



CORA Monthly Meeting Minutes

Wednesday / October 6 / 2021

7:30 PM PST / 8:30 PM MST / 10:30 PM EST

Google Meet joining info

Video call link:

<https://meet.google.com/kek-wcey-pbw>

- Welcome and Roll Call

Present: Ron / Rob V / Val / Mony / Erik / Jonathan / Marianne / Leanne / Graeme / Scott / Rob M /

Regrets: Tony / Bob / Cindy /

- Adoption of **September 2021** Minutes

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

Moved by Ron / Seconded by Jonathan

APPROVED

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

- Standing Items - Presented by existing Officers

- Communications & Technical Update – **Erik / Graeme**

- Finished QA (Link-check) of the website. Corrected ~50 broken links (404s) including Distance Race Rules, Membership Benefits, various Products / Services vendors, and many COVID Health Resources links - problem now solved, limit is now upped to allow for more information on website. Suggestion of moving to a different server, making the decision as to whether or not to move at the pre-AGM for board approval. Suggestion of moving the website over the Christmas break.
 - Recommend CORA archive and unpublish the COVID Health Resources page as constantly evolving Federal / Provincial is challenging to keep current - agreed
 - Set up the first Town Hall of the Winter, level of interest is very high.
 - Will be sending out information on prizes

- Membership communications to send out information for AGM
- Put a link or post on the front page to the race submission requirements. Will also post on Facebook.
 - Will also send out to all previous race directors.
- Membership Update (as of Oct 1 / 2021) – **Grace**

Individual Memberships

There were another 91 annual memberships purchased in August, bringing the total to 1033 members. New memberships include 12 Open and 1 junior paddler; all the rest are Masters aged paddlers.

There were 47 additional CORA single event memberships for the Poker Paddle Race and 29 for the Bridges Race.

Much appreciation is extended to Erik for the frequent updates of the CORA membership list; race directors are able to easily check for CORA status prior to race day.

Club Memberships

There are 34 CORA club memberships.

- Grant Updates – **Ron**

Clinic Grants

No activity

Coaching Education Grants

No activity

RME Grants

Haunani OC RME Grant (previously approved by Board Aug 4th in the amount of \$1000.00) paid by e-transfer Sept 5, 2021.
CVCRC RME Grant approved by Board e-mails Sept 29, 2021 in amount of \$1000.00.

NOTE: Will send out RME Open Call notice soon. Only \$3000 of our \$15,000 budget has been paid/approved. The Board will review applications at the Saturday Pre-AGM meeting with priority to 2021 eligible Clubs, then non-eligible clubs.

Travel Grants

The following Travel Grants for Island Iron were paid by e-transfer on Sept 9, 2021:

Pacific Reach - \$650.00

Latitude 48 - \$349.00

FGPC - \$247.00

Powell River - \$516.95

- IVF Representative Update – **Leanne**
 - Sprints (London 2022)
 - Stalled due to back to school
 - Update should be out within the week to registered paddlers. Need to reconcile, spots, who has paid who has not, forms complete, etc.
 - Spring trial for Free Agents, V1, Elite and any V6 categories that have more than six registrants
 - Distance
 - No update
 - IVF Board
 - No update

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

- COVID Policy Update - **Ron / Erik / Cindy**
 - CORA Statement regarding Covid-19 vaccination posted on CORA website on September 17, 2021.

- Junior Update - **Marianne / Tony**
 - Tony will contact Erik about the survey.
 - Ashley Rowe is back with Nanaimo and will be contacting us.

- Town Hall Update - **Leanne / Erik / Ron / Tony / Val**
 - i. For the Fall, the video conference series will be pared back from twice to once per month.
CORA Town Hall #7 is scheduled for Saturday, October 16th @ 4:00pm
Topic: OC6 Seat Responsibilities
Speakers for each seat have been arranged
 - ii. Leanne proposed future Town Hall be CORA Hall Of Fame recognitions.
 - Suggestion of presenting on November 6th for presentation. Committee will meet to organize.
 - iii. Contacted individuals to speak on behalf of CORA Hall of Fame Inductees (Karen Tomlinson of Pemberton for Hugh Fisher; Kamini Jain for Jackie Webber; Lynne Smith of Clipper Canoes for James Van Nostrand; Doug Mancell for Jim & Garry Mancell & Bob Disbrow; Andrea Dillon for Alan Carlsson; Tony Hall of Nova Scotia for Drew Mitchell; Mallorie Nicholson for Sheila Kuyper)

- Historical Update - **Val / Bob / Graeme**
 - Quiet month - Updates to Lotus / FCRCC / Jericho / Comox / Pemberton / Vernon legacies in progress - **Graeme**
 - Eastern Canada OC History progress - sadly an ending to one of the stories, nothing to report at this time - **Val**
 - Okanagan OC History progress - no update - **Bob**

- Awards Update - **Rob V / Mony / Graeme**
 - Canadian Outrigger Hall Of Fame plaques delivered to Doug Mancell for Gary / Jim Mancell & Bob Disbrow; Pemberton folks collected plaque for Hugh Fisher at Concord Pacific DB Festival; Shipped plaque for Sheila Kuyper to Appleby College; Shipped plaque for Alan Carlsson to New Zealand; Shipped plaque for Ron Kaschula to Calmar Fibreglass; Shipped plaque for James Van Nostrand to Clipper Canoes; Shipped plaque for Drew Mitchell to Penticton Chamber of Commerce; Delivered plaque for Jackie Webber to Kamini Jain to take to Jackie's family in Calgary
 - Had impromptu Hugh Town Memorial Builder Award presentation for Grace Morissette (2019 Recipient) with many photos at Lotus Poker Paddle (media release to follow) Thanks to Ron for presenting.
 - Had Peter Forand Masters Challenge Award presentation for Beau Whitehead (2021 Recipient) and Peter Marcus (2017 Recipient) with many photos at Peace Arch Park (media release to follow)

- Race Committee Update - **Race Committee (Ron / Rob M / Tony / Cindy / Mony / Graeme)**

2022 Race Sanctioning Process posted to CORA website on September 27, 2021.

<https://canadianoutrigger.ca/2022-outrigger-race-submission-deadline-20-october-2021/>

Deadline for consideration at the 2021 CORA AGM is October 20, 2021. Ultimate deadline is April 30, 2022.

Val queried can you put in a request for an event after the deadline - yes you can but you must fit into available dates. However, conflict between East and West is not a concern.

Erik - we must be transparent and direct with our insurance company as to how many races are being insured. It is also better to file the race/safety plan for board's review and approval. If date needs to be changed or race cancelled not a problem as long as there is no conflict.

Jonathan - Attended Bridges weekend. It was noted that PFDs not sanctioned were being worn. As the insurance requires this it does cause concern. We need to be in agreement and supportive of the PFD requirements. Suggestion that CORA send out a paragraph outlining why a sanctioned PFD is required, this should be included in the race director's handbook. Of note is that this provision is included in the long-distance rules. Suggestion that when reviewing the race applications that sanctioned PFDs are stated required in the safety plan. Of note is that Mustang PFDs (Chimera) have been approved by Transport Canada, they have dual certification, both Canada and USA. The Vaikobi is not sanctioned in Canada because of the water temperature requirements in Canada.

Race Director's handbook is not on the website, draft will be made available. Graeme and Ron will work on it, and will lean toward the controversial topics.

CORA Small-Boat Number Decals

Hand delivered a packet of CORA Small-Boat Number Decals to Fort Langley at Lotus Poker Paddle for their Autumn River Run, and then they cancelled the FLCC event a few days later (can be used at 2022 Spring River Run)

Spring Virtual Small Boats Races Prizes Update

- Erik provided Graeme with Excel file of 180 race entries; Graeme used Web randomizer to select ~60 Winners; Vancouver Island Winners (24) emailed Waterfront Outfitter e-Gift Cards redeemable anytime; "Far away" (Quebec; Ontario; Alberta; Okanagan) Winners (23) emailed local food chain e-Gift Cards; BC Lower Mainland Winners (17) emailed to pick up Oddball Workshop swag at Burrard Marina; Excel file with randomized winners uploaded to CORA Google Drive - We said what we would do & did what we said
- Erik to submit Waterfront Outfitters invoice to Jonathan
- Graeme to submit Oddball Workshop & local food chain invoices to Jonathan

- New Business
 - a. 2021 AGM Planning - Ron / Erik

November 20/21, 2021 looks like the best weekend. I've reserved Farris' northeast boardroom attendees will need to provide a copy of their vaccine passport in advance since Farris' reception is not staffed on the weekend.

[2021 AGM Availability.docx](#)

RESOLVED THAT the Board approved Sunday, November 21, 2021 for the 2021 CORA AGM, with pre-AGM Board meeting on Saturday, November 20, 2021. Travel over 100km covered and out-of-towners covered for a hotel stay.

Motion - Ron; Seconded - Jonathan

APPROVED

 - b. Toronto International Outrigger Challenge - Graeme / Val

If a host club for a CORA Sanctioned Event went ahead with an event such as this with an inadequate safety plan with inclement conditions, what would be the CORA Board response?

 - What were the race results?
 - Did the Vernon Clipper OC6s make it to Toronto in time for the race?
 - Concerns that the race was run in such challenging conditions.
 - Val had paddlers attending the event, the following are her comments:
 - Val has advised the race director, Chris, that he should contact CORA for information and details.
 - Val's paddlers advised that the conditions were the worse they had ever seen

- Surprised that so many OC1s went out into the unprotected waters. Option was given to stay in protected waters.
- It appeared that the start was for all boats at the same time. COVID was a concern and thus the thought to run the race on just the one day.
- Several issues around the race including two separate courses, inside and outside. Of note is that SUP were also included.
- Concerns that when the Lake Rescue was called it took them two hours to get there and further that they were smaller boats.
- That the two spec boats that didn't finish were the ones with the least amount of experience. Thought that they were dragon boaters.
- Many boats in the East do not understand the need for a skirt or the need to bail.
- Val feels that had she been there she would have strongly advised her crew not to race.
- First boat that huli'd, Chris went in rescue boat (there were two rescue boats), Chris rescued paddlers and let the canoe go, as he needed to rescue a second canoe. Perhaps not enough rescue boats.
- Discussion around who should have raced and who should not have raced based on experience
- Of note is that the two canoes were not paddled by crews from the clubs that own them.
- Strong suggestion that should you damage a canoe you do have a responsibility to assist with repairs or payment of repairs. Paddler etiquette.
- Val feels that someone from the West should speak to paddlers from the East and advise safety concerns.
- Unsure as to whether or not a PFD was required. Concerns that it looked like the PFDs that were worn were Vaikobi.
 - Perhaps this should be pointed out to crews before they make the decision as to whether or not they have the experience to race.
- Leanne has had several discussions with friends in East:
 - Concerns regarding experience were raised. Concerns around what big water feels like
 - Several feel that they have experience in paddling due to experience in dragon boats.
 - Suggestion that Race Director should have better outlined experience level in order to race
 - Suggestion that the Toronto police should have been involved.
 - If CORA had sanctioned this event, query as to who is looking at safety plans for sanctioning.
 - How do we communicate and foster the East as to what you know and what you don't know?
 - Paddlers and participants need to be open to learning. Glad that Chris is open to learning.
 - Several of the paddlers it was their first race.
 - We need to ensure that the points discussed tonight are addressed in the Race Directors Guidebook.
- Erik likes the discussion and that safety plans need to demonstrate affiliations with key safety officials in that key body of water.
- Suggestion of JD from Gorge race to outline the concerns to all paddlers, further that crews should be offered to have race fees refunded should they feel they are not experienced enough to paddle, also if part of the course is done

crews are still given opportunity not to finish. Boats being left on the water is not as big an issue as they are easily retrieved. JD also goes through how to rig up a canoe to be towed.

- Concerns regarding safety boats, when an island is involved. Some races are fine with two safety boats when they are out and back.
 - In the West the race course will be determined based on conditions on race day.
 - Canoe borrowing etiquette - we used to have it on the CORA website.
 - Insurance guidelines will be posted.
 - Jonathan queried would a dragon boater take a dragon boat out in that water?
 - Suggestion that the use of Town Hall will assist in addressing safety concerns for races and how best to advise paddlers.
 - What happened in Toronto is a lesson learned. Need to remember to communicate to the East safety concerns, recover from huli, towing a canoe, etc.
- c. CORA Board Member responsibilities (Changing of the guard) - **Graeme**
Business continuity issues - make sure that we properly transition responsibilities if members leave. Suggestion of email going to board members querying what has needed to be done, has it been done.
- d. CORA Sponsorship Base Suggestions Discuss at Pre AGM - Discussion document distributed prior to July 2021 Meeting) - **Graeme / Erik**
- 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)

- a. 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

9:19

Next Meeting – Start 7:00 PM - Wednesday, November 3rd, 2021

Assignee	Action Item	Due Date	Comments
Race Committee	Race Director’s Guidebook	In-Progress	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	In-Progress	Board to consider implementing guidelines for steering qualification.
Board	Backup for Roles during overloads	In-Progress	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	In-Progress	Ongoing keep up to date.
Rob V / Ron	Canoe scale is still at FCRCC	In-Progress	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	In-Progress	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".	Pending	Need to align with insurance coverage. Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing Jun 2: Ongoing Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
Erik / Ron / All	Review / update Business Continuity Checklist (BCC) for offboarded / onboarded Board Members	Pending	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 Jul 7 Ongoing Aug 4:

			Ongoing Sep 1: Ongoing Oct 6: Ongoing
Graeme / All	Subdivide and distribute Standard Operating Procedures (SOP) by Board Role	In-Progress	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/1HgrOW2upb4N6VATWVOVk8FignJlh02L8 Jan 6: All? Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing Jun 2: Ongoing Jul 7 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: Done - 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: Done - 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	Pending	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 Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
Erik / Graeme	Investigate WordPress FAQ plugins to improve website self-service and reduce CORA Inbox maintenance - Do not delete this / please	In-Progress	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 Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
Erik / Graeme	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)	Completed	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; Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Found magazine article, completed

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: Done
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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
Erik / Graeme	Post draft copies of Pre-AGM Minutes on website until membership approves the final copy at next AGM in 2021	In-Progress	Jan 6: Ongoing Feb 3: Ongoing Mar 3: Ongoing Apr 7: Ongoing May 5: Ongoing Jun 2: Ongoing Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: To-be-done by 3-Nov-2021
Erik / Graeme	Update Board Of Directors and IVF Committee website pages as per	Completed	Dec 9: Updated Board Of Directors and IVF Committee website pages; Forwarded to Ron for review Jan 6: Ongoing

	appointments for 2021		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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
Erik / Ron	Draft a memo as a reminder that if clubs have members engaging in	Pending	Mar 3: To-Do Apr 7: Ongoing May 5: Ongoing Jun 2: Ongoing Jul 7: Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing

	activities that all clubs should ensure to keep membership up to date to be reviewed by Ron and then issued to all clubs		6: Ongoing
Leanne	Prepare a resource for where / and who to contact / to get different boats from	In-Progress	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 Jul 7 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 Jul 7 Ongoing Aug 4: Done
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 Jul 7 Ongoing Aug 4: Done
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 Jul 7 Ongoing Aug 4: Done
James / Leanne	Update / Publish 2020 London IVF Sprints Selection document	Completed	Apr 7: To-Do May 5: Ongoing Jun 2: Ongoing Jul 7 Ongoing Aug 4: Done
Leanne	Talk to Zoe Norcross-Nuu about her downwind surfing session PowerPoint and get a copy for back-up	In-Progress	Apr 7: To-Do May 5: Ongoing Jun 2: Ongoing Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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	In-Progress	Apr 7: To-Do; May 5: Ongoing Jun 2: Ongoing Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
Erik	Board will post on its website - statement that everyone should "please" be vaccinated. Note no guidance regarding special provisions for everyone vaccinated.	Completed	May 5: To-Do; Jun 2: Ongoing Jul 7 Ongoing Aug 4: Ongoing Sep 1: Done

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; Done
Leanne	Locate CORA Sprints Race Rules - not found on the CORA Google Drive	Completed	May 5: To-Do; Jun 2: Ongoing Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Found 2015 copy on PC backup
Graeme	Revise / simplify proposed Novice Age Division definitions and distribute to Board for review	In-Progress	May 5: To-Do; May 27: Revised Novice Age Division definitions distributed to Board for review; Jun 2: Ongoing Jul 7 Add to Race Directors Guide Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
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; Jul 7: Done
Board	We should organize more sponsors / it would be handy to have multiple sponsors.	In-Progress	May 5: To-Do; Jun 2: Ongoing Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: 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 July 7: Done
Erik / Graeme	Erik to work with Graeme on list of items for Spring Virtual Races prizes	Completed	Jun 2: To-Do; Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Waterfront Outfitters & Oddball Workshop & various Dining Establishments - Done

Board	Build up the sponsorship base	Pending	Jun 2: To-Do; Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
Lynda Roberts / Michael Simm / Val Simmons	COVID Restart Plan National presence update to be provided	Pending	Jun 2: To-Do; Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
Tony	Developing Google based survey to gather data to determine where junior paddlers are and what junior programs are out there	Pending	Jun 2: To-Do; Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
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: “Turn the Pages” session booked for Jun 16; Jul 7: Done
Erik / Graeme	Consolidate Latitude 48 & ORPC references given merger (Website; Google Drive; Canoe Registry; etc.)	Completed	Jun 2: To-Do; Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing Oct 25: - Done
Raised Jul 7 / 2021			
Erik / Paul Barton	Have another long-overdue lesson on Google / website and the documents.	Pending	Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing
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.	Completed	Jul 7: To-Do; Aug 4: Ongoing Sep 1: Done
Erik	Post the latest VIA Sport updates on the CORA website	Dismissed	Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: CORA website to end COVID updates
Mony / Rob V	Submit Canadian Outrigger Hall Of Fame Ballots by 31-July-2021 Ballot end-date	Completed	Jul 7: To-Do; July 31: Done
Erik / Tony	Send out a survey basically asking who has junior members and whether	Pending	Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing

	they have a junior program (Google form)		Ongoing
Rob Varnel	Board could work toward having a canoe commissioned / this will be given after Nationals. Board to discuss further	Completed	Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: 3 Western Canada Clipper Advantages trailered to Eastern Canada - Done
Erik / Ron	Spring Races draw prize winners to be selected and then delegate to a FGPC employee to coordinate / distribute prizes	Completed	Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Waterfront Outfitters & Oddball Workshop & various Dining Establishments - Done
Ron	Issue communique to the membership and Race Directors for upcoming 2021 Events that the new Distance Race Rules are effective immediately	Completed	Jul 7: To-Do; Aug 4: Ongoing Sep 1: Done
Raised Aug 4 / 2021			
Graeme / Erik	Website has many broken links (404); Need to run link-check sometime in August and resolve missing URLs	Completed	Aug 4: To-Do; Sep 1: Ongoing Oct 6: ~50 404s Corrected; Done
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.	Pending	Aug 4: To-Do; Sep 1: Ongoing Oct 6: Ongoing
Erik / Ron	Erik will teach Ron how to move a CORA Member's "affiliated club" on the system. Currently only Erik can do that.	Pending	Aug 4: To-Do; Sep 1: Ongoing Oct 6: Ongoing
Leanne / CORA IVF Committee	We need to research what vaccination requirements can be imposed on free agents in OC6s (not V1s).	Pending	Aug 4: To-Do; Sep 1: Ongoing Oct 6: Ongoing

Erik	Erik to check statistics on YouTube viewership with regard to Town Halls	Pending	Aug 4: To-Do; Sep 1: Ongoing Oct 6: Ongoing
Graeme	Canadian Outrigger Hall Of Fame Media Release (post) to be prepared / published sometime in August	Completed	Aug 4: To-Do; Sep 1: All 18 Inductees noted - Done
Erik	Erik and his group will get to Spring Virtual Small Boats Races Prizes after Splash Dash this weekend.	Completed	Aug 4: To-Do; Sep 1: Ongoing Oct 6: Waterfront Outfitters & Oddball Workshop & various Dining Establishments - Done
Raised Sep 1 / 2021			
Leanne / Erik / Ron / Tony / Val	Town Hall committee should meet soon to discuss OC6 seat roles and responsibilities	Completed	Sep 1: To-Do; Oct 6: Town Hall scheduled Oct 16 - Done
Leanne / Graeme / Ron	We could recognize Hall of Fame inductees at the first Town Hall Meeting in October (November)	Completed	Sep 1: To-Do; Oct 6: Town Hall scheduled Nov 6 Oct 20: Website post published; Agenda / Slide-deck provided to Town Hall Committee
Ron / Erik	Get going on a 2022 Race submissions process - deadlines / etc.; Some have been submitted.	In-Progress	Sep 1: To-Do; Oct 6: Ongoing
Erik / Graeme	Spring Virtual Small Boats Races Prizes to be distributed; Names already randomly pulled; Erik will send to Graeme; Graeme will take on.	Completed	Sep 1: To-Do; Oct 6: Waterfront Outfitters & Oddball Workshop & various Dining Establishments - Done
Ron	Update Travel Grant eligibility requirements to allow Host Clubs to trailer OC6 canoes to be used at the event.	In-Progress	Sep 1: To-Do; Oct 6: Ongoing
Erik / Graeme	Remove COMMOC as an active club on the CORA website as they have ceased operations	Completed	Sep 1: To-Do; Oct 6: Ongoing Oct 25: - Done

Raised Oct 6 / 2021

Erik	Move CORA website to a different server over the Christmas break	In-Progress	Oct 6: To-Do;
Graeme / Erik	Archive and unpublish COVID Health Resources page	In-Progress	Oct 6: To-Do;
Erik	Send out information on CORA Spring Virtual Races prizes (Waterfront Outfitters; Oddball Workshop; Dining Establishments)	Pending	Oct 6: To-Do;
Erik	Membership communications to send out information for AGM by 35-days before AGM	Pending	Oct 6: To-Do;
Erik	Put a link or post on the Home Page to the race submission requirements; Also post on Facebook; Also send out to all previous race directors	Pending	Oct 6: To-Do;
Ron	Send out RME Open Call notice soon	Pending	Oct 6: To-Do;
Ron / Board	Board will review applications at the Saturday Pre-AGM meeting with priority to 2021 eligible Clubs, then non-eligible clubs.	In-Progress	Oct 6: To-Do;
Leanne / IVF Committee	Sprints (London 2022) update should be out within the week to registered paddlers	In-Progress	Oct 6: To-Do; Oct 18: Done
Marianne / Tony	Tony will contact Erik about the Junior survey	Pending	Oct 6: To-Do;

Town Hall Committee	Town Hall Committee will meet to organize November 6th presentation (Hall Of Fame)	Completed	Oct 6: To-Do; Oct 20: Website post published; Agenda / Slide-deck provided to Town Hall Committee
Safety Officer	CORA should send out a paragraph outlining why a sanctioned PFD is required	In-Progress	Oct 6: To-Do;
Safety Officer	CORA should include a paragraph outlining why a sanctioned PFD is required in the Race Directors Guidebook.	In-Progress	Oct 6: To-Do;
Ron / Graeme	Race Directors Guidebook is not on the website, draft will be made available once the controversial topics have been addressed. NOTE: This has been an Action Item since before 2021	Pending	Oct 6: To-Do;
Erik / Jonathan	Erik to submit CORA Spring Virtual Races Prizing Waterfront Outfitters invoice to Jonathan	In-Progress	Oct 6: To-Do;
Graeme / Jonathan	Graeme to submit CORA Spring Virtual Races Prizing Oddball Workshop & local food chain invoices to Jonathan	In-Progress	Oct 6: To-Do;
Board / Ron	November 20/21, 2021 Pre-AGM / AGM boardroom attendees need to provide a copy of their vaccine passport in advance	In-Progress	Oct 6: To-Do;
Board / Ron	Update Race Directors Guidebook with takeaways from discussion on TIOC 2021 feedback	In-Progress	Oct 6: To-Do;

Ron	Insurance guidelines will be posted in the context of discussion on TIOC 2021 feedback	In-Progress	Oct 6: To-Do;
Board	Canoe borrowing etiquette used to be on the CORA website and is missing	In-Progress	Oct 6: To-Do;
Board / Town Hall Committee / Safety Officer	Communicate to Eastern Canada clubs / paddlers safety concerns in the context of discussion on TIOC 2021 feedback; Possible Town Hall topic	In-Progress	Oct 6: To-Do;
Graeme / Board	Emails to be sent to all board members querying what has needed to be done, has it been done with regards to Business Continuity Checklist & Action Items	Completed	Oct 6: To-Do; Oct 16 Emails sent - Done
Graeme / Board	CORA Sponsorship Base Suggestions Discussion Document distributed prior to July 2021 Meeting to be on Pre-AGM Agenda	In-Progress	Oct 6: To-Do;
Board	Update CORA Sprints Race Rules as per Distance Race Rules Revisions 2021-July	In-Progress	Oct 6: To-Do;