



CORA Monthly Meeting Minutes
Wednesday, July 7, 2021
7:00 PM PST / 8:00 PM MST / 10:00 PM EST

Google Meet joining info
Video call link: meet.google.com/rgt-bvog-ksc

1. Welcome and Roll Call

Present: Ron, Erik, Leanne, Rob V, Rob M, Graeme, Marianne, Val, Mony, Bob and Scott. Jonathan joined at 8:46 pm
Regrets: Cindy and Tony

2. Adoption of **June 2021** Minutes

RESOLVED THAT the **June 2, 2021** minutes be adopted as a correct record of the proceedings of the meetings.
Moved by Ron C., Seconded by Rob Varnell

Approved

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

4. Standing Items - Presented by existing Officers

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

- i. All standard housekeeping is taken care of, except a viaSport notice received today. VIA sport has posted the equivalent of BC's chart of phases. Will consolidate, there will be some direction from Ontario. Information in the rest of Canada is changing day by day. BC's Step 3 is reliable enough to last until August 1st, when we switch to Step 4.
- ii. Conclusion of Spring Virtual Race 3, results were tabulated and posted. Race awards are to be discussed. BC post will be posted.
- iii. Will hear from Mony and Val on opening up. Alberta will wait to hear.
- iv. Can we have another lesson on google, website and the documents.

- Once we have on water sessions lined up, we can organize a session. Can someone organize for Eric, Eric and Paul Barton will host the lesson.
- v. Our bulletin board is down as it cannot handle the volume we were using. We can have an external service handle the bulletin board for us. The approximate monthly cost is \$30.00.
 - Suggestion of 3-month trial

Motion - To use external service for a 3-month trial for hosting the bulletin board and to delegate to Eric, Jonathan and Ron the power to determine the service provider up to a maximum of \$50.00 per month.

1st - Ron Chin

2nd - Val Simmons

Approved

b. Membership Update – **Grace**

Individual Memberships

There were 204 registrations in June, bringing the individual annual memberships to 671 members.

- 19 were Open; total of 62
- 36 were Masters 40+; total of 94
- 33 more Masters 50+; total of 156
- 69 more Masters 60+; total of 244
- 47 more Masters 70+; total of 101

There are 2 CORA single event registrations for the Bowen Island Race.

Club Memberships

To date, 31 clubs have renewed their memberships. Grace sent a reminder email to the 5 clubs who have not yet renewed but who have paddlers registered with CORA.

c. Grant Updates – **Ron**

Clinic Grants

No Activity

Coaching Education Grants

Application and supporting documents received from James Hill (Latitude 48 Paddling Club) on June 7, 2021 and approved. E-transfer of \$131.25 issued on June 18, 2021.

RME Grants

Application received from Fairway Gorge Paddling Club on June 8, 2021.

Please see Memo attached for consideration at the Board Meeting.

https://drive.google.com/file/d/1HCICyYcM3JZjUbls5H_OiaBHYeXg1vWWM/view?usp=sharing

Motion - to approve the RME Grant from Fairway Gorge in the amount of \$1,000.00

1st - Ron Chin

2nd - Val Simmons

Approved

Travel Grants

No Activity

d. IVF Representative Update – **Leanne**

i. Sprints (London 2022)

- Currently 48 intents submitted.
- Would like to send out info email to all 2018 and 2020 participants
- A request has come in for paddlers to be able to see who else has put in intent to compete so they can see who's looking to fill PD crews and such. Our msg board is set up for information to be disbursed.
- Committee will meet near end of month to go through intents and formalize fall process then open registration.
- Any progress on East trial options?
- East - restrictions still on group activities.
 - Location will need to find open water, escort boats, etc. are somewhat difficult as facilities are beginning to open but not ready yet.
 - Leanne may have a connection to use boats.

ii. Distance

- Nothing at this time

iii. IVF Board

- No notes at this point to submit to IVF regarding changes to the sprint rules. Any input is due to IVF July 18.

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

i. Financial Statement to date

<https://drive.google.com/drive/u/2/folders/1mdclvP3eJCHhAD3LgLclaN6QCrgnTYtN>

ii. It is likely that I will miss the meeting on Wednesday 7th - I have three other places that I am supposed to be (none of which sound as glam as sailing the seven seas).

Attached is my report for June 2021.

Trey Thorne. He bounced his purchase of membership 2021 and entry to the first Virtual Race, -citing credit card

issues, he explained. I have written to him four times, without receiving the decency of a reply. I have now deleted him from the membership list. Eventually got paid and he's back in the membership.

There is a sum of \$3,179.70 due to the 6 'host' clubs for the Spring Series. Please may I have a mandate to distribute this?

Motion - To approve distribution of \$3,179.70 payable to 6 host clubs for the Spring Virtual Series

1st - Ron Chin

2nd - Erik Ages

Approved

One new club membership - **Rideau Valley River Runners**

f. COVID Policy Update - **Ron, Erik, Cindy**

Via Sport has sent out an update for "Return to Sport" for Step 3 July 1st.

Erik will post the VIA Sport updates on the CORA website.

- Canada Wide Travel is allowed. International travel must follow guidelines
- No maximum size restrictions
- Masks are no longer required
- Physical distancing no longer needs to be maintained. However, member clubs can still follow their own guidelines.
- BC and AB are in lock step with each other.
- Erik - guidance on mask wearing at the federal level seems at odds with BC and AB.
- Momy - in PQ people are now allowed in OC6s, restrictions relate to group events
- Val - people are now allowed to paddle in group boats, but restrictions relate to group events
- Val - for ON, on Aug 4th full boat DBs (Pickering with DB Canada Pres)

g. Junior Update - **Marianne**

- Tony has prepared a quick survey that he will send to the board. It is basically asking who has junior members and whether they have a junior program.
- Erik will send out survey (Google form), he will contact Tony directly.

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

- i. Next Saturday IVF London 2022 information session.
 - Leanne will send out an information post prior shortly
- ii. Great feedback from last Town Hall sessions. Information passed on helped people to make financial decisions. Leanne has received comments from other countries as well, for example New Zealand.

- Great feedback in giving people the opportunity to connect and share information.
 - iii. Erik advised that we have a library of information now.
 - iv. Goal is to start up in October of 2021
 - v. Huge thank you to the Town Hall committee
- i. **Historical Update - Val, Bob, Graeme**
- i. Hawaii paddler sent link to their worldwide OC6 video as part of COVID sanity project; Fairway Gorge & FCRCC Pailolo cameos; Will add to website shortly, now that 1994 / 1996 / 1998 IPCF Sprints page and “The Burrard” completed - **Graeme**
<https://www.youtube.com/watch?v=a9yZzIQmyc>
 - ii. “The Burrard” - Complete Historical Document distributed to Jackie Bell (Comox), Dave Hill (VCKC), Rob Varnel (Pac Reach), Brent Bagnall (???) for review of content and to be released shortly - **Graeme**
 - iii. 1994 / 1996 / 1998 IPCF Sprints results / photos published on CORA website IVF Perpetual page / posting - **Graeme**
 - iv. Ron Williams (FCRCC), Brazil Dennis Campbell OC6, 3-piece Bradley, up for a Town Hall - What is the upcoming Town Hall schedule? How to set up an outrigger club (?) - **Graeme**
 - v. Eastern Canada OC History updates will be done during the summer. Val commented that last year 2 OC6s this year 6 OC6s. It is very difficult to get paddling going in Montreal, part of the problem is locating storage. - **Val**
 - Graeme advised that he might have a connection (Ron Williams) who can get Val some Bradley Lightning canoes currently being stored in Ontario.
 - vi. Okanagan OC history updates? - **Bob**
 - vii. Suggestion from Rob Varnel that we could work toward having a canoe commissioned, this will be given after Nationals. Board to discuss further.
- j. **Awards Update - Rob V, Mony, Graeme**
- 20-June-2021 distribution of Ballot and Hall Of Fame (HOF) Candidate Bios to Awards Committee members as all Candidate Bios completed for all Nominees by 16-June-2021 Nominee submission cut-off; 31-July-2021 Ballot end-date
- Grace (extensive familiarity with many of the Candidates) returned Ballot before 1-July-2021
- Invited one member of the outrigger community (minimal familiarity with any of the Candidates) as a “guest” voter
- BC Sports Hall of Fame contact recommended maximum of 2 Nominees for Sport of Canoeing for each of the three Categories (Athlete; Builder-Coach; Pioneer)
- See: <https://drive.google.com/drive/folders/1t5F6hydIGjxFICvdCMTAJ-5VRRpiQys8>
- Contact at BC Sports Hall of Fame suggested pick the top 2 in the categories. Graeme has sent in 7 names, voting will be in the next month or two.
- WAC Bennett - Drew Mitchell
Athlete - Heather Taylor
Coach Builder - Jackie Webber

Pioneer - Garry Mancel and James Van Nostrand

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

Spring Virtual Small Boats Races Update

Race #3 was completed June 26th and the race results have been posted to the CORA website.

Draw prizes and distribution:

Erik, will delegate to one of his employees, will then finalize what the prizes are and distribute them.

Ron will review the list of prizes and list of prize winners and approve.

Suggestion that prizes that are not e-cards be distributed during a meet and greet in main areas, such as Victoria and Vancouver. E-cards can be sent out to prize winners that are not in main areas.

Sponsors for small boat series

Met with Oddball Workshop & they are interested in long-term Sponsor partnership with CORA (PDF document distributed)

Freshii and Fatburger contacted, but no reply; They offer e-gift cards for CORA members in areas far away from Victoria / Vancouver

Recommend a 4-way split (based on distribution of winners across regions) for Waterfront Outfitters, Oddball Workshop, Freshii, Fatburger

Email "distant" winners an e-gift card (\$20?); One-day meet-and-greet at FGPC and Burrard to pick up prizes (anything not collected goes into the CORA bucket of prizes)

CORA Small Boat Number Decals

100 more pairs of CORA Small Boat Number Decals (1200-1299) ordered / invoiced / paid with Oddball Workshop

CORA Google Drive folder setup with mock-ups / invoices / emails / log for knowledge transfer (business continuity) for someone new to do this next time

CORA Board > Races / Small Boat Racing:

<https://drive.google.com/drive/folders/1wMCAhpzH5SvvEaFnT9Tval41id7F2ucK>

5. New Business

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

FCRCC Around Bowen is scheduled for Sunday, July 25th and has been posted on the CORA homepage.

CVCRC has received approval from the Town of Comox for hosting Island Iron on August 28 & 29, 2021

Motion to add Island Iron to be held on August 28th and 29th

1st - Ron Chin

2nd - Rob Varnell

Approved

b. Amendments to Distance Race Rules - **Rob M. / Ron Chin**

- Concern regarding racing down, should we restrict people racing down.
- When racing your age will be listed so you can determine where you placed against others of your age group, as well as listed in your placing in the race.
- Rules are forward looking and should reflect the sport as it matures. Race Directors do have discretion to modify their race in terms of the event format (Sprints; Iron; Changes), the event distance (short course; long course), and the event paddlecraft (big boat; small boat); Race Directors do have discretion to modify their race in terms paddle craft of crew composition for Keiki (16) and Junior (19) and Novice crews.
- Age Division should be listed for each paddler in their age bracket.
- The changes will require that the Race Directors must allow paddlers to register in their age division.
- A review of the other groups was done, we are the only one to suggest this type of age racing.
- We should look to the IVF for their rules on guidelines for age classifications.
- Comment made regarding now many members are of a senior division. Our biggest challenge is getting junior paddlers interested.
- It's our job to set the stage for the kids
- CORA is in a different position to other groups as our membership is an older membership. We need to look toward encouraging younger paddlers.
- We need to allow for the number of paddlers participating in a race, as such ages may not be a big factor for this in the East. There must be some flexibility in this. It can be that need for more hardware but as the paddler is in essence the customer this can be necessary.
 - a. The amendment does allow for Race Directors discretion to modify their race in terms of the event format (Sprints; Iron; Changes), the event distance (short course; long course), and the event paddlecraft (big boat; small boat); The amendment does allow for Race Directors discretion to modify their race in terms crews. of crew composition for Keiki (16) and Junior (19) and Novice crews.
 - b. Also, the amendments do allow for paddlers to receive awards per their age class, without the requirement to collapse into one category.

Motion to adopt amended race rules circulated by Ron Chin on July 3rd.

1st - Ron Chin

2nd - Jonathan Wilkins

Objections - Graeme Galves

Motion approved

- c. CORA Sponsorship Base Suggestions (discussion document distributed) - **Graeme / Erik**
Comments from the Board?
Defer to August Meeting
- d. CORA Board Member responsibilities - **Graeme**
Volunteers?
Defer to August Meeting
- 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 8:53 PM.

Next Meeting – Start 7:00 PM - Wednesday, August 4, 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	Ongoing	Ongoing keep up to date.

	such as the Google Shared Drive "Clubs" folder		
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: ? 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. Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
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: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
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 Jan 6: All? Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
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	Completed	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: Ongoing Apr 7: Ongoing May 5: 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 Jan 6: Ongoing Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
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 Apr 7: Ongoing May 5: Ongoing; Jun 2: 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: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: To-be-done by Aug 14, 2021
Erik / Leanne	Tidy up 2021 Race Calendar (CORA IVF World Distance V6 Race off)	Completed	Nov 22: Events cancelled due to Ongoing COVID Jan 6: Pending Feb 3: CORA IVF World Distance V6 Race off Mar 3: Dates TBD in the summer once we have an idea what COVID will let us do; Apr 7: Ongoing May 5: Ongoing; Jun 2: Completed
Erik / Graeme	Add Zoom account (email address) and permissions to Business Continuity Checklist (BCC)	Completed	Dec 9: Zoom account (email address) added to Business 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? Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing

Erik	Single day membership should remove the word "event" to avoid confusion	Pending	Jan 6: Erik? Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
Jonathan	Create a protected fund for the RME Grant	Pending	Jan 6: Jonathan? To-do Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
Ron	Communication should be sent out clarifying the CORA grants	Pending	Jan 6: Ron? To-do Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
Mony	Translate 2020 race rules into French; Wait until after next Distance Race Rules Revisions	Pending	Jan 6: Mony? To-do Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
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: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing; Jun 2: To-be-done by Aug 14, 2021
Erik / Graeme	Update Board Of Directors and IVF Committee website pages as per appointments for 2021	Completed	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? Mar 3: Close? Apr 7: Close? May 5: Close? Jun 2: 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 Close? Mar 3: Close? Apr 7: Close? May 5: Close? Jun 2: 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?
Raised Mar 3, 2021			
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	Mar 3: Met with Matt Kelly to collect mix of lower-cost & higher-cost items Apr 7: Prized received; Draw held; Prizes to be shipped; Apr 14: 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	Mar 3: To-Do Apr 7: Ongoing May 5: Comox; VOS; Kelowna; Vernon; Penticton; FVPC Jun 2: Spring SWAG sponsors separate Action Item

Erik	Race schedule to be updated as several have been cancelled	Completed	Mar 3: To-Do Apr 7: Ongoing May 5: Ongoing; Jun 2: 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	Completed	Mar 3: To-Do Apr 7: Ongoing May 5: Ongoing; Jun 2: Ongoing
Raised Apr 7, 2021			
Leanne	Put out 2020 London IVF Sprints Intent to Compete Form	Completed	Apr 7: To-Do May 5: Ongoing; Jun 2: Ongoing
James / Leanne	Update / Publish 2020 London IVF Sprints Selection document	Completed	Apr 7: To-Do May 5: Ongoing; Jun 2: Ongoing
Leanne	Talk to Zoe Norcross-Nuu about her downwind surfing session PowerPoint and get a copy for back-up	Ongoing	Apr 7: To-Do May 5: Ongoing; Jun 2: Ongoing
Graeme / Erik	Peter Forand Masters Challenge 2021 recipient Beau Whitehead website page / post & Social Media post	Completed	Apr 11: 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	April 14: 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 Category (Novice; Experienced)
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 incentives for increasing Novice participation as per Incentives for Novice Paddlers discussion document	Ongoing	Apr 7: To-Do; May 5: Ongoing; Jun 2: Ongoing
Raised May 5, 2021			
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	Completed	May 5: To-Do; May 27: Revised Novice Age Division definitions distributed to Board for review; Jun 2: Add to Race Directors Guide
Ron	Clean-up Proposed Amendments to Distance Race Rules and distribute to Board for review	Completed	May 5: To-Do; Jun 2: Ongoing; May 27: Latest Distance Race Rules revised with proposed changes and distributed to Ron Chin for review; May 28: Proposed Distance Race Rules Amendments cleaned-up and distributed to Board for review; Jun 2: “Turn the Pages” session booked for Jun 16

Board	We should organize more sponsors; it would be handy to have multiple sponsors.	Ongoing	May 5: To-Do; Jun 2: Ongoing
Leanne / Board	Recruit IVF Executive Committee members	Completed	May 5: To-Do; Jun 2: Ongoing; Jun 13: Nomination date passed
Raised Jun 2, 2021			
Leanne / Erik	Submit Lynda Roberts & Miles Tickner nominations for IVF Committees	Completed	Jun 2: To-Do by June 13
Erik / Graeme	Erik to work with Graeme on list of items for Spring Virtual Races prizes	Ongoing	Jun 2: To-Do;
Board	Build up the sponsorship base	Ongoing	Jun 2: To-Do;
Lynda Roberts / Michael Simm / Val Simmons	COVID Restart Plan National presence update to be provided	Ongoing	Jun 2: To-Do;
Tony	Developing google based survey to gather data to determine where junior paddlers are and what junior programs are out there	Ongoing	Jun 2: To-Do;
Race Committee	Hold meeting to "Turn the pages" and finalize wording of Distance Races Rules Revisions and distribute no later than 1 week before July 2021 Meeting	Completed	Jun 2: To-Do;
Erik / Graeme	Consolidate Latitude 48 & ORPC references given merger (Website; Google Drive; Canoe Registry; etc.)	Ongoing	Jun 2: To-Do;
Raised Jul 7, 2021			
Erik / Paul Barton	Have another long-overdue lesson on google, website and the documents.	Ongoing	Jul 7: To-Do;

Leanne / CORA IVF Committee	CORA IVF Committee will meet near the end of month to go through intents and formalize the fall process then open registration.	Ongoing	Jul 7: To-Do;
Erik	Post the latest VIA Sport updates on the CORA website	Ongoing	Jul 7: To-Do;
Mony / Rob V	Submit Canadian Outrigger Hall Of Fame Ballots by 31-July-2021 Ballot end-date	Ongoing	Jul 7: To-Do;
Erik / Tony	Send out a survey basically asking who has junior members and whether they have a junior program (Google form)	Ongoing	Jul 7: To-Do;
Rob Varnel	Board could work toward having a canoe commissioned, this will be given after Nationals. Board to discuss further	Ongoing	Jul 7: To-Do;
Erik / Ron	Spring Races draw prize winners to be selected and then delegate to a FGPC employee to coordinate / distribute prizes	Ongoing	Jul 7: To-Do;
Ron	Issue communique to the membership and Race Directors for upcoming 2021 Events that the new Distance Race Rules are effective immediately	Ongoing	Jul 7: To-Do;