



CORA Monthly Meeting Minutes

Wednesday, November 3, 2021

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

Google Meet joining info

Video call link:

<https://meet.google.com/vmo-ubwf-mqa>

- Welcome and Roll Call

6-OCT-2021 BOARD MEETING MINUTES WERE DOWNLOADED AND SAVED TO PDF ON 27-OCT-2021

ALL ACTION ITEMS COMPLETED BY 27-OCT-2021 WERE NOTED AS “COMPLETED” IN THOSE MINUTES

ALL ACTION ITEMS COMPLETED BY 27-OCT-2021 HAVE BEEN REMOVED FROM THESE MINUTES

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

Regrets: Tony / Bob / Val / Scott /

- Adoption of **October 2021** Minutes

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

Moved by Ron Chin / Seconded by Rob Varnell

APPROVED

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

- Standing Items - Presented by existing Officers

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

- Progress on suggestion of moving to a different server - To be discussed at Pre-AGM meeting
- Town Hall coming up on November 6th

- Membership Update (as of Nov 1 / 2021) – **Grace**

Individual Memberships

Club Memberships

Note update after WetDashe.

- Grant Updates – **Ron**

Clinic Grants

No activity

Coaching Education Grants

No activity

RME Grants

Maple Bay OCC RME Grant (approved by Board June 2nd) paid by e-transfer in the amount of \$986.37 on October 31, 2021.

CVCRC RME Grant (approved by Board emails September 29, 2021) paid by e-transfer in the amount of \$1000.00 on October 31, 2021.

Vernon RME Grant approved by Board emails October 27, 2021.

Leduc RME Grant approved by Board emails October 27, 2021 e-transfer pending in the amount of \$1000.00 as of November 1, 2021.

RME Open Call posted to CORA website November 2, 2021.

Travel Grants

Travel Grant for L48 - Bridges was paid by e-transfer in the amount of \$212.50 on October 19, 2021.

- IVF Representative Update – **Leanne**

- **Sprints (London 2022)**

- May 14/15, 2022 Trials at Calgary for all categories with more registrations than quota spots plus Free Agents and Elite.
- Youth paddlers out of Toronto are potentially interested. Leanne will reach out to Wendy Perkins (Wai Nui), Chris Hebert (Maka Koa) and Louis Low (Sunnyside).
- Women's 50s V6 only crews that need to race off for spots of the crew boats.
 - Everyone received this well.
- Fun 500m ladder for OC1, V1 and OC6 open to registrants, will not be taken into consideration for selection

- Need to advertise application for open quota spots to membership
 - People can still apply, membership from this year are welcome as well as 2020
 - Suggestion of putting out notice after January 2022, to capture new members
 - Payment link is there, complete form
 - If more people apply than spots, we can make a decision as to whether to race off or select.
 - Distance
 - Jericho booked for trials Oct 15/16, 2022
 - IVF Board
 - No word yet on when the AGM will be held. Usually in December.
 - Hoping to have enough lead time should there be a cancellation
- Financials/Treasurer Update - **Jonathan**
 - Financial Statement to date
See email forwarded by Jonathan.
 - 6 Budget 2022 Line Item Proposals almost finalized; Will be distributed to Board shortly in time to review before Pre-AGM - **Graeme**
 - COVID Policy Update - **Ron / Erik / Cindy**
 - New ViaSportBC Guidance issued October 29, 2021 in response to BC Provincial Health Order (PHO) dated October 25, 2021.
 - Erik - no need for another CORA posting
 - Cindy is concerned about a reference to organizers needing to verify vaccines.
 - Erik has advised that the statement is meant that the organizer is responsible for checking vaccination status for supervisors and volunteers at a youth event. The reference is to clauses 7 and 8 of Provincial Health Order.
 - An adult competing with a youth(s), not in a supervisory capacity, must have a double vaccine.
 - Junior Update - **Marianne / Tony**
 - Still plans to send out a junior survey.
 - Town Hall Update - **Leanne / Erik / Ron / Tony / Val**

CORA Town Hall #8 is scheduled for Saturday, November 6th @ 4:00pm

Topic: Hall Of Fame Inductees - Slide deck 95% complete

Guest speakers include Kamini Jain, Dan O'Donovan (Calgary), Tony Hall (Nova Scotia), Karen Tomlinson (Pemberton), Mallorie Nicholson (Burloak / Victoria), Lynne Smith (Clipper Canoes, Vancouver), Mel Whittall (Open Ocean Outriggers, Vancouver), Doug Mancell (Lotus, Vancouver), Andrea Dillon (DB Canada Hall Of Fame, Vancouver), Alwyn Morris (1984 Olympics Gold / Bronze)

Proposal for future Town Hall session - Engage First Nations paddlers (will elaborate at Board Meeting) - Heather Taylor; Ruth Matson; Alwyn Morris; Onake; Geronimo; Island Brave; Mike Billy (NVCC); Walter Point

Next Town Hall - Saturday, December 4th, 2021 - any suggestions

- Suggestion that Cindy organizes and host a steering session (January 2022).
 - Cindy has commented that there is some “sloppy” steering from sterns in Ultralights Canoes.
 - There is a lot of correction by using the steering blade as a rudder.
 - Basic mechanics in any type of canoe are the same, simply change the pressure on the side
 - Lori V. had three different courses in steering. Beginning, Intermediate and Advanced.
 - One of the best sterns in Canada. Someone who would be good at addressing roles, responsibilities
- Historical Update - **Val / Bob / Graeme**
- Met with Don Mulhall in-person (Halloween) and captured PRCC 1995-2010 History - **Graeme**
 - Rosemary Henry contact info (Cindy will try); Complete the Dennis Campbell Rhino narrative - **Graeme**
 - Colin Shaw contact info (anyone?); Complete the FCRCC 1980s narrative - **Graeme**
 - Had session with Alwyn Morris on 1982 / 1983 Molokai Hoe and Onake acquiring 2 OC6s (Would also like to talk to Colin Shaw - anyone have a contact) - **Graeme**
 - Okanagan OC History progress stalled with resignation - **Bob**
 - Leanne suggests Joey Hertz for Kelowna history
- Awards Update - **Rob V / Mony / Graeme**
- Unable to connect with Drew Mitchell in-person for Hugh Town Memorial Builder Award presentation, so will find an appropriate alternative
- Race Committee Update - **Race Committee (Ron / Rob M / Tony / Cindy / Mony / Graeme)**

2022 Race Sanctioning Proposals

Link to Race sanctioning applications received to November 1, 2021 (plus expression of interest from CVCRC for Nationals - August race. Infrastructure at CVCRC is in place and good.):

https://drive.google.com/file/d/1YKl_hvRhZn8ynl6_ahlhQyLNmRV5TzmJ/view?usp=sharing

A few conflicts so far, Ron has sent out emails asking if there is flexibility.

Submission for a race - Small Boat Championship - Leanne will work with FCRCC. Not just for outrigger paddlers. Surfski and SUP will be racing. Will be held out of Squamish.

Sanctioning - concern that this type of race cannot be run by an individual must be run by a CORA host club.

Does this type of race meet criteria for sanctioning? Everyone who competes must be a member of CORA if CORA sanctions the race. A clear chain must be present, it must be run by either CORA or CKBC.
Suggestion - that this be advertised as a paddling event and not a CORA event.

Erik will talk to Don Mulhall about potential interest in Length of the Lake for next year

2021 Spring Virtual Race Prizing

Expense Forms for BC Lower Mainland and “faraway” Winners submitted to Treasurer

Thanksgiving weekend Meet-And-Greet at Burrard Marina moved some of the Oddball product; Handed-off Swag bags for Lotus & Jericho & False Creek paddlers

Oddball Workshop contacted multiple times to submit invoice for BC Lower Mainland Spring Virtual Race Swag - Nothing yet

OC6s to Eastern Canada

The 3 Clipper Advantages provided by Vernon and Pacific Reach received by Maka Koa (2) and Sunnyside (1)

- New Business

- a. 2021 AGM Planning - Ron / Erik

The CORA AGM was approved for Sunday, November 21, 2021 at the October Board Meeting.

Directors able/willing to travel to Vancouver will meet in person at Farris’ offices (25th floor, 700 West Georgia St, Vancouver, BC), others will join via Zoom. There is an expense form available on the CORA Shared Drive (Jonathan?).

The AGM Notice was emailed to CORA Members on Tuesday, October 26, 2021.

Technical Board Meeting will be from 1:00-2:00pm Pacific Time.

AGM will be from 2:00-4:00pm Pacific Time.

The Pre-AGM Board Meeting will be on Saturday, November 20, 2021 - Start time on the Saturday of 1:00 pm. Mony can arrive on Friday.

Mony has offered to translate any documents required for the AGM, will start with agenda.

Board/Directors’ AGM Reports.

Directors should prepare reports for posting to the CORA website before the AGM for each of their “Standing Items”.

See the 2020 AGM folders here on the Shared Drive for the AGM Agenda and Board Reports:

https://drive.google.com/drive/u/1/folders/1C_92ipKhTvXlqSYyOZan25PQ_e0U-2N

New 2021 AGM folders have been created here for this year’s Board Reports:

<https://drive.google.com/drive/u/1/folders/1qUfdQNDwg9yEVqMSm67tCCFdXN-tSpTP>

Confirmation of Directors returning/seeking re-election

Directors are elected to 3-year terms. The directors whose terms expire this year are:

1. Ronald Chin -returning
2. Leanne Stanley - returning
3. Mony Sy - returning

There are two vacancies on the board. Toronto is interested.

Attendance at Farris' Vancouver Offices

Farris has implemented a vaccination requirement for visitors, so proof of vaccination will be required.

Farris administration has requested that you provide a copy of your Vaccine Passport QR code in advance.

Ron Chin will collect them (and delete once confirmed).

b. Updating Huli Recovery document - **Ron**

“Should” = Action Item = Assignee (just a segue into the next “New Business” topic) - **Graeme**

Cindy suggests that Erik and Rob V take a stab at UL recovery procedure (think about 60 plus women). Procedure can vary depending on paddlers' age and gender. Rob V has noticed that righting the canoe is easier in an unlimited, but getting in is harder.

c. CORA Board Member responsibilities (Changing of the guard) - **Graeme**

How is everyone doing with their Action Items & Business Continuity Checklist tasks?

- Suggestion of either actually doing the action item or advising that you are not able to.

Bob Woodman has resigned so offboarding procedures are appropriate

33 In-Progress & 29 Pending

d. 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

8:36 PM

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

Assignee	Action Item	Due Date	Comments
Race Committee	Race Director's Guidebook	In-Progress	Ron to prepare the initial revision. Graeme to review Ron's draft. Race Committee to review and revise.
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
Raised Feb 3 / 2021			
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. 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; Nov 3: To-Do
Erik	Sort out Member Clubs on the pulldown list and change "other clubs" and "unaffiliated" to "Not affiliated with	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:

	a listed CORA Club”.		Ongoing; Nov 3: To-Do
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; Nov 3: To-Do
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 Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing; Nov 3: To-Do
Leanne / Erik	Kelowna is acquiring coach boats and will document some considerations and guidelines	Dismissed	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: Not going to happen
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; Nov 3: To-Do
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; Nov 3: To-Do

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; Nov 3: To-Do
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; Nov 3: To-Do
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; Nov 3: To-Do
Erik / Graeme	Post draft copies of Pre-AGM Minutes on website until membership approves the final copy at next AGM in 2021	Completed	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 Nov 3: Done
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; Nov 3: To-Do
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; Nov 3: To-Do
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; Nov 3: To-Do

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; Nov 3: To-Do
Erik / Ron	Draft a memo as a reminder that if clubs have members engaging in activities that all club's should ensure to keep membership up to date to be reviewed by Ron and then issued to all clubs	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; Nov 3: To-Do
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 Been on the website since the spring ????
Raised Apr 7 / 2021			
Leanne	Talk to Zoe Norcross-Nuu about her downwind surfing session PowerPoint and get a copy for back-up	Dismissed	Apr 7: To-Do May 5: Ongoing Jun 2: Ongoing Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing; Nov 3: To-Do Nov 3: She's too busy at this point in time. Revisit next spring; Not going to happen
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; Nov 3: To-Do
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; Nov 3: To-Do
Leanne	Locate CORA Sprints Race Rules - not found on the CORA Google Drive	In-Progress	May 5: To-Do; Jun 2: Ongoing Jul 7 Ongoing Aug 4: Ongoing Sep 1: Ongoing Oct 6: Found 2015 copy on PC

			backup <- who did this and where is it?
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; Nov 3: To-Do
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; Nov 3: To-Do
Raised Jun 2 / 2021			
Board	Build up the sponsorship base	Pending	Jun 2: To-Do; Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing; Nov 3: To-Do
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; Nov 3: To-Do
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; Nov 3: To-Do
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; Nov 3: To-Do
Erik / Tony	Send out a survey basically asking who has junior members and whether they have a junior program (Google form)	Pending	Jul 7: To-Do; Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing; Nov 3: To-Do
Raised Aug 4 / 2021			

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; Nov 3: 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.	Pending	Aug 4: To-Do; Sep 1: Ongoing Oct 6: Ongoing; Nov 3: To-Do
Leanne / CORA IVF Committee	We need to research what vaccination requirements can be imposed on free agents in OC6s (not V1s).	Dismissed	Aug 4: To-Do; Sep 1: Ongoing Oct 6: No longer relevant
Erik	Erik to check statistics on YouTube viewership with regard to Town Halls	Pending	Aug 4: To-Do; Sep 1: Ongoing Oct 6: Ongoing; Nov 3: To-Do
Raised Sep 1 / 2021			
Ron / Erik	Get going on a 2022 Race submissions process - deadlines / etc.; Some have been submitted.	In-Progress	Sep 1: To-Do; Oct 6: To-Do; Nov 3: To-Do
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: To-Do; Nov 3: To-Do
Raised Oct 6 / 2021			
Erik	Move CORA website to a different server over the Christmas break	In-Progress	Oct 6: To-Do; Nov 3: To-Do
Graeme / Erik	Archive and unpublish COVID Health Resources page	Completed	Oct 6: To-Do; Oct 31: Page removed from menu & page content saved on website

Erik	Send out information on CORA Spring Virtual Races prizes (Waterfront Outfitters; Oddball Workshop; Dining Establishments)	Pending	Oct 6: To-Do; Nov 3: To-Do
Erik	Membership communications to send out information for AGM 20-35 days before AGM	Completed	Oct 6: To-Do; Oct 31: Email sent to membership
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; Nov 3: To-Do
Ron	Send out RME Open Call notice soon	Completed	Oct 6: To-Do; Nov 2: RME Open Call notice posted to CORA website
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; Nov 3: To-Do
Leanne / IVF Committee	Sprints (London 2022) update should be out within the week to registered paddlers	Completed	Oct 6: To-Do; Oct 18: Done
Marianne / Tony	Tony will contact Erik about the Junior survey	Pending	Oct 6: To-Do; Nov 3: To-Do
Safety Officer	CORA should send out a paragraph outlining why a sanctioned PFD is required	In-Progress	Oct 6: To-Do; Nov 3: 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; Nov 3: 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; Nov 3: To-Do
Erik / Jonathan	Erik to submit CORA Spring Virtual Races Prizing Waterfront Outfitters invoice to Jonathan	In-Progress	Oct 6: To-Do; Nov 3: To-Do
Graeme / Jonathan	Graeme to submit CORA Spring Virtual Races Prizing Oddball Workshop & local food chain invoices to Jonathan	Completed	Oct 6: To-Do; Oct 21: Local food chain invoices submitted / paid; Nov 4: Oddball Workshop Invoice submitted
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; Nov 3: To-Do
Board / Ron	Update Race Directors Guidebook with takeaways from discussion on TIOC 2021 feedback	In-Progress	Oct 6: To-Do; Nov 3: To-Do
Ron	Insurance guidelines will be posted in the context of discussion on TIOC 2021 feedback	In-Progress	Oct 6: To-Do; Nov 3: To-Do
Board	Canoe borrowing etiquette used to be on the CORA website and is missing	In-Progress	Oct 6: To-Do; Nov 3: 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; Nov 3: To-Do
Graeme / Board	CORA Sponsorship Base Suggestions Discussion Document distributed prior	In-Progress	Oct 6: To-Do; Nov 3: To-Do

	to July 2021 Meeting to be on Pre-AGM Agenda		
Board	Update CORA Sprints Race Rules as per Distance Race Rules Revisions 2021-July	In-Progress	Oct 6: To-Do; Nov 3: To-Do
Raised Nov 3 / 2021			
Erik / Board	Progress on suggestion of moving to a different server to be discussed at Pre-AGM meeting	In-Progress	Nov 3: To-Do
Leanne	Put out notice after January 2022 to capture new members for IVF London participation	In-Progress	Nov 3: To-Do
Graeme	6 Budget 2022 Line Item Proposals will be distributed to Board shortly in time to review before Pre-AGM; NOTE: The term “wacky” was considered inappropriate	In-Progress	Nov 3: To-Do
Marianne / Tony	Plan to send out a junior survey	In-Progress	Nov 3: To-Do
Cindy	Organize and host a steering Town Hall session (January 2022)	In-Progress	Nov 3: To-Do
Cindy	Locate Rosemary Henry contact info	In-Progress	Nov 3: To-Do
Graeme / Leanne	Contact Joey Hertz for Kelowna history	In-Progress	Nov 3: To-Do
Leanne / Rob M	Leanne will work with FCRC on Howe Sound Championships (Not just for outrigger paddlers)	In-Progress	Nov 3: To-Do

Board	This should be advertised as a paddling event and not a CORA event.	In-Progress	Nov 3: To-Do
Erik	Talk to Don Mulhall about potential interest in Length of the Lake for next year	In-Progress	Nov 3: To-Do
Board	Directors prepare reports for posting to the CORA website before the AGM for each of their "Standing Items".	In-Progress	Nov 3: To-Do
Board	Directors provide a copy of your Vaccine Passport QR code in advance to Farris administration	In-Progress	Nov 3: To-Do
Erik / Rob V	Cindy suggests that Erik and Rob V take a stab at UL recovery procedure	In-Progress	Nov 3: To-Do
Board	Either actually do the Action Item or advise that you are not able to	In-Progress	Nov 3: To-Do
Erik / Graeme	Bob Woodman has resigned so offboarding procedures are appropriate	In-Progress	Nov 3: To-Do
Graeme / Ron	Correct CORA Website "Water Changes" document as per Lori / Lorri	In-Progress	Nov 6: To-Do