



CORA Monthly Meeting Minutes

Wednesday, March 3, 2021

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

Join with Google Meet

meet.google.com/xyc-zggf-txd

Join by phone

(CA) +1 647-734-6702 (PIN: 365278122)

1. Welcome and Roll Call

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

Regrets: Val

2. Adoption of **February 2021** Minutes

RESOLVED THAT the **February 6, 2021** minutes be adopted as a correct record of the proceedings of the meetings.

Moved by Ron Chin, Seconded by Jonathan Wilkins

Approved

3. Confirmation of Agenda/Add New items - Agenda as approved

4. Standing Items - Presented by existing Officers

a. Communications & Technical Update – **Erik**

- i. We still have not hosted google workshop round 2.
- ii. CORA has gathered a virtual race program gone out via website and Facebook.
- iii. Town Halls and coaching clinics are experiencing healthy growth, there is a fee of \$25.00 per session.
- iv. Next coaching clinic this Saturday, at least 100 people expressed interest.
- v. All information will be posted, including next Town hall meeting
- vi. Erik will post on website information about Gaming Grants, there is a webinar coming up for BC.
 1. Suggestion of someone gathering information about similar grant information in other provinces that we can post on the website. Alberta has gaming grants, Ontario has Trillium grants.
 - a. Cindy will review different provinces and put together information for gaming grants for provinces.

b. Membership Update – **Grace**

Individual Memberships

As of March 3, there are 298 individual memberships for 2021 (265 members last month).

Many thanks to Erik and Paul for looking after registration and results for CORA Winter Series Race #2 and for checking for CORA membership for all participants.

Club Memberships

To date, 17 clubs have renewed their memberships (16 last month).

If many clubs aren't open, should we push them to register as a club.

- Will send out a reminder that if they have members engaging in activities that all clubs should ensure to keep membership up to date. Erik will draft a memo to be reviewed by Ron and then issued to all clubs.
- Reminder to clubs that in order to qualify for an RME grant you must be a club in good standing for the past 2 years.
- Membership list is set up so all clubs can review which of their members are registered with CORA.
 - Question due to COVID are we giving clubs some leeway should they not be members for the past two years.
 - Point - if a club wants \$1,000.00 for RME fee, \$125.00 is nominal
 - Decision - will stand by all clubs must be members in good standing for two years to qualify for RME grant

c. Grant Updates – **Ron**

- i. **RME Grants**
No Activity

- ii. Clinic Grants
No Activity
- iii. Coaching Education Grants
Coaching Education Grant for \$85.00 received from Alexander Darby - VYPC on March 2, 2021
- APPROVED subject to receipt of receipt
- iv. Travel Grants
No Activity
- d. IVF Representative Update – **Leanne**
 - i. Sprints
Discussed with Linda and Robbie shared thoughts about COVID.
Committee will meet in next week or two to discuss options.
 - Leaving a trial until Spring doesn't give paddlers a lot of options, but Fall could be affected by COVID, late Fall affected by weather.
 - Suggestion of having monthly time trials to see who is interested. Leaving it open ended as not a lot of information.
 - Suggestion of offsetting time trials by a month between West and East, this way East will have enough water time.
 - Paddlers routing for V1, time trials works. Crew boats are going to be more difficult to plan, suggestion of end of September for trials.
 - Committee will be putting together information regarding sprints, time trials, etc. Put in a teaser of "What is to come."
 - ii. Distance
Nothing to report, distance 2023.
- e. Financials/Treasurer Update - **Jonathan**
 - i. Financial Statement to date
 1. <https://drive.google.com/drive/u/2/folders/1mdclvP3eJCHhAD3LgLclaN6QCrgnTYtN>
 2. Nothing on IVF, very few transactions, balance has increased due to GIC matured.
- f. COVID Policy Update - **Ron, Erik, Cindy**
From ViaSport: As of February 25, 2021, British Columbia Office of the Public Health Officer indicated that the current provincial restrictions are to remain in effect. In their statement, they said that they are closely monitoring cases and rates of

transmission and are looking ahead as to when it will be safe to increase our social interactions in a limited way, which could include opportunities for sport.

Action Item: Add non-BC COVID Sport / Grant guidance. Erik to post BC Gaming Grants webinar.

g. Junior Update - **Marianne**

- i. Discussions on going.
- ii. Focus on communication this year.

h. Town Hall Update - **Leanne, Erik, Ron, Tony, Val**

- i. March 6th @ 4:00pm - Coaches Corner - Kamini Jain & Andrea Dillon
- ii. March 20th @ 4:00pm - Town Hall - Small boats general discussion - Bob Stewart will discuss different types of boats. Leanne to prepare a summary of OC1, OC2, OC3, OC4, OC6 and V1 boat models. Leanne will also prepare a resource for where, and who to contact, to get different boats from.
 1. We as the Board need to be careful on what we present with respect to boats, need to keep to facts and let the community provide personal opinions and comments.
- iii. Last Town hall was successful.

i. Historical Update - **Val, Bob, Graeme**

- i. Kamini Jain completed review / update False Creek Legacy document - **Graeme**
- ii. No updates on Eastern Canada OC History - **Val**
- iii. Cheryl Skribe and Darryl Spencer contacted for Okanagan OC history - **Bob**
- iv. Ongoing research on Vancouver Island 600-lb OC6 "The Burrard" OC History. Rob V - Used by FCRCC for training in 1986, then went to Penticton and elsewhere. Bob thinks it was used as the plug for Kamloops first OC6. - **Graeme**
- v. ORPC has a 462 lb Mirage - **Cindy**

j. Awards Update - **Rob V, Mony, Graeme**

Compiled comparison of Hall Of Fame (HOF) approaches for Major League Baseball (MLB), BC Sports, and Dragon Boat Canada (DBC) to provide guidance to questions raised regarding CORA HOF approach.

Distributed this HOF comparison document and responses to questions raised regarding CORA HOF approach to Rob V and Mony for review.

Draft CORA HOF policy / process to be distributed in March for review based on guidance from other HOF approaches.

Completed CORA "Hall of Fame" bios for James Van Nostrand, Rick Nu'u, Sheila Kuyper

See: <https://drive.google.com/drive/folders/1t5F6hydlGjxFICvdCMTAJ-5VRRpiQys8>

k. Race Committee Update - **Race Committee (Ron, Rob M, Tony, Cindy, Mony, Graeme)**

Virtual Small Boats Winter Series #2 is complete. 35 registrations.

Erik - Small boat races hosted by Nanaimo and Lotus, attendance impacted by the weather. Numbers were good, enthusiasm high, leader board put together with various pictures.

Rob M - Last race in the series is Fort Langley, L48 and FCRCC

- Open up the type of course to make it more interesting.
- You can suggest the link for what type of course you are doing.
- Logos will be collected and then broadcast through website and Facebook.
- Prizes for after race number 3 how are they lined up.
 - Graeme is purchasing - List of items from Predator value of \$1,000.00 will be provided.
- Question will we have a Spring Small Boat Virtual Race Series - April, May and June.
 - We would be able to support other clubs as the weather warms up, this way hosts for Spring Series would be different to hosts to Winter Series.

Motion - CORA promotes a spring virtual small boat race series, one race in each of April, May and June to be hosted by clubs that have not already hosted a race in the Winter Series (with focus on Eastern clubs).

1st - Ron

2nd - Jonathan

APPROVED

Suggestion - Contact other clubs across Canada with respect to the Spring small boat series to see who would like to sponsor. Suggest that Lynda Roberts and Don Mulhall come up with a list and then contact clubs. Erik and Cindy will assist, request permission to delegate where necessary, granted.

Suggestion of locating other sponsors - Lynda Roberts and Mony Sy to assist - to purchase prizes from, depending on where in the country.

Race schedule should be updated as several have been cancelled.

5. New Business

a. Insurance Update - **Ron/Erik**

Copy of insurance policy received (same terms as Allsport policy) and Certificates of Insurance received for each Member Club. Sent out to Lotus, CVCRC and Jericho (who had requested them). Will send to others. We still need to negotiate changes to the policy with BFL Canada moving forward.

Do not send Certificate of Insurance until they ask for them - and make sure that they are a Member Club in good standing. Insurance policy will be posted on the website.

Cindy has suggested that we ask BFL to provide in "plain language" what we are covered for, provide them with a series of questions.

Ron has advised that the advantage of BFL is that they are more familiar with water sports. Also, that BFL is being receptive to amendments.

b. Amendments to Distance Race Rules - **Rob M.**

Proposal that each age group represents only its age span (19 & under, 20-39, 40-49, 50-59, 60-69, 70+)

Setting an upper limit on age categories primarily in small boat races, you must race in your age category. It makes it easier when using category programs when running races and paddlers registering.

CORA does encourage all clubs to award prizes should there be less than 3 entries in an age group.

Small Boat Registrations must be done by age category based on year of birth, but the host club can organize awards by consolidating age classes to make a 3-minimum category.

OC2 - youngest person's age determines age class, however we will need to look at options on how to determine this, perhaps age average, etc.

Rob Magus will be providing the Board with wording for the ruling regarding age classifications for small boats (OC1, OC2, OC3 and OC4) for the next Board meeting. It being understood that this ruling will be separate from OC6 crew boats.

c. 2020/2021 Action Items Recap (**All**)

- i. Work in progress

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

- d. All Board Members requested to review Action Items marked "Complete?" and post questions / concerns. If no questions / concerns, then Action Items will be confirmed "Completed" and removed from table by next Board Meeting.

7. Adjournment

Meeting adjourned at 8:28 PM.

Next Meeting – Start 7:00PM - Wednesday, April 7, 2021

Assignee	Action Item	Due Date	Comments
Race Committee	Race Director's Guidebook	Ongoing	Race Committee to review Don's last draft and finalize.

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	Ongoing	Board to consider implementing guidelines for steering qualification.
Board	Backup for Roles during overloads	Ongoing	Expanded role permissions and Google Suite / Website training proposed at AGM for current / new Board Members should provide backup for needed skill-sets.
Erik / Graeme	CORA Club Contacts Registry to be stored in a common / shared location such as the Google Shared Drive "Clubs" folder	Ongoing	Ongoing keep up to date.
Rob V / Ron	Canoe scale is still at FCRCC	Ongoing	Canoe scale at FCRCC Burrard Marina as of Nov-2020
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: Ongoing Dec 2: SOP task for Chairman and at least one other Lower Mainland Board Member - NOT COMPLETE
Erik	Coordinate Google Forms Best Practices training for interested CORA Board members	Ongoing	Expanded role permissions and Google Suite / Website training proposed at AGM for current / new Board Members should provide needed skill-sets.
Erik	Sort out Member Clubs on the pulldown list and change "other clubs" and "unaffiliated" to "Not affiliated with a listed CORA Club".	Ongoing	Need to align with insurance coverage.
Erik / Ron / All	Review / update Business Continuity Checklist (BCC) 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 Jan 6: All BCC tabs updated; Tasks assigned to Erik / Ron / Jonathan Feb 3: Ongoing Mar 3: ?

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/1HgrOW2upb4N6VATWVOV8FignJIh02L8 Jan 6: All Feb 3: Ongoing Mar 3: ?
Awards Committee	Form a sub-committee for Hugh Town award to review nomination	Completed	Nov 21: Request participation in sub-committee by Board Members Jan 6: Completed - Rob V, Mony, Graeme
Awards Committee	"Awards Committee" to consider CORA Hall of Fame (HOF) as a supplement to Hugh Town Builder Award	Ongoing	Nov 21: Request participation in sub-committee by Board Members Jan 6: Completed - Rob V, Mony, Graeme Feb 3: Draft guidelines provided to Rob V & Mony; HOF bios for Jackie Webber and Drew Mitchell available for review Mar 3: ?
Leanne / Erik	Kelowna is acquiring coach boats and will document some considerations and guidelines	Ongoing	CORA to post on the website to be shared with member clubs
Erik / Graeme	Investigate WordPress FAQ plugins to improve website self-service and reduce CORA Inbox maintenance - Do not delete this, please	Ongoing	Nov 22: Identify / answer Top 20+ most asked questions thru CORA Inbox Jan 6: Ongoing Feb 3: Ongoing Mar 3: Ongoing
Erik	Make Technical AGM and AGM Zoom recordings available to capture attendees and Action Items and Chat comments (notably Mike Parks Do not delete this, please magazine article)	Ongoing	Nov 22: Is this possible with Zoom recordings after end-of-meeting? Jan 6: Erik provided recording to Graeme; Need to capture attendees Feb 3: Ongoing Mar 3: To-be-done by Mar 5, 2021
Erik / Leanne	Tidy up 2021 Race Calendar (CORA IVF World Distance V6 Race off) Do not delete this, please Showtime!	Pending	Nov 22: Events cancelled due to Ongoing COVID Jan 6: Pending Feb 3: CORA IVF World Distance V6 Race off Mar 3: ?
Erik / Graeme	Add Zoom account (email address)	Completed	Dec 9: Zoom account (email address) added to Business

	and permissions to Business Continuity Checklist (BCC)		Continuity Checklist; Erik to clarify permissions Jan 6: Added Zoom account and Winter Series account to BCC Feb 3: No concerns by any Board Members; Close?
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: Erik Ongoing Feb 3: Ongoing Mar 3: ?
Erik	Single day membership should remove the word "event" to avoid confusion	Pending	Jan 6: Erik Feb 3: Ongoing Mar 3: ?
Jonathan	Create a protected fund for the RME Grant	Pending	Jan 6: Jonathan Feb 3: Ongoing Mar 3: ?
Ron	Communication should be sent out clarifying the CORA grants	Pending	Jan 6: Ron Feb 3: Ongoing Mar 3: ?
Mony	Translate 2020 race rules into French	Pending	Jan 6: Mony Feb 3: Ongoing Mar 3: ?
Erik / Graeme	Post draft copies of Pre-AGM Minutes on website until membership approves the final copy at next AGM in 2021	Ongoing	Jan 6: Ongoing Feb 3: To-be-done by Feb 5, 2021
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 Jan 6: Ongoing Feb 3: No concerns by any Board Members; Close?
Grace / Erik	Erik/Grace to send a renewal reminder to members from the previous year	Completed	Jan 6: Will be done once there is confirmation of BFL Canada insurance details Feb 3: Sent membership renewal reminders to clubs and paddlers
Ron	Send out Acknowledgements and Conflicts Policy to the new directors this week.	Pending	Jan 6: Ongoing Feb 3: Ongoing Mar 3: ?

Erik / Jonathan	Benefits of joining CORA will be sent out when new insurance has been finalized.	Pending	Jan 6: Ongoing Feb 3: Ongoing Mar 3: ?
Erik	Erik to draft Club and Individual email reminders to be sent out.	Completed	Jan 6: Club reminders to be sent immediately and individual reminders to be sent after insurance finalized Feb 3: Sent membership renewal reminders to clubs and paddlers
Raised Mar 3, 2021			
Erik	Host Google workshop round 2	Pending	Mar 3: ?
Erik	Post on website information about Gaming Grants, there is a webinar coming up for BC. Add non-BC COVID Sport / Grant guidance.	Pending	Mar 3: ?
Cindy	Review different provinces and put together information for gaming grants for provinces.	Pending	Mar 3: ?
Erik / Ron	Draft a memo as a reminder that if clubs have members engaging in activities that all clubs should ensure to keep membership up to date to be reviewed by Ron and then issued to all clubs	Pending	Mar 3: ?
Leanne	Prepare a resource for where, and who to contact, to get different boats from	Pending	Mar 3: ?
Graeme	Meet with Matt Kelly at Predator for \$1000 worth of virtual Winter races SWAG	Ongoing	Mar 3: Met with Matt Kelly to collect mix of lower-cost & higher-cost items

Erik / Cindy / Mony / Lynda Roberts / Don Mulhall	Contact other clubs across Canada with respect to the Spring small boat series to see who would like to host and find Spring SWAG sponsors	Pending	Mar 3: ?
Erik	Race schedule to be updated as several have been cancelled	Pending	Mar 3: ?
Rob M	Provide Board with wording for the ruling regarding age classifications for small boats (OC1, OC2, OC3 and OC4) for the next Board meeting	Pending	Mar 3: ?
Raised Apr 7, 2021			