



**CORA Monthly Meeting Minutes**  
**Wednesday November 4, 2020**  
**7:00 PM PST / 8:00 PM MST / 10:00 PM EST**

**Zoom Meeting**

<https://us02web.zoom.us/j/82049285783?pwd=cTRGSFhRSkFjZWNQOT0V3QmxsVERKdz09>

- Welcome and Roll Call  
Present: Ron, Erik, Jonathan, Mony, Grace, Marianne, Leanne, Graeme, Rob V.,  
Regrets: Rob M, Don, Cindy, Scott
  
- Adoption of **October** Minutes  
RESOLVED THAT the **October** 2020 minutes be adopted as a correct record of the proceedings of the meeting.  
Moved by Ron. Seconded by Jonathan. **Approved.**
  
- Confirmation of Agenda/Add New items - **None**
  
- Standing Items - Presented by existing Officers
  - Communications & Technical Update – **Erik**

- No surprises. CORA has a new Zoom account. Can't be shared.  
Located at [meetings@canadianoutrigger.ca](mailto:meetings@canadianoutrigger.ca)  
Bookings are through that identity for clinics, town hall meetings, etc.
  - Paul Barton, FGPC to administer the AGM Zoom call technically as "host". Handful of us will be "co-hosts" to manage invites, speakers, etc.
  - Agenda will be pre-programmed for 'polls'. For Q&A or amendments to motions, Paul et al will be on hand to assist.
  - Serve content in advance.
  - Surveys, questionnaires, etc. how-to seminar for Board members mid-late November (including alerts).
  - Document accessibility should be implemented for national organizations - required by 2025.
  
- Membership Update – **Grace**

Draft of the 2020 Membership Report was circulated (to be updated before the CORA AGM).

  - Individual Memberships  
Eight new memberships this month (majority were from Prince Rupert and Comox Valley and over the age of 60), bringing the total of individual memberships to 1,288 paddlers. No change in single event memberships at 68 (as compared to 316 in 2019).
  - Annual Club Memberships  
No change this month with 38 club memberships.
    - Agreement on which clubs are CORA 2020?
    - Ottawa Club? Mony?
  - Sort out Member Clubs on the pulldown list and change "other clubs" and "unaffiliated" to "Not affiliated with a listed CORA Club". Need to align with insurance coverage.
  
- Grant Updates – **Ron**
  - RME Grants  
E-transfer for \$995.69 issued to Pearson College Outrigger for their RME Grant October 29, 2020  
RME Grants for Pacific Reach Paddling Club, Fort Langley Canoe Club and Prince Rupert Outrigger Association approved via e-mail.
  - Clinic Grants  
No activity.
  - Coaching Education Grants

No activity.

- Travel Grants

No activity.

- IVF Representative Update – **Leanne**

- Sprints

- Starting to think about reviewing selection process in preparation for London 2022
- Open to feedback and ideas regarding Elite selection process as the 2020 Elite process did not get to progress past initial selection to training squad.

- Distance

- Samoa 2021 V1 race off held Oct 18 - thanks to Jericho Search and Rescue, Jan and her team at Jericho, Rob, Cindy and Ron for their contributions to a successful and safe event.
- Selection process on hold as we wait for updated information from the Samoa Organizing committee and IVF expected at IVF AGM Dec 12.

- USA ORCA IVF application mimicked CORA application.

- Selections for London start next year. Would like more feedback for elite selection / development both from individual and club perspective.

- Financials/Treasurer Update - **Jonathan**

- Financial Statement to Sep 30, 2020

<https://drive.google.com/drive/u/4/folders/1mdclvP3eJCHhAD3LqLclaN6QCrgnTYtN>

- Junior Update - **Marianne**

- No activity.

- Race Committee Update - **Don**

- N/A

- New Business

- 2020 CORA Pre-AGM, Technical Meeting & AGM Agendas - **Ron**

- [2020 CORA Agenda - Pre-AGM Meeting v1.docx](#)

- 1-5pm

- [2020 CORA Agenda - Technical Meeting v1.docx](#)

- [2020 CORA Agenda - Annual General Meeting v1.docx](#)

- Confirm Directors standing for re-election  
Grace & Don resigning.  
Marianne considering resigning, will let us know.
  - Marianne to take minutes at each of the meetings
- CORA Winter Series - **Rob M / Graeme**
  - Vancouver Island clubs (Latitude 48 Yes; Others?)
  - 5 submissions so far.  
L48 the only one on the Island. NOPC may submit for Crazy8s.  
FGPC may convert races to regional races.
- 2021 Race Applications received so far - **Erik / Ron**  
See list here: [Race Schedule 2020-2021](#)
  - Look for conflicts within regions and try to resolve - other conflicts can stand for regional based racing.
- 2021 Budget Planning - **Jonathan**
  - 2021 Club / Individual Discounts (Ongoing COVID)
  - Money being rolled forward for IVF (still kept separate from general account)
  - Changes to draft budget. Adding back \$4K AGM expenses.
  - Leanne - Town hall and coach-the-coaches adds value to membership (as well as insurance), so keep fee as is.
  - Rob V - 50/50 either way. No discounts, keep fees normal.
  - Grace - Are there any grants for CORA members? Rob V. - Could look at establishing a fund. Jonathan and Erik agree. Can be done on a case-by-case basis at the Board level.
  - Keep membership fees the same for 2021.
- Insurance for 2021 - next steps - **Ron**
  - Rob V to be receiving renewal notice soon - we are too late to change for 2021, but will enquire with AllSport rep.
- Video-Conference Town Hall Meetings and Coaching Sessions TBD @ Pre-AGM - **Ron / Leanne**
  - To be discussed at Pre-AGM Meeting

6. Review/Updates of Outstanding Action items:  
**For the Pre-AGM condense and summarize this list.**

No.	Assignee	Action Item	Due Date	Comments
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**Raised Feb 7, 2018**

47	Ron	Outline process for identifying and addressing potential conflicts of interest	Pending	<p><b>Mar 7 - Aug 1:</b> In progress. <b>Sep 5 &amp; Oct 3:</b> No update. <b>Nov 7:</b> Ron is writing up some scenarios. In the meantime, board to bring forward to monthly meetings as they come up. <b>Dec 5 - Mar 6:</b> No update. <b>Apr 3:</b> This will be a chart to identify potential conflicts when directors exercise their powers (i.e., vote or make other decisions). <b>May 7 - Jul 2:</b> No update. <b>Aug 6:</b> This will happen before AGM. <b>Nov 6:</b> Will happen by Sat Nov 9. <b>Dec 4:</b> Ongoing. <b>Jan 8:</b> Ongoing. <b>Feb 5:</b> Ongoing. <b>Mar 4:</b> Ongoing. <b>Apr. 1:</b> Ongoing <b>May 6:</b> Ongoing. <b>Jun 3:</b> Ongoing. <b>Jul 8:</b> Ongoing <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4: ?</b></p>
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**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><b>Dec 5:</b> 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. <b>Jan 9:</b> 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. <b>Feb 5:</b> Erik added space on club registration form for canoe inventory. <b>Mar 4:</b> Graeme will work on a page to be distributed to clubs about our objective in collecting their information. <b>Apr 3:</b> 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. <b>May 7 - Jul 2:</b> No update. <b>Aug 6:</b> Postponed as a pre-AGM agenda item. <b>Nov 9:</b> Ron will help draft the criteria for clubs, and the exception request process. <b>Dec 4:</b> Ron Chin with his</p>
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				legal expertise was requested to draft guidelines. <b>Jan 8:</b> Not yet / ongoing. <b>Feb 5:</b> Not yet / ongoing. <b>Mar 4:</b> Ongoing - minimum 6 CORA members. <b>Apr 1:</b> Ongoing <b>May 6:</b> Ongoing. <b>Jun 3:</b> Ongoing. <b>Jul 8:</b> Ongoing <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4: ?</b>
<b>Raised Jun 4, 2019</b>				
88	Erik	Grant access and coordinate training for additional members of the board to be able to update new website	Ongoing	<b>Jul 2:</b> Paul will reach out to help Erik coordinate this. <b>Aug 6:</b> Nicole to ask if contractor or Paul can coordinate this. (Email sent after meeting, and this is not an option right now.) <b>Sep 4:</b> No update. <b>Nov 6:</b> Priority to address. Need to discuss R&R at Pre-AGM. <b>Dec 4:</b> Deferred. <b>Dec 25:</b> Basic Website Editor credentials provided to Graeme. Systematic approach being taken for knowledge transfer & ongoing updates to website. Jan 8: Ongoing. <b>Feb 5:</b> This is happening. Graeme has admin access. Next step is each area of the website to be administered / divided among Directors comfortable with WordPress. <b>Mar 4:</b> <b>Graeme working on EOM / EOY / Periodic tasks (SOP) for website maintenance;</b> Erik to schedule session later in March. <b>Apr 1:</b> March 20th session completed (Ron & Jonathan) Identifying additional tasks ongoing. <b>May 6:</b> Ongoing. <b>Jun 3:</b> Send Erik an email if interested. - Graeme requested website menu permissions. <b>Jul 8:</b> - Graeme requested website menu permissions. <b>Aug 5:</b> Ongoing; <b>Sep 2:</b> Ron & Jonathan & Graeme granted website Admin role - exercise caution. <b>Oct 7:</b> Graeme confirmed permissions working as requested <b>Nov 4:</b> <b>Google Forms Best Practices training to be arranged for interested Board members</b>
<b>Raised Oct 27, 2019</b>				
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.

				<p><b>Nov 6:</b> 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.</p> <p><b>Nov 7:</b> Excel version distributed to all. Do we include a CORA reviewed / approved version of this with the CORA Race Directors packet? <b>Dec 4:</b> To be reviewed by Race committee. If agreed, then an Excel / Google Sheet version with macros can be provided &amp; made available as part of the Race Director's Guidebook (packet) addendum. <b>Jan 8:</b> CORA Race Results template referenced in ongoing Race Director's Guidebook (Clarify scope - Only CORA Cup Series or all CORA races) <b>Feb 5:</b> Scope? Recirculate for comment. <b>Mar 4:</b> Graeme to update Excel macros based on first few 2020 races. <b>Apr 1:</b> Deferred. Ready by next OC6 race. <b>May 6:</b> Ongoing. <b>Jun 3:</b> Ongoing <b>Jul 8:</b> Ongoing <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4:</b> Ready by next OC6 race</p>
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**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>	Completed	<p><b>Dec 4:</b> Defer to January - ask Erik. <b>Jan 8:</b> 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 <b>Feb 5:</b> 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. <b>Feb 26:</b> Rob Varnel provided weight data on 24 OC6s from 10 clubs. Complete info on 47 of 126 Canadian OC6s. Thanks Ron &amp; Grace &amp; Jonathan &amp; Rob V. <b>Mar 4:</b> CORA Board Members requested to update CORA OC6 Registry with their club details. Awaiting CORA</p>
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				<p>Club Responses from Erik. <b>Apr 1:</b> Canadian OC6/OC4 Registry complete. Various documents to be distributed to Board members for review. <b>May 6:</b> Awaiting Club Responses consolidated document from Erik to cross-check Registry  <b>Jun 3:</b> Awaiting Club Responses consolidated document from Erik to cross-check Registry. Received / reviewed Club Responses consolidated document. Distributed Summary Document. <b>Jul 8:</b> Ongoing <b>Aug 5:</b> Add Canoe Registry pages to website menu <b>Sep 2:</b> Ron &amp; Jonathan &amp; Graeme granted website Admin role - Ready by Oct meeting <b>Oct 7:</b> Webpage completed; Publish live <b>Nov 4:</b> To be deleted</p>
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**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	<p><b>Dec 4:</b> An Excel / Google Sheet version with macros can be provided &amp; made available as part of the Race Director's Handbook (packet) addendum. <b>Jan 8:</b> Don to review Excel / Google Sheet version with macros upon his return <b>Feb 5:</b> Don to review Excel / Google Sheet version with macros upon his return <b>Mar 4:</b> Graeme to update Excel macros based on first few 2020 races <b>Apr 1:</b> Deferred. Ready by next OC6 race. May be all at Comox this year. <b>May 6:</b> Ongoing. <b>Jun 3:</b> Ongoing <b>Jul 8:</b> Ready by next OC6 race. <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4:</b> Ready by next OC6 race</p>
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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	<p><b>Dec 4:</b> Graeme has offered to assist Don &amp; form a "sub-committee" to have a document ready &amp; distribute by 1 week before the January 2020 Board Meeting; <b>Jan 8:</b> 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) <b>Feb 5:</b> Ongoing <b>Mar 4:</b> In Progress <b>Apr 1:</b> ? <b>May 6:</b> ? <b>Jun 3:</b> Ongoing <b>Jul 8:</b> Ongoing <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4:</b> Ready by next OC6 race</p>
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**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	<p><b>Dec 4:</b> Still 2 CORA Cup Regional Races + CORA Championship Race. <b>Jan 8:</b> Don progress? - Awaiting feedback from Interior clubs as to whether 2020 CORA Cup Series will be 6 or 7 races. All other updates noted <b>Feb 5:</b> Cut-off date for 2nd Interior CORA Cup Series Race? Probably April 30, 2020. <b>Mar 4:</b> 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. <b>Apr 1:</b> 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. <b>May 6:</b> ? <b>Jun 3:</b> Ron to contact re planning. <b>Jul 8:</b> Comox cancelled <b>Aug 5:</b> Revisit at 2020 AGM <b>Sep 2:</b> Deferred <b>Oct 7:</b> Deferred <b>Nov 4:</b> CORA Cup 2021 prospects - Discuss at 2020 Pre-AGM?</p>
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	<p><b>Dec 4:</b> Follow up next year. <b>Jan 8:</b> Will provide Erik &amp; Graeme with scanned mark-ups of On-Line Grant Application Forms this week. <b>Feb 5:</b> Progress? Still need to do. <b>Mar 4:</b> To come <b>Apr 1:</b> Deferred <b>May 6:</b> Deferred <b>Jun 3:</b> Check Travel Grant wording <b>Jul 8:</b> Ongoing. <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4:</b> ?</p>
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	<p><b>Dec 4:</b> 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. <b>Jan 8:</b> Deferred <b>Feb 5:</b> Underway. Being reviewed and Canadianized. <b>Mar 4:</b> To be considered over the coming year. Erik to modify for Victoria Harbour and then we can expand to other CORA Races. <b>Apr 1:</b> Deferred <b>May 6:</b> Deferred <b>Jun 3:</b> To go to Race Committee to adapt to CORA. Erik to review wrt Victoria waterway standards. <b>Jul 8:</b> Ongoing. <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4:</b> ?</p>

Tech 9	Erik, Leanne and Cindy	Document how clubs purchase ultralights and share it with CORA membership	Completed	<p><b>Dec 4:</b> In process. <b>Jan 8:</b> Leanne progress? <b>Feb 5:</b> Ongoing. <b>Mar 4:</b> Please add to this <a href="#">document for info</a> Leanne to send e-mail. <b>Apr 1:</b> Deferred <b>May 6:</b> Deferred <b>Jun 3:</b> Board members to add info if known. Info collected from Canoe manufacturers / distributors - Graeme / Erik to add web-page to web-site menu. <b>Jul 8:</b> Graeme / Erik to add web-page to web-site menu <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ron &amp; Jonathan &amp; Graeme granted website Admin role - Ready by Oct meeting <b>Oct 7:</b> Webpage completed; Publish live <b>Nov 4:</b> To be deleted</p>
<b>Raised Dec 4, 2019</b>				
120	Erik & Graeme	Review (QA) of CORA website 2020 pages / postings / calendar for consistency	Ongoing	<p><b>Dec 4:</b> Graeme provided Erik with updates to CORA website. Awaiting response. <b>Jan 8:</b> Most website 2020 pages / postings / calendar changes implemented. Basic Website Editor credentials provided to Graeme. Remaining updates will be made between January &amp; February Board Meetings <b>Feb 5:</b> Ongoing <b>Mar 4:</b> Ongoing page-by-page QA and fix <b>Apr 1:</b> Ongoing. Other Action Items took precedence. <b>May 6:</b> Ongoing <b>Jun 3:</b> Ongoing <b>Jul 8:</b> Ongoing <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Monthly link-check process <b>Nov 4:</b> Monthly link-check process (<a href="#">Add to SOP</a>)</p>
122	Board	Backup for Roles during overloads	Ongoing	<p><b>Dec 4:</b> Vice-President - vacant Communications Officer - [Outbound communications/Special Projects (surveys, AGM notice, etc.?)] - vacant [Paul Pilon?] <b>Jan 8:</b> Basic Website Editor credentials provided to Graeme for website backup / knowledge transfer. <b>Feb 5:</b> Alternate Secretary for Knowledge Transfer? <b>Mar 4:</b> 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. <b>Apr 1:</b> Deferred <b>May 6:</b> Deferred <b>Jun 3:</b> Ron and Graeme assumed Secretary role for meetings. Peoples' uptake of cloud network has increased immensely. <b>Jul 8:</b> Ongoing <b>Aug</b></p>

				5: Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4: ?</b>
<b>Raised Jan 8, 2020</b>				
128	Ron	Form for canoe weighing	Pending	<b>Jan 8:</b> To be prepared by Ron <b>Feb 5:</b> Still need to do. <b>Mar 4:</b> In Progress <b>Apr 1:</b> No rush as next race TBD <b>May 6:</b> Deferred <b>Jun 3:</b> Ongoing. <b>Jul 8:</b> Ongoing <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4:</b> Used for FCRC Oct OC weighing - Submit weights for Canoe Registry
<b>Raised Feb 5, 2020</b>				
129	Graeme	Hugh Town Builder Memorial Trophy	Ongoing	<b>Feb 5:</b> Provided Specs to Kerr Recognition. Awaiting artwork & estimate. <b>Mar 4:</b> Estimated cost to be within \$500 budget, In Progress. <b>Apr 1:</b> Kerr Recognition visit on hold <b>May 6:</b> Kerr Recognition closed till lockdown released <b>Jun 3:</b> Kerr Recognition closed till lockdown released. Provided Kerr with trophy details - In Progress. <b>Jul 8-25:</b> Trophy ready for pickup & presentation to 2019 Recipient at a designated place / time <b>Aug 5:</b> Ongoing <b>Aug 21:</b> Trophy collected & Google Drive Chain-Of-Custody updated <b>Sep 2:</b> Invoice to be sent to Jonathan <b>Oct 7:</b> Invoice to be sent to Jonathan <b>Nov 4:</b> 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	<b>Feb 23:</b> Option provided for forwarding Gmail messages & attachments to Google Drive <b>Mar 4:</b> Being collated into a single document. Will send to Ron & Grace - Graeme may want to convert into a user-friendly format. <b>Apr 1:</b> ??? Would love to see Club responses vs. results of Registry research <b>May 6:</b> Erik? <b>Jun 3:</b> Erik to send a link to live doc to Graeme <b>Jul 8:</b> The few CORA Club Responses received are outdated / incomplete / inaccurate <b>Aug 5:</b> Agreed that current Club Registration & Response Forms have room for improvement - See Action Item 139 <b>Sep 2:</b> See Action Item 140 <b>Oct 7:</b> See Action Item 140 <b>Nov 4:</b> Google Forms training pre-condition

**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	<p><b>Apr 1:</b> Canoe Registry is available on website (password protected) in Google Map &amp; table formats. Excel file can be made available for download. What to include / publish? <b>May 6:</b> Completed - Registry updated with transfer of 1 Calmar from Comox to Campbell River <b>Jun 3:</b> Graeme to work with Erik. <b>Jul 8:</b> Erik / Graeme to add new website menu items for Canoe Registry info <b>Aug 5:</b> Graeme requested website menu permissions <b>Sep 2:</b> Canoe updates keep showing up. Ron &amp; Jonathan &amp; Graeme granted website Admin role - Ready by Oct meeting <b>Oct 7:</b> Webpage completed; Publish live <b>Nov 4:</b> To be deleted</p>
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**Raised Jun 3, 2020**

136	Erik / Cindy	Contact BC Health Ministry regarding "Return To Sport" guidelines	Completed	<p><b>Jun 3:</b> Erik and Graeme to finalize draft notice for posting on CORA website. <b>Jul 8:</b> Latest "Return To Sport" guidelines Post added. Health Resources web-page updated with latest info across Canada <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Update Health Resources page with "Phase 3: Progressively Loosen" links <b>Oct 7:</b> Update Health Resources page with "Phase 3: Progressively Loosen" links <b>Nov 4:</b> To be deleted</p>
137	Rob V / Ron	Contact AllSport regarding insurance coverage for CORA club members on-water activities given COVID situation	Pending	<p><b>Jun 3:</b> Erik to set up sub-committee meeting and Rob V. to contact following meeting. <b>Jul 8: Ron, Rob V and Jonathan</b> video conferenced with Cameron Cheung, SBC Insurance on June 26th. Awaiting further response from insurance underwriter regarding scope of covered activities. <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> ? <b>Nov 4:</b> Completed ?</p>

**Raised Jul 8, 2020**

138	Graeme / Mony	Follow up with Mony for contact at Ottawa (River Runners?) Club		<p><b>Jul 9:</b> Followed up with Erik &amp; Grace &amp; Mony &amp; Ozone Ottawa distributor on Ottawa club - no progress <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Ongoing <b>Oct 7:</b> Ongoing <b>Nov 4:</b> ?</p>
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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	<b>Jul 31:</b> Provided CORA Registration / Response Form draft to Erik & Grace for review <b>Aug 5:</b> Ongoing <b>Sep 2:</b> Draft Google Form distributed to Erik / Grace; Feedback received; Form amended; See <b>Action Item 141</b> <b>Oct 7:</b> Ongoing <b>Nov 4:</b> Google Forms training pre-condition
<b>Raised Aug 5, 2020</b>				
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	<b>Aug 5:</b> To-Do <b>Sep 2:</b> Distributed for review Aug 29 <b>Oct 7:</b> To be deleted <b>Nov 4:</b> Note Jonathan's discount proposal for New Business
141	Erik / Graeme	CORA Club Contacts Registry to be stored in a common / shared location such as the Google Shared Drive "Clubs" folder	Ongoing	<b>Aug 26:</b> CORA website has Club Rep info; Need centralized location for this information <b>Sep 2:</b> Compiled / reconciled Club Details from multiple sources & saved as Google Sheet <b>Oct 7:</b> Reviewed by Grace; Jonathan to provide club membership payment details; Ron C / Erik to provide club contact details <b>Nov 4:</b> Google Shared Drive Sheet has latest club contact details (double-check)
<b>Raised Sep 2, 2020</b>				
142	Cindy / Erik	Develop COVID cohort template and other Board members can fill in	Completed	<b>Sep 2:</b> Goal to have something for the Board to review by Sep 9. Post notice on website aiming for issuance for Mid-September. <b>Sep 23:</b> Phase 3 Progressively Loosen Guidance Document completed by quorum of Board Members and distributed to clubs / members <b>Oct 4:</b> Distributed / Completed / To be deleted
143	Rob V / Ron	Arrange for delivery of canoe scale to FCRCC ASAP while hulls derigged	Ongoing	<b>Sep 2:</b> FCRCC & VOS big boats unrigged. Store scale at FCRCC until next club ready for weighing <b>Oct 7:</b> Arrange for delivery <b>Nov 4:</b> Delivered to FCRCC; VOS OC6s to be weighed next
<b>Raised Oct 7, 2020</b>				

144	Ron / Erik	AGM Notice (page/post) on CORA & Notice to Club Reps	Ongoing	Oct 7: Pending Nov 4: ?
145	Graeme / Ron	Graeme MOVED TO APPROVE a CORA to publish Small-Boats Racing Winter Series and coordinate the hosting of races by member clubs in each of the Vancouver Island & Lower Mainland regions.	Ongoing:	Oct 20: Wording for Guidance document & web-page reviewed; Guidance document posted; Web-page & Web-post published; Notice to Club Reps pending Nov 4: Page / Post / Form / Guidance / Email completed & published - 5 Responses so far
146	Graeme / Erik / Cindy	Erik volunteers Cindy Wright to provide input on Vancouver Island outrigger history	Ongoing	Oct 10: Provided Erik / Cindy with available details on Vancouver Island OC clubs history Oct 15: VCKC communicated VCKC History book mailed to CORA Nov 4: VCKC History book lost in mail
147	Graeme / Grace / Jan / Rob V	Volunteers to proof-read / fact-check Club Histories (Lotus; False Creek; Jericho)	Ongoing	Oct 7: Rob Varnel volunteers for proof-reading Oct 18: Draft versions still in-progress with Lotus (Grace), False Creek (Drew / Andrea), Jericho (Jan) Nov 4: Jericho Draft ready & sent to Rob V for review; Grace tracked down David Boulding & seeking his input on False Creek / Lotus early years
148	Jan / Ron	Add Board Members to CORA PO Box Signing Card	Pending	Oct 15: Original Signees Colleen McCarthy and Peter Alfred N/A; Jan has PO Box key but not on Signee Card Nov 4: ?
149	Erik / Jonathan / Ron	Coordinate Zoom for 2020 AGM	Ongoing	Oct 7: Tasks for Erik / Jonathan / Ron Nov 4: ?
150	Erik	Coordinate Google Forms Best Practices training for interested CORA Board members	Ongoing	Oct 23: Pending Nov 4: ?
<b>Raised Nov 4, 2020</b>				

## **7. Adjournment**

Meeting adjourned at 8:56PM.

**Next Meeting – Start 7:00pm - December 2, 2020**