



CORA Monthly Meeting Minutes

Wednesday, August 4, 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, Rob V, Rob M, Graeme, Val, Cindy, Erik, Leanne, Scott, Jonathan,

Regrets: Bob, Mony, Marianne, Tony

2. Adoption of **July 2021** Minutes

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

Moved by Ron C., Seconded by Erik

APPROVED

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

4. Standing Items - Presented by existing Officers

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

- i. CORA Inbox “ringing off the hook” in July (Membership proof; Changing club memberships; IVF Intent to Compete late; Club Rep turnover; Removing Forum Ads; CORA Club “Guidance document”? FAQ Plug-in at some point?
- ii. Membership moves between clubs; Not something that Grace can do; ORPC to Latitude 48; COMMOC to Hauanani
- iii. Broken links (404); Need to run link-check sometime in August and resolve missing URLs
- iv. Erik made changes to Race Schedule
- v. Erik posted results for Around Bowen.

- vi. Website has become overloaded, and will need to expand website storage and hosting for 2022 (including budgeted allowance). Move to a bigger service provider.

b. Membership Update – **Grace**

Individual Memberships

There were another 156 memberships in July, bringing the total individual annual to 826 members. Over half of the new memberships (85) were Masters 60+ and older and 8 were juniors from FCRCC, Kelowna and Nanaimo.

There were 16 CORA single event memberships for the Bowen Island Race.

Club Memberships

To date, 34 clubs have renewed their memberships; TSCC Maka Koa, Club Bon Accueil and Leduc paid their club memberships this month but still waiting for Gibsons (2 CORA paddlers) and Club de Outrigger Montreal (3 CORA paddlers).

Ottawa River Runners settled on a name change to **Rideau Valley River Runners** due to naming conflicts with Ottawa River Runners (whitewater club) and Ottawa Outrigger Club (not a CORA club). Claire Robinson has a dozen memberships for this club.

Is there a way to move a CORA Member's "affiliated club" on the system? Currently only Erik can do that. Erik will teach Ron how to make that change.

c. Grant Updates – **Ron**

Clinic Grants

No activity

Coaching Education Grants

No activity

RME Grants

FGPC RME Application approved at July Board Meeting should be rescinded, as they received an RME Grant in 2020.

MOTION: That the RME Grant Application submitted by Fairway Gorge Paddling Club on June 8, 2021 and approved at the July CORA Board meeting be rescinded due to ineligibility.

MOVED BY: Ron C. SECONDED BY: Rob V.

APPROVED

Haunani RME Application received July 18, 2021 and July 22, 2021 from Haunani Outrigger Club / Club Outrigger Haunani. A July 18 RME application requested ineligible OC6 delivery costs and was replaced with a new application for eligible costs (OC6 dolly and paddles). See memo attached for new application.

<https://drive.google.com/file/d/1y1cTVThMJQ8zNuq7GXlc2WJl3nH3CkY5/view?usp=sharing>

MOTION: That the RME Grant Application submitted on July 22, 2021 by Haunani Outrigger Club be approved.

MOVED BY: Ron C. SECONDED BY: Leanne.

APPROVED

Travel Grants

No activity

d. IVF Representative Update – **Leanne**

i. Sprints (London 2022)

- IVF Committee met Thursday last week - discussion about absences, racing down, exemptions, etc. Hoping to have an update later tomorrow. 240 intent forms - there will be race-offs for crews.
- Can CORA mandate a requirement that athletes be vaccinated if attending Calgary IVF Sprint Trials?
- If we have free agents for OC6s from across Canada at IVF Sprint Trials in Calgary, is there a problem with requiring vaccinations or disclosing whether they are vaccinated before participating?
- We need to research what vaccination requirements can be imposed on free agents in OC6s (not V1s).
- We are running short on time if an athlete needs 2 shots as trials are in 8 weeks.
- Travelling to London would also require 2 vaccinations, but there would be plenty of time after Calgary trials to be vaccinated before travelling.
- Side note: FGPC requires double vaccinations if not wearing a mask. All employees must wear masks indoors. FCRCC is leaving it up to paddling programs.
- Working with Jonathan as to a fee schedule for IVF Sprint Trials. May make the fees a bit higher for IVF Sprint Trials to weed out those who aren't serious. One fee per category, not one fee for all trials. Erik says it's a shopping cart issue. Waive the fee for Juniors (cost would come out of excess revenue from the IVF Sprint Trials).

ii. Distance

- Nothing to update.

iii. IVF Board

- IVF Strategic Meeting this Saturday - Lynda and Leanne attending - to be reported next month.
- IVF Committee Appointments:
 - Lynda Roberts (CCC) - IVF Events and Technical Committee
 - Miles Krakowec Tickner (FGPC) - IVF Sport Development Committee

Kamini Jain has joined the CORA IVF Committee.

- e. Financials/Treasurer Update - **Jonathan**
 - i. Financial Statement to date
See email forwarded by Jonathan.

- f. COVID Policy Update - **Ron, Erik, Cindy**
 - Erik - each jurisdiction is establishing their own policies.
 - No changes in BC in the past month.
 - Cindy - Clubs will still establish policies based on what their members want (to feel safe), even if we get to Step 4 of the Restart Plan.

- g. Junior Update - **Marianne**
 - Deferred to next month.

- h. Town Hall Update - **Leanne, Erik, Ron, Tony, Val**
 - i. CORA Off-the-Water Town Halls and Coach Panels are on hiatus until the first week of October 2021 (after IVF Sprint Trials). Likely OC6 discussions, such as seat roles (compared to OC1).
 - ii. Erik to check statistics on YouTube viewership.

- i. Historical Update - **Val, Bob, Graeme**
 - i. "The Burrard" - Several revisions due to recent discoveries by Bob Woodman have altered the timeline; Need to publish updated Historical document with revisions.
 - ii. Heather Taylor account of an OC6 paddled from Nanaimo to Kits Beach in 1988 has been substantiated
 - iii. Eastern Canada OC History progress - **Val**
 - iv. Okanagan OC History progress; Great background collected on Kamloops / Vernon formation - **Bob**

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

Hall Of Fame (HOF) 2020/2021 Process completed 31-July; Several takeaways for process improvement noted; Noteworthy question raised about appropriateness of HOF Candidates having benefited financially via their contributions to the sport; Will add to AGM Awards Committee Report.

Canadian Outrigger Hall Of Fame perpetual page updated with 2020/2021 Inductees; Media Release (post) to be prepared / published sometime in August

<https://canadianoutrigger.ca/community-2/canadian-outrigger-hall-of-fame/>

No specific line item in the budget for the awards, but there are excess funds (\$600) under "Medals and Awards".

See Hall Of Fame Commemoration Proposal in New Business.

MOTION: That the proposal for 6"x8" walnut plaques with sublimated metal insert plate from Kerr Recognition for each of the 18 Hall Of Fame inductees as presented by Graeme Galves be approved up to a maximum of \$800 in total.

MOVED BY: Rob V. SECONDED BY: Val.

APPROVED

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

Spring Virtual Small Boats Races Update

Results posted.

Spring Virtual Small Boats Races Prizes Update

Erik - Not too worried about lateness as recipients will be happy to receive them. Erik and his group will get to them after Splash Dash this weekend.

5. New Business

- a. CORA IVF Sprint Trials: Vaccination Requirements / Waiving Junior Fee - **Leanne**

See notes above.

- b. Hall Of Fame Commemoration Proposal (discussion document distributed prior to August 2021 Meeting) - **Graeme**

See notes above.

- c. Relocation Grant Proposal (discussion document distributed prior to August 2021 Meeting) - **Graeme / Val**

See various emails from Board Members.

Graeme has responded directly to each member so far who raised concerns.

Cindy is not inherently against the idea of a relocation grant. But be careful as claims for shipment can be abused.

Rob V, Cindy, Leanne - historically, CORA did not want Clubs using the RME Grant for buying used solo boats as Clubs have other operating expenses (maintenance and repair rather than acquisitions) and smaller items. Didn't want money funneled into big Clubs because they have more money to buy canoes than smaller Clubs.

Rob V - okay with a new grant for the moving of equipment.

Val, Cindy - is the issue the cost of travel or that there aren't enough cheap Spec boats in Eastern Canada?

Cindy noted that there are enough Western Canada Clubs that can take used OC6s, so it's unlikely that OC6s would be shipped to Eastern Canada. Val noted that used Spec boats are needed to build Club membership, but it is very expensive to ship across the country (not worth the effort and expense).

Erik - This won't be decided tonight. Do we want to get involved in the economics of boat purchases/manufacturing?

Western Canoeing has the plug for the Advantage OC6 canoe could be shipped out east, that would be more economic than shipping a finished canoe (or manufacturing and shipping a bulk order of OC6s). Advantages used to cost \$8,000, then \$14,000, then manufacturing stopped.

Val - 2-piece Bradley available out east for \$15,000 (H2O purchasing from Brazil/Florida distributor).

Sunnyside has 2 Ozone unlimited OC6s.

Hard out East to find canoes to start clubs.

Erik - an order of canoes in bulk by a consortium would be the best way to proceed. Val prefers a bulk shipment of used OC6s.

Graeme - If several Clubs get together, they could each apply for a relocation grant to pay for the cost of a container of OC6s.

- d. CORA Sponsorship Base Suggestions (discussion document distributed prior to July 2021 Meeting) - **Graeme / Erik**
Deferred.
- e. CORA Board Member responsibilities (Changing of the guard) - **Graeme**
Business continuity issues - make sure that we properly transition responsibilities if members leave.
- f. Offer from Adrian Lee to review and revise CORA Safety Manual - **Ron / Rob V / Rob M**
MOTION: That the Board approve the review and amendment of the CORA Safety Manual by Adrian Lee for consideration by the Board and review of the Safety Manual reporting to Rob Varnel.
MOVED BY: Ron C. SECONDED BY Jonathan
APPROVED
- g. Amending RME Grant for Acquisition of Boats - **Ron**
See discussion above.
- h. 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)

- i. 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 8:54 PM.

Next Meeting – Start 7:00 PM - Wednesday, September 1, 2021

Assignee	Action Item	Due Date	Comments
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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: ? 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/1HgrOW2upb4N6VATWVOV/k8FignJIh02L8 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	Completed	Jan 6: Will be done once there is confirmation of BFL

	to members from the previous year		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	Completed	April 14: All draw prizes shipped via Canada Post

	receive at least 1 prize; All prizes to be shipped via Canada Post (parcels)		
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	Ongoing	Jul 7: To-Do;

	employee to coordinate / distribute prizes		
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;
Raised Aug 4, 2021			
Graeme / Erik	Website has many broken links (404); Need to run link-check sometime in August and resolve missing URLs	Ongoing	Aug 4: To-Do;
Erik	Website has become overloaded, and will need to expand website storage and hosting for 2022 (including budgeted allowance). Move to a bigger service provider.	Ongoing	Aug 4: To-Do;
Erik / Ron	Erik will teach Ron how to move a CORA Member's "affiliated club" on the system. Currently only Erik can do that.	Ongoing	Aug 4: To-Do;
Leanne / CORA IVF Committee	We need to research what vaccination requirements can be imposed on free agents in OC6s (not V1s).	Ongoing	Aug 4: To-Do;
Erik	Erik to check statistics on YouTube viewership with regard to Town Halls	Ongoing	Aug 4: To-Do;
Graeme	Canadian Outrigger Hall Of Fame Media Release (post) to be prepared / published sometime in August	Ongoing	Aug 4: To-Do;
Erik	Erik and his group will get to Spring Virtual Small Boats Races Prizes after Splash Dash this weekend.	Ongoing	Aug 4: To-Do;

MEMORANDUM

To: CORA Board

From: Ronald Chin

Re: 2021 Haunani Outrigger Club / Club Outrigger
Haunani RME Grant Application

Date: August 3, 2021

A Repair, Maintenance and Equipment Grant Application has been received from Haunani Outrigger Club, as described below. Haunani Outrigger Club / Club Outrigger Haunani has 24 Adult CORA members in 2021 and is a CORA Club for 2021, so it meets the eligibility requirements.

My recommendation is for APPROVAL of the application.

RME Grant Eligibility Criteria:

1. *This grant can cover:*
 1. *Repairs to club-owned canoes.*
 2. *Repairs to clubhouses, docks and facilities that are own or leased by the club.*
 3. *Common club safety equipment, specifically, club paddles, club PFDs, rescue tools (tow lines, flares) safety kits, first aid kits.*
 4. *Maintenance to canoe trailers.*
 5. *Only CORA clubs in good-standing and with full CORA membership paid for both the previous and current seasons are eligible.*
 6. *The grant must be for the betterment of the club, CORA and the sport as a whole. You will be required to justify this with your statement-of-use.*
2. *This grant does not apply to the purchase, partially or whole, for new/used canoes.*
3. *The maximum grant amount is \$1000 per club every 2nd year. Clubs that are successful in a given year are ineligible the next year unless there are excess funds (i.e. unused budget monies). Expenses must be incurred in the calendar year during which the grant is awarded.*
4. *The budget for this year has been set and when that budget is exhausted no further grants will be considered.*

Haunani Outrigger Club / Club Outrigger Haunani - submitted July 22, 2021

Justification:	A dolly to maneuver our V6 on land, and help get it in and out of the water, a steer blade for members of the club to share, club paddles for new members being initiated to the sport, and to invite people to try paddling with us.
Estimated Expenses:	Dolly: \$750. Steer blade: \$400 12 club paddles: \$1,500.
Total Estimated Costs	\$2650.00
Issues:	Subject matter of application.
Recommendation for Board:	APPROVAL, for \$1000, subject to submission of receipts by October 31, 2021.