale for making selections for the Open Call
- The clubs that were eligible in 2019 have priority
- We are trying to help clubs maximize their eligibility for the full \$1000
- Motion #1 Rob motions that the CORA Board APPROVE the Repair, Equipment and Maintenance Grant Applications of:
 - Fraser Valley Paddling Club submitted November 4, 2019;
 - Comox Valley Canoe Racing Club submitted November 4, 2019;
 - Lotus Sports Club submitted November 4, 2019;
 - Penticton Racing Canoe Club submitted November 5, 2019; and
 - Nanaimo Ocean Paddling Club submitted November 6, 2019;
- each for up to \$1000, subject to submission of satisfactory receipts by December 31, 2019.
- Motion seconded by Jonathan. Approved.
- Motion #2
 - Note that Ronald Chin, Jonathan Wilkins, Marianne Pilon and Paul Pilon are excluded from voting in respect of the second motion (regarding FCRCC's, FLCC's and ORPC's grant applications).
 - Ron motions that the CORA Board REJECT the Repair, Equipment and Maintenance Grant Applications of:
 - False Creek Racing Canoe Club submitted November 3, 2019;
 - Fort Langley Canoe Club submitted November 4, 2019;
 - Ocean River Paddling Club submitted November 4, 2019;
 - Sproat Lake Canoe Club submitted November 4, 2019; and
 - Latitude 48 Paddling Club submitted November 7, 2019.
 - Motion seconded by Erik. Approved.

5. Decide on date to open up CORA 2020 membership registrations/renewals (Grace)

- It might help people get organized with online registration for Lotus Icebreaker if they can renew/register their 2020 memberships early
- Dec 1, 2019 was initially proposed. All in favour or Nov 11, 2019 instead.

6. 2020 Budget amendment requests (Jonathan)

- Note: Travel Grant budget will depend on CORA Cup race requirements (see below)
- Increase AGM travel expenses by 4k. All in favour.
- Erik proposes increasing budget for social media to help promote CORA and happenings in the paddling community. Sponsored items will come up in feed higher up on users' Home page. All in favour.
- Term investment: One expired and Jonathan plans to ask for Board approval to reinvest in GICs. All in favour.
- Expected revenue for memberships includes the deduction for GST
- Rob proposes a smaller amount for clinic grants as clubs are not using it this year. Bring it down to \$1200, for two potential \$600 grants. All in favour.
- Coach the coaches / regional clinics is likely not going to use the \$9000 budgeted in 2010. Needs some time to establish a committee to get it off the ground.
- Rob proposed reducing coaching grants to \$1000. All in favour.
- Rob proposes additional \$600 budgeted for insurance to \$6500. All in favour.
- Rob proposed eliminating distance hosting grant and putting this money towards the race experience improvement initiative. Graeme mentioned his reluctance to remove the Nationals Hosting Grant. Graeme believes that continuing to offer the grant would help the race host produce a quality race experience. This will remain intact.
- Rob reviewed his race improvement / prizing idea and gave an idea of the wholesale discounts CORA can potentially get to help race directors with the prize table. We can purchase about 17 quality pieces of gear for \$1000 from one potential vendor. This would be a discretionary grant, not necessarily upheld every year if we decide to try it out this year.

- Erik had an alternate suggestion for the extra money: an initiative to race directors for meeting the CORA race management standards / criteria set for a quality event. CORA would help race directors with some guidance.
- Ron suggested CORA should have a Race Committee that offers time to work with race directors on conference calls or in person, checking in on readiness or preparations. There was a lot of support for this recommendation.
- Rob proposed that regardless of our approach, we put aside the \$5000 in the budget to improve race experience. The Board can work out how this will be implemented at a later date. All approved.
- Ron suggested we issue a survey after each CORA race for paddlers to give input on the race experience. The info collected could help improve the Race Director's Guidebook and info shared with race directors.
- Jonathan proposes a \$5000 from the general account to the IVF account every year. Rob seconded, all in favour.

7. Business Continuity Checklist (Nicole) for on/offboarding directors/officers [Link](#)

- Need to ensure Board directors, officers and volunteers are onboarded with access to the appropriate systems, and offboarded with downgraded or removed access as appropriate.
- Nicole proposed the new Secretary update one tab a month to ensure that there is some redundancy / back up for administration / management of our financial, technology, communications, membership systems, etc. Need to ensure everyone has access to what they need.
- Nicole to add this to the Pre-AGM agenda as a standing agenda topic so we remember to review this annually.

8. Google primer (Erik)

- Erik gave a walk-through of the Google Accounts and Shared Drive, such as how to navigate, file security, sharing links, etc.
- Rob gave a tip to use a smart phone to access drive through Google apps.
- Alt-F or Control-F (depending on device) will help you find items in the drive

9. RBC bank accounts (Jonathan)

- Jonathan motions to put \$20,000 into a GIC. Rob seconds. All in favour.
- Bank charges have increased, in part due to Square sending money daily. Jonathan has reset Square so that money is transferred once we trigger it.
- Jonathan motions to move to a digital choice business account to save hundreds of dollars of transaction charges. Most of our transactions would be electronically. (This is in addition to the existing account, so that we can still write cheques.) Rob seconds. All in favour.
- Eventually CORA would like to move to electronic transactions for most if not all transactions.
- It might be possible to keep a second individual copied on communications to indicate funds have been transferred to a club rep.

10. CORA sanctioned races:

- Review Proposed CORA Race Schedule at Pre-AGM (Ron)
 - Echo Island has submitted a new race application in the past couple of weeks, to be held Aug 8/9.
 - VCKC would like to continue with hosting Switchblade on May 9. It is not a large concern that the date coincides with Duel in the Desert.
 - CORA Cup races have been identified in document Ron distributed
- Discuss CORA Cup races:
 - Adding CORA Cup races for 2020 (1 more in each region) & raising the minimum number of races back to 3 + Nationals

- It is hard to raise the number of races outside of BC lower mainland to help reduce travel for interior and Alberta, etc. CORA would like to also encourage lower mainland teams to travel further afield to race.
 - Enticing paddlers with new incentives to attend additional races might help drive increased participation in events.
 - It seems that the total number of crews racing the CORA Cup series in 2011/2012 is similar to 2019, so it is possible that when we reduced the minimum number of CORA Cup races from 4 to 3, to be eligible for the cup, the total number of crews that participated in the series has not increased. In both 2012 and 2019 about 75% of the teams did not complete the minimum number (3 or 4 races).
 - Graeme showed an analysis of race participation number that he has been tracking & it seems participation in big boat races decreased 2018 to 2019 by a few entries per race. It is thought that this is in part due to conflicts on the race calendar with other events. Three new small boat races (D'Arcy, Waterman and Montreal) increased the number of attendees in 2019. The new course and cash award made D'Arcy attractive. The tiki bar was an attractant at Waterman.
 - About 250 CORA members are focused on Hilo sprints this year and participation in distance races might not be an important focus.
 - Rob paneled each meeting participant for input about whether we make the minimum number of CORA Cup 3 or 4. If minimum number of races is 4, we will need to add extra races to choose from. The opinion is somewhat divided.
 - There is consideration that big boat race participation is lessened due to boredom. Some new races that have been proposed in recent years conflicted with existing races' dates. Could the Board give consideration to race directors that have not gotten their first choice in dates in past years and advance their top pick for following years?
 - CORA could help spread out the race calendar by inviting race directors to submit 2021 applications really early in 2020 to host races on certain dates or that meet certain criteria, to spread out the bunching of races on popular race dates, and make room for new races to get a spot on the calendar.
 - Ideas to make CORA Cup points consolidation easier (Erik, Jonathan, Don & Graeme)
 - Graeme created an Excel template that race directors can fill out with results to make consolidation easier and as a countermeasure against the hard-to-work-with result formats we have been receiving (photos, PDFs, Word docs, etc.). Hopefully if the race organizer filled out the whole worksheet without gaps, this would reduce the amount of follow up and corrections required.
 - Could race registrars draft the Excel worksheet once teams start to register for the race, then just apply placements afterward to reduce efforts on race-day?
 - Perhaps CORA could build a web interface / portal in which race registrars could input the results so that they are consistent.
 - Mony has an idea that he will share with the Board for how we can address this, based on his experience in Eastern Canada.
 - Consistency of presentations/recognition at CORA Cup races (Committee Rep)
 - Will be covered by Don's draft guideline for race hosts
 - Review of results by a CORA Director at each CORA Cup race before race awards (Ron)
 - Directors are often tired after racing, busy managing their crews and this might not be possible or plausible.
- Create a Guidelines for Race Directors document (Don)
 - Already discussed sufficiently
- Changes to age classifications and divisions
 - Consolidation of age classifications
 - CORA is aligned with IVF age classifications
 - It can be a challenge to get crews together of same age classification
 - There was no significant Board support for this idea to consolidate age classifications.
 - Eliminating minimum of 3 to form a class

- If there are not 3 crews per class racing, race directors might combine crews from more than one class in place for prizing at their discretion
 - This is not how it should work for CORA Cup points. If there is one open team competing and they finish the race, they automatically get 5 points for first place recorded for CORA Cup in their class.
 - CORA can help provide guidance to race directors
 - Adding Masters 40+ for Ultralights
 - Add a 40+ Ultralight category for men, women and mixed (3 divisions). If each division runs in separate heats, more teams can be accommodated.
 - It can be hard to know ahead of time how many boats per division per heat, to maximize canoe sharing
 - Adding this age category allows the masters teams their own Ultralight division so that they are not always competing against open.
 - All in favour.
- Rob's prizing proposal (Rob)
 - Already discussed sufficiently above
- Crowded race schedule - solutions for 2019 and onward (Leanne)
 - Already discussed sufficiently above

11. The lateness of the some of the Travel Grant applications (Jonathan)

- The rules state that the claims come in within one month of expenses being accrued.
- It is common that applicants are not abiding by this rule.
- Sometimes CORA offers Open Calls and work on next year's budget without awareness late applications are about to come in for funds already proposed to be used for other purposes.
- Is it well advertised to clubs about the time limit? CORA should educate clubs, so they are made well aware. Can be done through notices on the webpage and social media.
- It was proposed that we allow late applications for grants for the remainder of this year and not for 2020 onwards.

12. Discuss definition and criteria for CORA Clubs to be considered in "good standing":

- Review Grace/Jan's list of members grouped by-club
 - There are clubs that have registered for CORA, but they do not have individual members, or extremely few members that have registered an individual CORA membership for the current year. It is thought that alternate arrangements might be made for insurance, the individuals do not race or the racers don't know they need individual CORA membership.
 - The club registration system can have an additional feature added on to get registrant to enter minimum club criteria
 - "Other clubs" are dragon boat or groups by a different classification
- Ensure CORA is collecting the information to make this determination (Graeme & Jonathan).
 - Ron is going to help put the criteria to be built into the club registration form
 - No need to delay the opening up for 2020 registrations while Ron works on the point above
- Confirm what is the minimum criteria to be a club.
 - Club needs to have at least six members. (Don't want clubs of one person being awarded \$1000 in RME grants, for one reason.)
 - Club needs to have use of a boat
 - One club member should attend the AGM
 - Club should have some governance structure
 - It is being considered that the club should either have a safety plan or use CORA's
 - An exception request process needs to be established for clubs that don't make the minimum criteria to discuss this with CORA
 - Tabled for later to solidify the criteria.
- Design plan to integrate the good standing qualifications (and exception request) with the grant application plan
 - This was covered above

13. Coach boat guide for clubs investigating options (Leanne)

- Kelowna is acquiring coach boats and will document some considerations and guidelines such as maintenance, security, environmental concerns etc. This will be shared with CORA to post on the website to benefit other clubs.

Action items identified in CORA Pre-AGM Meeting, Nov 9, 2019			
No.	Assignee	Action Item	Due Date
Pre-AGM 1	Rob	At the AGM, present an overview of the Board's staged by-election plan to the CORA membership	Nov 10, 2019
Pre-AGM 2	Erik	Open up CORA 2020 membership registrations/renewals	Nov 11, 2019
Pre-AGM 3	Jonathan	Make updates to 2020 budget per the Pre-AGM meeting notes	Nov 10, 2019
Pre-AGM 4	Nicole	Add the Business Continuity /Onboarding Checklist to the monthly agenda and the next Pre-AGM agenda so that Board is prompted to regularly review with the new Secretary	
Pre-AGM 5	Mony	Share ideas with Board about how to make CORA Cup points consolidation easier	
Pre-AGM 6	Board as a whole	Review discussion points at the Dec 4 th monthly meeting to determine any topics that need to go onto the monthly meeting agenda	
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	
Pre-AGM 8	Graeme, Paul, Erik	Consider how Communications team can advertise on social media the time limit for grant applications	
Pre-AGM 9	Ron	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.	