CORA Monthly Meeting Minutes

Wednesday, December 2, 2020

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

Zoom Meeting

https://us02web.zoom.us/j/88302638203?pwd=NFlzZ1Y5bEs4OWQvbFg1VUplcHdaZz09

Meeting ID: 883 0263 8203

Passcode: 881071

- Welcome and Roll Call

  Present: Ron, Jonathan, Erik, Marianne, Mony, Rob M, Bob, Mel, Tony, Val, Cindy, Graeme, Leanne, Scott

  Regrets: Rob V

    a. Welcoming New Directors
       (Bob Woodman; Melanie Conard; Tony Vukasovic; Val Simmons)
       Introductions; E-mails; Acknowledgements; Permissions; Committees (Ron / Erik)
    b. Will send out conflict of interest policy out for each person

- Adoption of **November** Minutes

  RESOLVED THAT the **November 4th, 2020 and November 21st, 2020** (Pre-AGM) minutes be adopted as a correct record of the proceedings of the meeting. (to post draft copies on website until membership approves the final copy at next AGM in 2021)

  Moved by Ron Chin Seconded by Jonathan Approved

- Confirmation of Agenda/Add New items -

- Standing Items - Presented by existing Officers

  - Communications & Technical Update – **Erik**
    - CORA has a new Zoom account. Can't be shared.
      Located at meetings@canadianoutigger.ca
      Bookings are through that identity for clinics, town hall meetings, etc.
    - New 2021 memberships are now ready and all website materials reference 2021
    - For email to members for memberships, need to provide more information and insurance update
    - All questions for google, gmail, etc., Erik can assist
    - All board should be communicating through gmail
    - Tutorials on how to set up gmail and zoom meetings will be published by the middle of December

  - Membership Update – **Grace**
    - Individual Memberships

      See Grace's email

      Should clarify under membership is it day or event. Big boat and small boat are separate events thus you must get two single day memberships. Recommend that the single day membership should remove the word event to avoid confusion. Erik will solve.

      Should a member pay for a double membership they can seek a refund. System is not set up to prevent double membership.
    - Annual Club Memberships
    - See Grace's email

    - 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
      Cheque mailed to Fort Langley Canoe Club Nov 22 for their RME Grant ($1000.00)
      E-Transfer issued to Dragon Zone Nov 24 for their RME (Open Call) Grant ($1000.00)
      E-transfer issued to FVPC Nov 30 for their RME (Open Call) Grant ($1000.00)
      E-transfer issued to KPC Dec 1 for their RME (Open Call) Grant ($1000.00)

Late RME (Open Call) application received from Leduc Boat Club - see New Business item below.

- ■ Clinic Grants
  No activity

- ■ Coaching Education Grants
  Coaching Education Grant Application ($204.75) received from Don Mulhall, PRCC for on-line video conference "How to Build a Winter Dryland Training program" - Approved / awaiting receipt.

  There is still room in budget for another grant.

- ■ Travel Grants
  No activity

- ○ IVF Representative Update – **Leanne**
  - ■ Sprints
    - ● CORA IVF Committee will convene early in the new year to discuss/amend/plan 2022 Sprint selections
  - ■ Distance
    - ● Nothing to update at this time
  - ■ Other
    - ● IVF AGM is December 12th. Leanne and Lynda will be in attendance. They will discuss (along with CORA President) the proposed bylaw changes and board election nominees prior to the meeting to determine and be in contact throughout the meeting as needed to ensure we are all on the same page to best represent Canada's voice at the meeting.
    - ● Will have report for the January meeting

- ○ Financials/Treasurer Update - **Jonathan**
  - ■ Financial Statement to Nov 30, 2020
    See email from Jonathan
    No changes to budget circulated before AGM - being sent out now
    RME Grant - Suggestion roll forward any left-over money into the following year in order to preserve the grant.
    Motion - Create a protected fund for the RME Grant
    Jonathan - 1st
    Rob - 2nd
    Graeme - oppose
    Motion approved

    Motion - Approve the budget presented

1st - Ron
2nd - Cindy
Approved

Potential grants to consider also protecting:
Clinic Grants - not always used up. Of note, you cannot use the clinic grant to raise money.
Coaching Education Grants - not always used up
Travel Grants - can be adjusted to increase - this grant more so than the previous two. Decisions on budget are determined by race schedule.
- Val has queried is the travel grant just for moving an OC6. Need to sort out organizing getting boats to races.
  - Clubs can ask race organizers for boats or be pointed to a club who can lend.
- Ron responded yes for trailering, ferries and gas through the use of a trailer.
- Erik pointed out that each CORA race listed on the calendar also lists whether boats are supplied
- The race must be CORA sanctioned.
- Communication should be sent out clarifying the CORA grants.

- ○ Junior Update - **Marianne**
  - ■ Marianne to talk to Tony

- ○ Race Committee Update - **Race Committee TBD (Ron; Don; Grace; Graeme; +)**
  - ■ Need more people to join, currently Ron and Graeme
    - ● Mony and Mel will join committee. Mony will translate 2020 race rules into French.
  - ■ Tasks to do - create a race director's handbook.
    - ● Arrived from past races having inconsistencies.
    - ● The purpose of handbook is to assist with race divisions, safety, etc.
      Cindy commented just needs final edit.

- ● New Business
  - ○ Appointment of CORA Officer Positions for 2021 **(Ron)**
    - ■ President - Ron
    - ■ Vice President -
    - ■ Treasurer - Jonathan
    - ■ Secretary - Marianne
    - ■ Communications - Erik
    - ■ Memberships - Grace agreed to stay on as officer
    - ■ Insurance - Rob V
    - ■ Grants Office - Ron

- - - IVF Officer - Leanne
      - CORA cups series - Rob Magus
    - Committees
      - IVF committee - Leanne, Scott, Rob M, Mony, Cindy, Lynda Roberts, Kristine Malmquist, James Hill, Mike Bernemann.
      - Race Committee - Graeme, Cindy, Ron, Rob M, Mony, Mel and Tony
      - Insurance committee - Rob, Jonathan, Erik and Ron
      - Awards committee - Rob, Graeme and Mony
      - Historical committee - Graeme, Bob and Val (Grace?)
      - Video Conference/Town Hall Committee - Leanne, Erik, Ron, Tony and Val

  - 2021 Race Schedule Updates **(Ron / Erik)**
    - Lotus Icebreaker cancelled
    - FGPC V12 race cancelled
    - Race schedule will be posted with colour coding
      - Jericho and Lat 48 race conflict
        - - Lat 48 will move their date, but there is a chance that Darcy Island might be cancelled.
  - 2021 Budget Changes **(Jonathan)**
    - Done - see above
  - Google Suite Training Sessions **(Erik)**
    - Start mid-December
      - People can sign up as they wish, will be held on zoom
      - Erik will send out a bibliography with tutorials
  - 2021 Club / Individual Memberships Announcements **(Erik)**
    - On-line registration is now live.
    - To be publicized once AGM summary posted and insurance matters settled.
  - Video-Conference Town Hall Meetings and Coaching Sessions **(Leanne)**
    - Proposal was circulated.
      - Two sessions per month through Facebook events, invitations will also be emailed. Saturday afternoons @ 4:00 on zoom.
        - Facebook events will also allow for participants to view other participants questions
        - CORA off the water, open to anybody to participate in discussions in paddling related topics.
        - Social connection to participants around the world
  - Insurance for 2021 - Next steps update **(Erik)**
    - Update looking at alternatives. Wording in current policy doesn't cover club's day to day activities. Insurance is up March 2021.

- During a sanctioned event bodily or property damage to a 3rd party is covered that is not a CORA member. Doesn't insure a canoe for damage caused by an accident.
  - Webinar on insurance tomorrow.
- Considering same insurer that dragon boat Canada uses - BFL.
  - Conference call with rep on Friday
  - Parts of the policy that CORA is concerned with, agent is not as concerned. Feels that there are other areas that we need to address.
    - Hopeful that property can be handled individually through a streamlined mechanism that clubs can use.
- Late RME Open Call Application - Leduc Boat Club **(Ron)**
  - $1,000.00 left in budget no absolute deadline for submission of RME grant, (except within the fiscal)
  - Leanne concerned that if we approve would this open door to equipment, etc.
  - Criteria set out - repairs to club boats, repairs to club houses, docks and facilities, common club safety equipment, maintenance to trailers. Grant must be for betterment of the club. Grant does not apply to purchase of new or used canoes.
  - Concerned that exceptions and variances can negatively impact, concern of setting a risky precedent.

  Motion Approval for $1,000.00 RME Grant from Leduc

  1st - Ron

  2nd - Cindy

  2 - approved, Ron and Cindy

  1 - Graeme - abstention

  Motion not approved.

  Ron to look at clarifying wording in grant applications.

- Enquiry from CVCRC regarding grants/loans **(Ron)**

  Request from CVRC has requested financial assistance, $4,500.00 to complete purchase of ultra-light canoe.

  Suggestion of VIA sport - grant available for clubs affected by COVID

  Grants available for COVID related lack of funding.

  Grant streams available: Peninsula Co-op, Vancity, Coastal Community.

  No interest in organizing a loan program through CORA.

- New public health guidelines **(Erik)**
  - New guidance and a new public health directive to be issued, typically this Friday. Sense is that we will retreat back to Phase 2.
    - All gyms, field of play, will be required to stop functioning.
  - We as a board need to be prepared to issue notice of new guidelines. Keeping in mind each province.
- 2020 Action Items Recap **(All)**

6. Review/Updates of Outstanding Action items: (Condense and summarize table - add Pre-AGM / AGM Action Items)
   Tabled until next month

7. Adjournment
   Meeting adjourned at 9:06PM.

No.	Assignee	Action Item	Due Date	Comments
Raised Feb 7, 2018				
47	Ron	Outline process for identifying and addressing potential conflicts of interest	Complete?	**Dec 2:** 34-Months Ongoing; Recommended at 2020 AGM that Board Members should self-monitor; Close?
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.	Complete?	**Dec 2:** 23-Months Ongoing; Recommended at 2020 AGM that "Good Standing" be defined as Club Annual Membership Fees paid-in-full and Club has minimum 6 Individual Annual Members; Close?
Raised Jun 4, 2019				
88	Erik	Grant access and coordinate training	Complete?	**Dec 2:** 18-Months Ongoing; EOM / EOY / Periodic tasks

		for additional members of the board to be able to update new website		(SOP) for website maintenance completed; Google Forms Best Practices training to be arranged for interested Board members; Close?
Raised Oct 27, 2019				
115	Everyone	Give feedback regarding Graeme's proposed standardized CORA Race Results template	Complete?	**Dec 2:** 14-Months Ongoing; Will be included in 2021 Small-Boat Racing Winter Series package; Close?
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.")	Complete?	**Dec 2:** 12-Months Ongoing; Google Sheet & Website Table & Website Map current as of Nov-2020; Close?
Raised at Pre-AGM Nov 9, 2019				
Pre-AGM 5	Mony	Share ideas with Board about how to make CORA Cup points consolidation easier	Complete?	**Dec 2:** 12-Months Ongoing; Will be included in 2021 Small-Boat Racing Winter Series package; Close?
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 2:** 12-Months Ongoing; Locate Word / Google Doc version and handover to Race Committee; Close?

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.	Complete?	**Dec 2:** 12-Months Ongoing; Locate 2020 CORA Cup Series Rules and archive; Close?
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	Complete?	**Dec 2:** 12-Months Ongoing; Ron / Erik to confirm this has been resolved; Close?
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	Complete?	**Dec 2:** 12-Months Ongoing; Leanne added to Google Drive; Post to website? Close?
Tech 9	Erik, Leanne and Cindy	Document how clubs purchase ultralights and share it with CORA membership	Complete?	**Dec 2:** 12-Months Ongoing; Website Ultralight page current as of Nov-2020; Close?
Raised Dec 4, 2019				
120	Erik & Graeme	Review (QA) of CORA website 2020 pages / postings / calendar for consistency	Complete?	**Dec 2:** 12-Months Ongoing; Website Ultralight page current as of Nov-2020; Close? **Dec 2:** 11-Months Ongoing; EOM / EOY / Periodic tasks (SOP) for website maintenance completed; Close?
122	Board	Backup for Roles during overloads	Complete?	**Dec 2:** 11-Months Ongoing; Expanded role permissions and Google Suite / Website training proposed at AGM for current / new Board Members should provide backup for needed skill-sets; Close?

Raised Jan 8, 2020				
128	Ron	Form for canoe weighing	Complete?	**Dec 2:** 10-Months Ongoing; Confirm FCRCC OC6 weights captured on such a form (Susan Mott) and added to Canoe Registry; Close?
Raised Feb 5, 2020				
129	Graeme	Hugh Town Builder Memorial Trophy	Complete?	**Dec 2:** 8-Months Ongoing; COC current in Google Drive as of Nov-2020; Get photos with 2019 Recipient; Send invoices to Jonathan; Close?
132	Erik	Collect all Club responses and upload them to the shared holding place going forward in the Google Drive. See Action Item 116	Complete?	**Dec 2:** 8-Months Ongoing; Finalize Google Form as per Best Practices and send to CORA Clubs with 2021 Welcome Message; Close?
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.")	Complete?	**Dec 2:** 7-Months Ongoing; Google Sheet & Website Table & Website Map current as of Nov-2020; Close?
Raised Jun 3, 2020				
136	Erik / Cindy	Contact BC Health Ministry regarding "Return To Sport" guidelines	Complete?	**Dec 2:** 5-Months Ongoing; Cohorts Guidance published; Close?
137	Rob V / Ron	Contact AllSport regarding insurance coverage for CORA club members on-water activities given COVID situation	Complete?	**Dec 2:** 5-Months Ongoing; No COVID coverage by Province of BC provided exemption; Close?
Raised Jul 8, 2020				
138	Graeme / Mony	Follow up with Mony **and Val** for contact at Ottawa (River Runners?)	Complete?	**Dec 2:** 4-months ongoing; Await Ottawa Club 2021 Membership Renewal; Close?

		Club		
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.	Complete?	**Dec 2:** 4-Months Ongoing; Finalize Google Form as per Best Practices and send to CORA Clubs with 2021 Welcome Message; Close?

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	Complete?	**Dec 2:** 3-months ongoing; Delayed / abbreviated 2021 Racing Season factored into 2021 Budget; Close?
141	Erik / Graeme	CORA Club Contacts Registry to be stored in a common / shared location such as the Google Shared Drive "Clubs" folder	Complete?	**Dec 2:** 3-months ongoing; Club Details Google Sheet current as of Nov-2020; Close?

Raised Sep 2, 2020

142	Cindy / Erik	Develop COVID cohort template and other Board members can fill in	Complete?	**Dec 2:** 2-Months Ongoing; Cohorts Guidance published; Close?
143	Rob V / Ron	Arrange for delivery of canoe scale to FCRCC ASAP while hulls derigged	Complete?	**Dec 2:** 2-months ongoing; Canoe scale at FCRCC Burrard Marina as of Nov-2020; Close?

Raised Oct 7, 2020

144	Ron / Erik	AGM Notice (page/post) on CORA & Notice to Club Reps	Complete?	**Dec 2:** AGM Notice with Zoom link and all Board Reports posted to website; Close?
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	Complete?	**Dec 2:** Pre-AGM and AGM discussions confirmed scheduling of Vancouver Island and Lower Mainland regional Small-Boats Racing Winter Series; Close?

		Mainland regions.		
146	Graeme / Erik / Cindy	Erik volunteers Cindy Wright to provide input on Vancouver Island outrigger history	Complete?	**Dec 2:** VCKC History book received and has VCKC History only; Regional histories to be solicited as part of "Cultural Continuity" goal; Start new initiative as of 2020 AGM; Close?
147	Graeme / Grace / Jan / Rob V	Volunteers to proof-read / fact-check Club Histories (Lotus; False Creek; Jericho)	Complete?	**Dec 2: Discussion of** "Cultural Continuity" at AGM has attracted further input; Will distribute FINAL versions to Board Members for review before publishing to website; Close?
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:** ? **Dec 2:** SOP task for Chairman and at least one other Lower Mainland Board Member - NOT COMPLETE
149	Erik / Jonathan / Ron	Coordinate Zoom for 2020 AGM	Complete?	**Dec 2:** AGM Notice with Zoom link and all Board Reports posted to website; Close?
150	Erik	Coordinate Google Forms Best Practices training for interested CORA Board members	Ongoing	**Oct 23:** Pending **Nov 4:** ? **Dec 2:** Expanded role permissions and Google Suite / Website training proposed at AGM for current / new Board Members should provide needed skill-sets
Raised Nov 4, 2020				
151	Erik	Sort out Member Clubs on the pulldown list and change "other clubs" and "unaffiliated" to "Not affiliated with a listed CORA Club".	Ongoing	**Nov 4:** Need to align with insurance coverage.
152	Erik / Ron	New Website post to membership regarding latest COVID developments	Ongoing	**Nov 4:** Latest travel / gathering restrictions.
Raised Nov 21/22, 2020 (Pre-AGM and AGM)				

Pre-AGM1	Erik / Ron / All	Review / update Business Continuity Checklist for offboarded / onboarded Board Members	Ongoing	**Nov 21:** Confirm resources / permissions for offboarded / onboarded Board Members; New Secretary to update one tab a month **Dec 9:** Revised Business Continuity Checklist with current resources, all Board Members, and known permissions; Forwarded to Ron & Erik & Jonathan for review
Pre-AGM2	Erik / Ron	Open memberships as of 1-Dec-2020	Ongoing	**Nov 21:** Update all website pages / forms / logos
Pre-AGM3	Graeme / All	Subdivide and distribute Standard Operating Procedures (SOP) by Board Role	Ongoing	**Nov 21:** Confirm tasks applicable for Board Members **Dec 2:** SOP subdivided into separate documents by Officer / Committee and saved to Google drive: https://drive.google.com/drive/folders/1HgrOW2upb4N6VATWVOVk8FignJIh02L8
Pre-AGM4	Awards Committee	Form a sub-committee for Hugh Town award to review nomination	Ongoing	**Nov 21:** Request participation in sub-committee by Board Members
Pre-AGM5	Awards Committee	"Awards Committee" to consider CORA Hall of Fame as a supplement to Hugh Town Builder Award	Ongoing	**Nov 21:** Request participation in sub-committee by Board Members
Pre-AGM6	Jonathan / Race Committee	For regional cup series $500.00 towards the apex race of Winter Series; More races you do the more times your name is put in for a draw prize.	Ongoing	**Nov 21:** Communicate to Winter Series host clubs and participants the incentives
Pre-AGM7	Race Committee	Guidelines for Race Directors document	Ongoing	**Nov 21:** Locate original document started by Don
Pre-AGM7	Ron / Membership Officer	Any club that doesn't meet the "Good Standing" requirements will be issued a notice	Ongoing	**Nov 21:** Communicate to reps of member clubs the new policy

Pre-AGM8	Leanne / Erik	Kelowna is acquiring coach boats and will document some considerations and guidelines	Ongoing	**Nov 21:** CORA to post on the website to be shared with member clubs
Tech - AGM1	Erik / Graeme	Investigate WordPress FAQ plugins to improve website self-service and reduce CORA Inbox maintenance	Ongoing	**Nov 22:** Identify / answer Top 20+ most asked questions thru CORA Inbox
Tech - AGM2	Erik	Make Technical AGM and AGM Zoom recordings available to capture attendees and Action Items and Chat comments (notably Mike Parks magazine article)	Ongoing	**Nov 22:** Is this possible with Zoom recordings after end-of-meeting?
AGM1	Erik / Leanne	Tidy up 2021 Race Calendar (CORA IVF World Distance V6 Race off)	Ongoing	**Nov 22:** Events cancelled due to Ongoing COVID
Raised Dec 2, 2020				
153	Erik / Graeme	Add Zoom account (email address) and permissions to Business Continuity Checklist	Ongoing	**Dec 9:** Zoom account (email address) added to Business Continuity Checklist; Erik to clarify permissions
154	Erik	Publish tutorials on how to set up Gmail and Zoom meetings by the middle of December; Send out a bibliography with tutorials	Pending	**Jan 6: ?**
155	Erik	Single day membership should remove the word event to avoid confusion	Pending	**Jan 6: ?**
156	Jonathan	Create a protected fund for the RME Grant	Pending	**Jan 6: ?**
157	Ron	Communication should be sent out clarifying the CORA grants	Pending	**Jan 6: ?**

158	Mony	Translate 2020 race rules into French	Pending	**Jan 6: ?**
159	Erik / Graeme	Post draft copies of Pre-AGM Minutes on website until membership approves the final copy at next AGM in 2021	Pending	**Jan 6: ?**
160	Erik / Graeme	Update Board Of Directors and IVF Committee website pages as per appointments for 2021	Ongoing	**Dec 9:** Updated Board Of Directors and IVF Committee website pages; Forwarded to Ron for review
Raised Jan 6, 2021				

Next Meeting – Start 7:00pm - January 6, 2021