



## CORA Monthly Meeting Minutes

Wednesday, June 2, 2021

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

Google Meet joining info

Video call link: <https://meet.google.com/hnr-pesw-gby>

1. Welcome and Roll Call

Present: Ron, Erik, Leanne, Rob V, Jonathan, Rob M, Graeme, Marianne, Tony, Bob and Val

Regrets: Cindy, Scott and Mony

2. Adoption of **May 2021** Minutes

**RESOLVED THAT** the **May 5, 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. In terms of BC outbound communications handled promptly.
- ii. How do we embody our National responsibility? We are not meeting our requirements at this time.
- iii. Data collection, etc. needs to be addressed

iv. We do need to speed up our communications, how do we address this.

b. Membership Update – **Grace**

**Individual Memberships**

There were 52 registrations in May, bringing the individual annual memberships to 468;

- no additional Juniors; total of 16
- 5 more Open; total of 43 Open
- 10 more Masters 40+; total of 58
- 18 more Masters 50+; total of 123
- 16 more Masters 60+; total of 175
- 3 more Masters 70+; total of 54

**Club Memberships**

To date, 30 clubs have renewed their memberships, including 4 in May.

Clubs who have not yet renewed but who have paddlers registered with CORA (number of CORA registered paddlers are in brackets); Club Bon Accueil (3), Club de Outrigger Montreal (3), Gibsons (2), and Leduc (7).

Will ask Grace to remind the clubs that haven't registered as a club to do so.

c. Grant Updates – **Ron**

i. **RME Grants**

There is an RME Grant Application received from Maple Bay Ocean Canoe Club for \$500 for a compound security camera system - see memo at: <https://drive.google.com/drive/u/1/folders/1RKp38mMiMF2VrQ4k-366Dv08vQdHt859>

Motion: Ron Chin Seconded: Jonathan Wilkins

Approval of RME Grant \$1,000.00. \$500.00 for a video camera and safety equipment and other related equipment with receipt of related receipts.

Approved

ii. **Clinic Grants**

No activity

iii. **Coaching Education Grants**

No activity

iv. **Travel Grants**

No activity

d. IVF Representative Update – **Leanne**

i. **Sprints (London 2022)**

- Final drafts are 2 hours away from being ready for review (selection QRG, full selection doc and [intent form](#))

- Note trials may be adjusted accordingly due to COVID restrictions and when they are lifted.
- Aim to have out to public on Friday June 4
- Calgary on board for Fall West trial
- No response from Momy about East about club trials.
  - Val advised that Montreal, at this time, is still a red zone, they are waiting to find out what restrictions will be lifted and when. Toronto has similar restrictions.
- Dates to be determined mid-summer and then registration confirmation and \$25 registration fee.
  - The intent form will be collecting a lot of data. It will be collected through the Google Form process.
- ii. Distance
  - Nothing at this time
- iii. IVF Board
- iv. Nominations for IVF committees - there were a few names put forward by CORA Board members but no confirmations of nominations received except from Lynda Roberts for Race and/or Technical committees. We can submit as many names as possible.
  - Miles Tickner has expressed interest in the Sports Development Committee and has agreed to be nominated.
  - Rob Magus will be asking Mel Conard if she is interested in being nominated.
  - We have until next weekend, June 13th, to submit nominations.
    - Leanne will submit Lynda's name for nomination
    - Erik will submit Miles's name for nomination

Note - our contact email address is info@canadianoutrigger.ca

e. Financials/Treasurer Update - **Jonathan**

- i. Financial Statement to date  
[Monthly Reports](#)
- ii. We are in a cash position at this point. What are the plans for it?
  1. Suggestion that we should stay with cash at this point.
  2. Will keep an eye on interest rates and could drop into a short term GIC if decided to.
- iii. Does anyone know of any invoices for the Spring Prizes for the Small Boat races?
  1. We will spend the authorized amount in terms of prizes.
- iv. There is \$1,500.00 for CORA cup hosting. Is this the winter race prizing?
  1. Yes
- v. Waterfront Outfitters is interested in being a sponsor for prizes.
  1. To date we have not heard anything from host clubs regarding prizes.
  2. It would be appropriate for one of those host clubs to take on the prizes. Suggestion of Bob Putnam.
  3. As we are 2/3rds of the way through the series it might be difficult to get sponsor interest. Suggestion of asking Waterfront Outfitters to be the sponsor for the next series. Erik will work with Graeme to come up with a list of items and stay within the \$1,000.00 budget.

- a. Graeme has suggested that we keep to gift certificates, mainly due to the cost of mailing as well as the sorting out of prizes. Suggestion that we keep to restaurants, etc. in Okanagan. Perhaps, restaurants, Triangle Groups, etc.
  - b. Basically, keep in mind prizes and related shipping costs and the actual handling.
  - c. Also keep to smaller businesses as opposed to big chains
  - d. Try and associate paddler with prize in same area.
  - e. Graeme would like to see the CORA Board build up the sponsorship base.
- f. **COVID Policy Update - Ron, Erik, Cindy**

For BC, viaSport has stated that under Step 1 of the Restart Plan viaSport will not require that players group together in cohorts, and that “contact” is allowed on the field of play. viaSport is not taking a prescriptive approach to the Restart Plan and handing off the development of plans to bodies for each sport. “On the field” number limits for adults remain at maximum 50, “on the field” numbers for youth remain unlimited, while “off the field” restrictions for gathering remain at maximum 10 with distancing requirements.

1. Basically, once you step out of the boat you need to disburse.
2. We need to wait for Step 3, next guidance to see if we can have contact between clubs, for example races. There is a level of uncertainty regarding gathering on shore before a race.
3. Don't schedule any races until next step is announced. Next race scheduled is July 24th, Around Bowen.
4. No one at viaSport understands what OC6s on the water looks like. However, it is felt that the intent is met as long as loading, unloading etc. is done with guidelines in place.
5. People coaching one group can also then paddle with another group. Someone can go between cohorts now.
6. Race applications coming in during next month. What is the plan?
  - a. Races that are currently on schedule have been approved.
  - b. All races must be sanctioned by CORA as insurance must be in place.
  - c. CORA Board will discuss each race application as it comes in.
  - d. All clubs can reschedule their cancelled races, subject to availability.

National presence, need an update from the following:

Alberta - Lynda Roberts

Ontario presence - Michael Simm

Montreal presence - Val Simmons

OC6 we are allowed to be in contact with team members, it will be up to each club to determine what is best for their members. Clubs can develop more restrictive guidelines than what are outlined in Step 1.

- g. **Junior Update - Tony**

- Effectively Isaac, Marianne and Tony have been brainstorming on what should be identified:
- What do junior programs need?
- What resources are available to advance paddling for younger folk:
  - Ideas - more spring/summer camps
  - Developing forum on line, coaching base
  - Listing some available races - distance races, change races, sprint races, gives juniors opportunities for a cross base.
- Knowledge gap on who has juniors, junior programs and where juniors are.
- Tony will be developing google based survey to gather data to determine where junior paddlers are and what junior programs are out there.
- Questions - will be how can CORA help, etc.

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

- i. Coach Panel - June 12, 2021 - OC1 technique
  - 1. Speaker will be announced after Town Hall meeting committee determines.
- ii. Town Hall - June 26, 2021 - All things OC1, roof racks, etc.

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

- i. Hawaii paddler sent link to their worldwide OC6 video as part of COVID sanity project; Fairway Gorge & FCRC Pailolo cameos; Will add to website shortly  
<https://www.youtube.com/watch?v=a9yZzlOQmyc>
- ii. Has 17 bios to submit to the BC Sports Hall of Fame. Aiming to have submissions in by the end of June. - **Graeme**
- iii. "The Burrard" - Closure - California to Comox - **Graeme**
- iv. More history on "The Burrard" OC6 received from Jim / Garry Mancell and Heather Taylor - **Graeme**
- v. 1992 Sacramento IVF Sprints Jerry Montgomery OC1 - **Graeme**
- vi. Accumulating 1994 / 1996 / 1998 IPCF Sprints results / photos; Maybe a CORA website IVF Perpetual page as well - **Graeme**
- vii. Ron Williams (FCRCC), Brazil Dennis Campbell OC6, 3-piece Bradley, up for a Town Hall - What is the upcoming Town Hall schedule? - **Graeme**
- viii. Grace Morissette arranged sessions with Jim / Garry Mancell for pre-CORA (1986-1992) history - **Graeme**
- ix. A few more virtual interviews being arranged with CORA members on various topics - **Graeme**
- x. Eastern Canada OC History updates will be done during the summer - **Val**
- xi. Okanagan OC history updates - **Bob**

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

16-June-2021 deadline for receipt of Hall Of Fame (HOF) Nominations prior to July-2021 Ballot

Early July-2021 distribution of Ballot and Hall Of Fame (HOF) Candidate Bios to Awards Committee members

Have proposed to Rob Varnel and Mony to invite one non-CORA Board Member with impeccable credentials onto the Awards Committee for the Ballot (different "guest" each year)

Presently 18 Hall Of Fame (HOF) Candidate 2-page Bios completed for review by Awards Committee early July-2021

Have contacted the Ontario Sports Hall Of Fame with the same proposal as for BC Sports Hall Of Fame. They are receptive as well, as they have zero Canoeing Inductees out of 150+ Inductees

This year's Hall Of Fame (HOF) Candidates have representative distribution across Designation (Active; Retired; Posthumous), Region (Island; Mainland; Interior; East), Category (Athlete; Coach-Builder; Pioneer), and Gender (Male; Female). However, another female nominee from the West would provide more balance. **Got this covered.**

See: <https://drive.google.com/drive/folders/1t5F6hydIGjxFICvdCMTAJ-5VRRpiQys8>

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

#### **Spring Virtual Small Boats Races Update**

See above for prizing discussion.

Ron will amend waiver and junior consent for Race #3 (need names of indemnified parties from KPC and VPC).

#### **Race Sponsors -**

See above.

### 5. New Business

- a. 2021 Race Schedule - **Erik / Ron**

Virtual Race Small Boats Race #3 (Kelowna & Vernon) - June 13 - 26, 2021

Schedule for races July onwards

Around Bowen Island - July 24

Island Iron - August 28/29

Leanne is waiting to hear back from Calgary regarding dates for sprint time trials in September.

- b. Communications Lead time - **Graeme**

Request - unspoken protocol that we would have any discussion items distributed to CORA members at least a week before the monthly CORA meetings.

c. Novice Definitions - **Graeme**

Revised Discussion document based on proposed Novice Age Division refinements distributed to Board for review:

<https://docs.google.com/document/d/1GL-4H009THPIhBOKZIIjmhIISvYcD2Eq3nechWy2Q4/edit>

Graeme will be contacting each member who has emailed questions to him.

Will resolve final draft by June 16th, this draft will affect race rules. The question that seems to be of most note is the question of where the veteran sits in the boat, etc.

Of note is that each Race Director does have the ability to provide exemptions for their race. Thus, there may not be a need to cover off every exemption, etc.

Query if the race director can provide an exemption, then why do we need the rules.

The Novice document will be presented at the July meeting for the Board to approve, BUT, it is hoped that the draft will be finalized by that point. It is felt that this document will be a good guideline to be added to the race director's guide book.

Our goal is to encourage Novice participation.

Race rules - Ron has suggested that a meeting be held with the race committee and invite Graeme to attend. The end goal is to ratify and then present at July meeting.

d. Amendments to Distance Race Rules (deferred until July 2021?) - **Rob M.**

Circulated Sat., May 29, 2021.

e. 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)

f. 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.

g. Can we keep June 16th available for a meeting as the new COVID guidelines will have just come out?

**7. Adjournment**

Meeting adjourned at 8:50 PM.

**Next Meeting – Start 7:00PM - Wednesday, July 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	<b>Oct 15:</b> Original Signees Colleen McCarthy and Peter Alfred N/A; Jan has PO Box key but not on Signee Card <b>Nov 4:</b> ? <b>Dec 2:</b> 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. <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Erik / Ron / All	Review / update Business Continuity Checklist (BCC) for offboarded / onboarded Board Members	Ongoing	<b>Nov 21:</b> Confirm resources / permissions for offboarded / onboarded Board Members; New Secretary to update one tab a month <b>Dec 9:</b> Revised Business Continuity Checklist with current resources, all Board Members, and known permissions; Forwarded to Ron & Erik & Jonathan for review <b>Jan 6:</b> All BCC tabs updated; Tasks assigned to Erik / Ron / Jonathan <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing



Graeme / All	Subdivide and distribute Standard Operating Procedures (SOP) by Board Role	Ongoing	<b>Nov 21:</b> Confirm tasks applicable for Board Members <b>Dec 2:</b> SOP subdivided into separate documents by Officer / Committee and saved to Google drive: <a href="https://drive.google.com/drive/folders/1HgrOW2upb4N6VATWVOV8FignJIh02L8">https://drive.google.com/drive/folders/1HgrOW2upb4N6VATWVOV8FignJIh02L8</a> <b>Jan 6:</b> All? <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Awards Committee	Form a sub-committee for Hugh Town award to review nomination	Completed	<b>Nov 21:</b> Request participation in sub-committee by Board Members <b>Jan 6:</b> Completed - Rob V, Mony, Graeme
Awards Committee	"Awards Committee" to consider CORA Hall of Fame (HOF) as a supplement to Hugh Town Builder Award	Completed	<b>Nov 21:</b> Request participation in sub-committee by Board Members <b>Jan 6:</b> Completed - Rob V, Mony, Graeme <b>Feb 3:</b> Draft guidelines provided to Rob V & Mony; HOF bios for Jackie Webber and Drew Mitchell available for review; <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> CORA HOF Policy / Process Approved
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 <b>Jan 6:</b> Ongoing <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Erik / Graeme	Investigate WordPress FAQ plugins to improve website self-service and reduce CORA Inbox maintenance - <b>Do not delete this, please</b>	Ongoing	<b>Nov 22:</b> Identify / answer Top 20+ most asked questions thru CORA Inbox <b>Jan 6:</b> Ongoing <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Erik	Make Technical AGM and AGM Zoom recordings available to capture attendees and Action Items and Chat comments (notably Mike Parks <b>Do not delete this, please</b> magazine article)	Ongoing	<b>Nov 22:</b> Is this possible with Zoom recordings after end-of-meeting? <b>Jan 6:</b> Erik provided recording to Graeme; Need to capture attendees <b>Feb 3:</b> To-do <b>Mar 3:</b> To-be-done by Mar 5, 2021
Erik / Leanne	Tidy up 2021 Race Calendar (CORA IVF World Distance V6 Race off) <b>Do not delete this, please Showtime!</b>	Ongoing	<b>Nov 22:</b> Events cancelled due to Ongoing COVID <b>Jan 6:</b> Pending <b>Feb 3:</b> CORA IVF World Distance V6 Race off <b>Mar 3:</b> Dates TBD in the summer once we have an idea what COVID will let us do; <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing

Erik / Graeme	Add Zoom account (email address) and permissions to Business Continuity Checklist (BCC)	Completed	<b>Dec 9:</b> Zoom account (email address) added to Business Continuity Checklist; Erik to clarify permissions <b>Jan 6:</b> Added Zoom account and Winter Series account to BCC <b>Feb 3:</b> 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	<b>Jan 6:</b> Erik? <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Erik	Single day membership should remove the word "event" to avoid confusion	Pending	<b>Jan 6:</b> Erik? <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Jonathan	Create a protected fund for the RME Grant	Pending	<b>Jan 6:</b> Jonathan? To-do <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Ron	Communication should be sent out clarifying the CORA grants	Pending	<b>Jan 6:</b> Ron? To-do <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Mony	Translate 2020 race rules into French; Wait until after next Distance Race Rules Revisions	Pending	<b>Jan 6:</b> Mony? To-do <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Erik / Graeme	Post draft copies of Pre-AGM Minutes on website until membership approves the final copy at next AGM in 2021	Ongoing	<b>Jan 6:</b> Ongoing <b>Feb 3:</b> Ongoing <b>Mar 3:</b> Ongoing <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> To-be-done by Jul 8, 2021
Erik / Graeme	Update Board Of Directors and IVF Committee website pages as per appointments for 2021	Ongoing	<b>Dec 9:</b> Updated Board Of Directors and IVF Committee website pages; Forwarded to Ron for review <b>Jan 6:</b> Ongoing <b>Feb 3:</b> No concerns by any Board Members; Close? <b>Mar 3:</b> Close? <b>Apr 7:</b> Close? <b>May 5:</b> Close? <b>Jun 2:</b> Close?
Grace / Erik	Erik/Grace to send a renewal reminder to members from the previous year	Completed	<b>Jan 6:</b> Will be done once there is confirmation of BFL Canada insurance details <b>Feb 3:</b> Sent membership renewal reminders to clubs and paddlers Close? <b>Mar 3:</b> Close? <b>Apr 7:</b> Close? <b>May 5:</b> Close? <b>Jun 2:</b> Close?

Ron	Send out Acknowledgements and Conflicts Policy to the new directors this week.	Pending	Jan 6: To-do Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
Erik / Jonathan	Benefits of joining CORA will be sent out when new insurance has been finalized.	Pending	Jan 6: To-do Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
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 Mar 3: Close? Apr 7: Close? May 5: Close? Jun 2: Close?
<b>Raised Mar 3, 2021</b>			
Erik	Host Google workshop round 2	Pending	Mar 3: To-Do Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
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: To-Do Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
Cindy	Review different provinces and put together information for gaming grants for provinces.	Pending	Mar 3: To-Do Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
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	Ongoing	Mar 3: To-Do Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
Leanne	Prepare a resource for where, and who to contact, to get different boats from	Ongoing	Mar 3: To-Do Apr 7: Was posted to website with the Town Hall: Tale of 27 Boats. Need to update Nelo on website from the <u>google sheet</u> May 5: Ongoing; Jun 2: Ongoing

Graeme	Meet with Matt Kelly at Predator for \$1000 worth of virtual Winter races SWAG	Completed	<b>Mar 3:</b> Met with Matt Kelly to collect mix of lower-cost & higher-cost items <b>Apr 7:</b> Prized received; Draw held; Prizes to be shipped; <b>Apr 14:</b> Prizes shipped
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	Completed	<b>Mar 3:</b> To-Do <b>Apr 7:</b> Ongoing <b>May 5:</b> Comox; VOS; Kelowna; Vernon; Penticton; FVPC <b>Jun 2:</b> Spring SWAG sponsors separate Action Item
Erik	Race schedule to be updated as several have been cancelled	Ongoing	<b>Mar 3:</b> To-Do <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
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	Ongoing	<b>Mar 3:</b> To-Do <b>Apr 7:</b> Ongoing <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
<b>Raised Apr 7, 2021</b>			
Leanne	Put out 2020 London IVF Sprints Intent to Compete Form	Ongoing	<b>Apr 7:</b> To-Do <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
James / Leanne	Update / Publish 2020 London IVF Sprints Selection document	Ongoing	<b>Apr 7:</b> To-Do <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Leanne	Talk to Zoe Norcross-Nuu about her downwind surfing session PowerPoint and get a copy for back-up	Ongoing	<b>Apr 7:</b> To-Do <b>May 5:</b> Ongoing; <b>Jun 2:</b> Ongoing
Graeme / Erik	Peter Forand Masters Challenge 2021 recipient Beau Whitehead website page / post & Social Media post	Completed	<b>Apr 11:</b> Photo received from Beau Whitehead; CORA website / social media releases published
Graeme / Erik	Addresses to be reformatted for peel-stick mailing labels; All participants to receive at least 1 prize; All prizes to be shipped via Canada Post (parcels)	Completed	<b>April 14:</b> All draw prizes shipped via Canada Post

Erik / Ron	Add Novice category to Spring Virtual Series (with general description)	Completed	Apr 11: In place as <b>Category (Novice; Experienced)</b>
Graeme / Erik	Graeme and Erik to coordinate QA of CORA Virtual Race Age Division determination algorithm	Completed	Apr 7: To-Do May 5: Ongoing; Jun 2: Confirmed that algorithm determines Age Division (up) via Birth Year
Graeme / Erik	Graeme to revisit definition of Novice. Erik to examine and propose some wording for the application process.	Completed	Apr 28: Novice Definitions discussion document completed / distributed for review
Board	Consider <b>incentives for increasing Novice participation</b> as per Incentives for Novice Paddlers discussion document	Ongoing	Apr 7: To-Do; May 5: Ongoing; Jun 2: Ongoing
<b>Raised May 5, 2021</b>			
Ron / Erik / Grace	Reminders will be sent to all clubs that need to renew their membership who have CORA members	Pending	May 5: To-Do; Jun 2: Ongoing
Erik	Board will post on its website - statement that everyone should "please" be vaccinated. Note no guidance regarding special provisions for everyone vaccinated.	Pending	May 5: To-Do; Jun 2: Ongoing
Ron / Erik	Coordinate an OC1 technique session before new boat owners get onto the water, hopefully June. Several things to discuss from safety margins, to transportation, to paddling are good items.	Completed	May 5: To-Do; Jun 2: Ongoing; Jun 26: Everything OC1
Leanne	Locate CORA Sprints Race Rules - not found on the CORA Google Drive	Pending	May 5: To-Do; Jun 2: Ongoing

Graeme	Revise / simplify proposed Novice Age Division definitions and distribute to Board for review	Ongoing	<b>May 5:</b> To-Do; <b>May 27:</b> Revised Novice Age Division definitions distributed to Board for review; <b>Jun 2:</b> Add to Race Directors Guide
Ron	Clean-up Proposed Amendments to Distance Race Rules and distribute to Board for review	Ongoing	<b>May 5:</b> To-Do; <b>Jun 2:</b> Ongoing; <b>May 27:</b> Latest Distance Race Rules revised with proposed changes and distributed to Ron Chin for review; <b>May 28:</b> Proposed Distance Race Rules Amendments cleaned-up and distributed to Board for review; <b>Jun 2:</b> "Turn the Pages" session booked for Jun 16
Board	We should organize more sponsors; it would be handy to have multiple sponsors.	Ongoing	<b>May 5:</b> To-Do; <b>Jun 2:</b> Ongoing
Leanne / Board	Recruit IVF Executive Committee members	Completed	<b>May 5:</b> To-Do; <b>Jun 2:</b> Ongoing; <b>Jun 13:</b> Nomination date passed
<b>Raised Jun 2, 2021</b>			
Leanne / Erik	Submit Lynda Roberts & Miles Tickner nominations for IVF Committees	Completed	<b>Jun 2:</b> To-Do by June 13
Erik / Graeme	Erik to work with Graeme on list of items for Spring Virtual Races prizes	Ongoing	<b>Jun 2:</b> To-Do;
Board	Build up the sponsorship base	Ongoing	<b>Jun 2:</b> To-Do;
Lynda Roberts / Michael Simm / Val Simmons	COVID Restart Plan National presence update to be provided	Ongoing	<b>Jun 2:</b> To-Do;
Tony	Developing google based survey to gather data to determine where junior paddlers are and what junior programs are out there	Ongoing	<b>Jun 2:</b> To-Do;
Race Committee	Hold meeting to "Turn the pages" and finalize wording of Distance Races	Ongoing	<b>Jun 2:</b> To-Do;

	Rules Revisions and distribute no later than 1 week before July 2021 Meeting		
Erik / Graeme	Consolidate Latitude 48 & ORPC references given merger (Website; Google Drive; Canoe Registry; etc.)	Ongoing	Jun 2: To-Do;