



CORA Monthly Meeting Minutes

Wednesday, December 1, 2021

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

Google Meet joining info

Video call link:

<https://meet.google.com/dcr-cmnr-eui>

- Welcome and Roll Call

Present: Ron / Cindy / Erik / Graeme / Leanne / Mony / Jonathan / Rob M / Tony / Val / Scott /

Regrets: Rob V / Marianne /

- Adoption of **November 2021** Minutes

BE IT RESOLVED THAT the **November 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**

- Progress on suggestion of moving to a different server?

Following the successful migration of canadianoutrigger.ca to a dedicated server and in recognition of the ongoing support provided by staff of FGPC and the piggybacking of an independent CORA website on FGPC's account that makes the contracting with DreamHost unnecessary, it is proposed that CORA provide FGPC with a monthly stipend of \$100 per calendar month, quarterly in arrears.

BE IT RESOLVED THAT CORA pays FGPC an ongoing \$100 per calendar month, payable quarterly in arrears, and

cancelable by the Board at any time.

VOTE DEFERRED TO FUTURE MEETING

- Race Calendar has been updated, with changes and corrections approved at Pre-AGM and AGM.
 - CORA Membership is now “live”.
 - Single day membership should remove the word “event” to avoid confusion (wording and icons) - “See Become a Member” - Erik will do.
- Membership Update – **Grace**

Individual Memberships

Need a new 2021 CORA Membership Report Post FGPC Wet-Dashe.
Jonathan says 51 new 2022 members already joined.

Club Memberships

- Grant Updates – **Ron**

Clinic Grants

No activity

Coaching Education Grants

No activity

RME Grants

Receipts received from Leduc. \$1000.00 paid by e-transfer on November 14, 2021.

Open Call RME Grant Applications from Jericho, FCRCC, Kelowna, Prince Rupert and TSCC Maka Koa approved at Pre-AGM Board Meeting November 20th.

Receipts received from Prince Rupert. \$1000.00 paid by e-transfer on November 23, 2021.

Receipts received from Kelowna. \$1000.00 to be paid by e-transfer.

Late Open Call RME Grant Application received from Fort Langley. Jonathan cannot vote due to conflict (Ironic, as I would vote NO - JW). 7 of 12 remaining directors are required to pass the motion. Currently being considered by the Board.

Approval moved by Ron, seconded by Marianne. “No” votes from: Erik, Graeme, Rob M, Cindy, Rob V and Leanne. The motion fails.

Travel Grants

No activity

- IVF Representative Update – **Leanne**
 - Sprints (London 2022)
 - Update is on the IVF AGM agenda for Dec 11, 2021.
 - New ‘worst ever’ Covid variant in the UK - we’ll see what happens. IVF & GBOC will make formal announcements of cancellation by the end of Feb 2022 if they are going to cancel.
 - NZ cancelled their trials due to low vaccination rates.
 - Distance
 - Meeting tonight 8PM for preliminary discussions except we forgot there was a board meeting so let’s wrap this one up by 8PM.
 - IVF Board
 - AGM via Zoom Dec 11, 2021

- Financials/Treasurer Update - **Jonathan**
 - Financial Statement to date
 - Revisit the Sprints Regatta Subsidy \$1K-\$2K budget line item (see below 2022 BC Lower Mainland Sprints Regatta Planning)
Jonathan notes that the budget considered by the Board at the AGM weekend meetings is a grant of \$4,500, not \$1k - \$2k
 - Please submit all remaining claims for reimbursement of AGM expenses covered by the agreed policy by Dec 10th.

- COVID Policy Update - **Ron / Erik / Cindy**
 - At the November 20, 2021 Pre-AGM, it was approved by the CORA Board that all participants in 2022 CORA-sanctioned events (i.e., CORA-sanctioned races and IVF time trials) be fully vaccinated. For this purpose, “CORA-sanctioned events” is narrower than “sanctioned events” under CORA’s insurance policy (i.e., does not include Member Club day-to-day operations such as practices).
 - It was asked at the Technical Meeting whether this requirement would extend to volunteers at such events and we replied “yes”. Note that in October 2021, PHO Order / ViaSport guidance noted that volunteers working with youth at both indoor and outdoor sports events had to be vaccinated. The November 2021 PHO Order / ViaSport guidance scaled that back to only indoor events.
 - However, in this case, CORA is imposing stricter requirements than the PHO Order requires (with respect to both participants and volunteers).
 - We need to send a notice to all Race Directors who have submitted CORA Sanctioned Race Applications for 2022. Lotus Sports Club is already requiring full vaccination for Icebreaker, so we are okay for that race which has already started registrations.

○ Junior Update - **Marianne / Tony**

- Deferred

○ Town Hall Update - **Leanne / Erik / Ron / Tony / Val**

Can we do a December 11 or 18 session? No - pause till January.

Cindy: Lori Velisek is interested but very busy. Aiming for January.

Committee meeting to discuss scope and provide to recruit speakers.

○ Insurance Update - **Ron / Erik / Jonathan**

When is CORA going to publish something about what is covered by the Insurance Coverage?

Waiting for a blurb from BFL Canada. Ron to remind BFL.

Development of the CORA Club "Procedure Manual" for Member Club operating plans needed for Member Clubs, which we have decided will be a part of the Member Club questionnaire of Club activities.

○ Historical Update - **Val / Graeme**

- Met (virtual) with Rosemary Henry on Victoria / IVF OC history - **Graeme**
- Met (virtual) with Brent Bagnall (finally, after 14 months) on Okanagan OC history - **Graeme**
- Met (virtual) with Roger Johnson on Catalina 50s / 60's OC history - **Graeme**
- Touched base with Louis Low (Sunnyside) for details on Eastern Canada OC history - **Graeme**
- Pinged Joey Hertz for Kelowna OC history - **Graeme**
- Tracking down Colin Shaw for FCRCC OC history - **Graeme**

○ Awards Update - **Rob V / Mony / Graeme**

- Provided Don Mulhall Hugh Town Memorial Builder bio to PRCC for local media release
- Updated Hugh Town Memorial Builder CORA website perpetual page with 2021 / 2020 / 2019 Recipient bios
- Published Hugh Town Memorial Builder CORA website 2021 Recipient posting

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

2022 Race Sanctioning Proposals

Comox (Rupert Wong) has confirmed that they will host 2022 Distance Nationals on September 10-11, 2022.

2022 BC Lower Mainland Sprints Regatta Planning (Graeme / Rob M)

Burnaby Lake Rowing Club (BLRC) is under contract with the City of Burnaby to manage the organized activities on the Burnaby Lake race course and docks. Any contracts for the use of the race course would be between BLRC and CORA. The City manages the pavilion and the adjacent paved parking lot. BLRC can coordinate CORA discussions with the City, but any contracts for the pavilion and/or parking lot would be negotiated directly between the City and CORA.

April thru May 2022 are very tentatively all booked-up already.

Sunday 1-May-2022 is fully available. Later May 2022 dates that are available fall on CORA events

Saturday 30-April-2022 is potentially available half or full day (another group has requested this date)

Race Course rental (BLRC) - \$1500/day

BLRC sets up 6 standard 13.5-metre-wide lanes for 2000M. There is a \$1700 fee to change the lanes width - we don't need to change width

BLRC says it is fine to use the waters outside the lane buoys for additional lanes (buoys on one side only)

The 6 lanes with buoys on both sides and 2 lanes with buoys on one side will provide up to 8 lanes for 500M races (V1s / V6s) and will provide 4 lanes (double-wide) for 1000M/1500M races with turns at 250M

Paved parking lot is available free for limited parking (event organizers), but rental cost is TBD until discussions with City of Burnaby.

Gravel parking lot east of the venue is free for car / trailer parking and is a short walk or shuttle to the race course

There is a gravel road with a locked gate to access Still Creek to unload / rig OC6s and paddle the creek to tie off along the edge of the race course

Once every 4-6 weeks, City of Burnaby has a contractor dredge the lake for weeds. The 2000M lane buoys and 500M markers must be removed / replaced between dredging. The contractor charges \$1700 each dredging and that cost is shared between all Burnaby Lake Venue renters during that 4–6-week window.

Pavilion rental cost is TBD, but highly recommend that event organizers provide canopies and generators. This is a cost that is a "grey area" in terms of the budget line item.

Going there this Dec 6/7 weekend to meet with BLRC on logistical details & take some more photos

Graeme to follow-up with BLRC regarding other expenses

FCRCC is interested in hosting (FCRCC "race team" including use of FCRCC's timing system rather than piecemeal contributions which could cause problems) or subcontracting G2G (?).

Jonathan: Question as to the subsidy/grant that will be provided if a club, rather than CORA, would host the event.

When VYPC hosted, the grant was \$1000 + \$1000. Amounts recently approved assumed CORA hosting.

Erik: Keep it simple, make use of facility resources (such as coach boats). CORA should handle registration and payments.

Leanne: Decisions to go to a Sprint Nationals subcommittee. Tuesday Dec 7th meeting.

2022 Eastern Canada CORA Cup Series & Waterway Series (Mony & Val)

Mony has set up a meeting this weekend with some Club reps.

2022 Howe Sound Championships (Rob M & Leanne)

Removed from the race calendar.

Unlimited Recovery Procedures (Rob V & Erik)

Cindy: Working on it. Asked FGPC and L48 about UL huli recovery procedures.

- New Business

- a. CORA Board Member Appointments and responsibilities (Changing of the guard) - **Graeme**

Deferred until January.

- b. CORA Sponsorship Base Suggestions - Graeme / Erik

Defer until January.

- c. 2020/2021/2022 Action Items Recap **(All)**

- i. Work in progress

- ii. Agreed that “old” Outstanding Action items will be noted such as “Not going to happen” and removed

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

8:35 PM

Next Meeting – Start 7:00 PM - Wednesday, January 5, 2022

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	Completed	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 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 Dec 4: Jan added Ron & Graeme to CORA PO Box Signing Card
Erik	Coordinate Google Forms Best Practices training for interested CORA Board members	Dismissed	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 Dec 10: Not going to happen unless specifically requested by individual Board Members
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 Nov 3: Ongoing Dec 1: To-Do
Erik / Ron / All	Review / update Business Continuity Checklist (BCC) for offboarded /	Dismissed	Nov 21: Confirm resources / permissions for offboarded / onboarded Board Members; New Secretary to update one

	onboarded Board Members		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: Ongoing Dec 10: This is an important recurring task, but not going to happen unless championed by individual Board Members
Graeme / All	Subdivide and distribute Standard Operating Procedures (SOP) by Board Role	Dismissed	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/1HgrOW2upb4N6VATWVOVk8FigJlh02L8 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: Ongoing Nov 10: Distributed to individual Board Members prior to Pre-AGM and a few tasks completed by individual Board Members
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: Ongoing Nov 21: Expand as per 2021 FAQs
Erik	Publish tutorials on how to set up Gmail and Zoom meetings by the middle of December Send out a bibliography with tutorials	Dismissed	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: Ongoing Dec 10: Not going to happen unless specifically requested by individual Board Members
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	Completed	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 Nov 20: Treasurer provided explanation and status of RME Grant Protected Fund
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: Ongoing Nov 20: Note that Board acknowledges current Distance Race Rules require review / corrections
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: Ongoing Nov 21: Plain-speak Insurance Benefits to be communicated to membership as per AGM topic
Raised Mar 3 / 2021			
Erik	Host Google workshop round 2	Dismissed	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: Ongoing Dec 10: Not going to happen unless specifically requested by individual Board Members
Erik	Post on website information about Gaming Grants / there is a webinar coming up for BC. Add non-BC COVID Sport / Grant guidance.	Dismissed	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: Ongoing Dec 10: CORA completely dropped the ball on this as per the media release: https://www.msn.com/en-ca/news/canada/b-c-provides-30-million-in-grants-for-festivals-fairs-affected-by-covid-19/ar-AARM2nn?ocid=hplocalnews

Cindy	Review different provinces and put together information for gaming grants for provinces.	Dismissed	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: Ongoing Dec 10: CORA completely dropped the ball on this as per the media release: https://www.msn.com/en-ca/news/canada/b-c-provides-30-million-in-grants-for-festivals-fairs-affected-by-covid-19/ar-AARM2nn?ocid=hplocalnews
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: Ongoing Nov 21: Communicated to membership as per AGM topic, but not distributed to membership as of yet
Leanne	Prepare a resource for where / and who to contact / to get different boats from	Completed	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 Google sheet May 5: Ongoing Jun 2: Ongoing Jul 7 Been on the website since the spring ??? Nov 19: Done
Raised Apr 7 / 2021			
Board	Consider incentives for increasing Novice participation as per Incentives for Novice Paddlers discussion document	Completed	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 20: Multiple initiatives approved at Pre-AGM
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: Ongoing Nov 21: Communicated to membership as per AGM topic, but not distributed to membership as of yet
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 <- who did this and where is it Nov: 19: Communicated to IVF Committee; Should be an Action Item to update Sprints Rules
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: Ongoing Nov 19: Dependent on progress with Race Director's Guide
Board / Rob V	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: Ongoing Nov 20: Rob Varnel to provide details on vendors from 2019 Ideas Going Forward
Raised Jun 2 / 2021			
Board	Build up the sponsorship base	Completed	Jun 2: To-Do Jul 7: To-Do Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing Nov 3: To-Do Nov 20: CORA Google Drive folder added with all Sponsor Contact details
Lynda Roberts / Michael Simm / Val Simmons	COVID Restart Plan National presence update to be provided	Dismissed	Jun 2: To-Do Jul 7: To-Do Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing Nov 3: Ongoing Dec 10: Not going to happen
Tony	Developing Google based survey to gather data to determine where junior paddlers are and what junior programs are out there	Dismissed	Jun 2: To-Do Jul 7: To-Do Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing Nov 3: Ongoing Dec 10: Not going to happen as zero progress for 6+ months
Raised Jul 7 / 2021			
Erik / Paul Barton	Have another long-overdue lesson on Google / website and the documents.	Dismissed	Jul 7: To-Do Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing Nov 3: Ongoing Dec 10: Not going to happen unless specifically requested by individual Board Members
Erik / Tony	Send out a survey basically asking who has junior members and whether	Dismissed	Jul 7: To-Do Aug 4: Ongoing Sep 1: Ongoing Oct 6: Ongoing Nov 3: Ongoing Dec 10: Not going to happen as

	they have a junior program (Google form)		zero progress for 6+ months
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.	Completed	Aug 4: To-Do Sep 1: Ongoing Oct 6: Ongoing Nov 3: Ongoing Nov 30: Happened just days prior to December 2021 Board Meeting
Erik / Ron	Erik will teach Ron how to move a CORA Member's "affiliated club" on the system. Currently only Erik can do that.	Dismissed	Aug 4: To-Do Sep 1: Ongoing Oct 6: Ongoing Nov 3: Ongoing Dec 10: Not going to happen as Erik & FGPC IT staff retain control over this task
Erik	Erik to check statistics on YouTube viewership with regard to Town Halls	Dismissed	Aug 4: To-Do Sep 1: Ongoing Oct 6: Ongoing Nov 3: Ongoing Dec 10: Not going to happen as should have been included in 2021 AGM Town Halls Report
Raised Sep 1 / 2021			
Ron / Erik	Get going on a 2022 Race submissions process - deadlines / etc. Some have been submitted.	Completed	Sep 1: To-Do Oct 6: To-Do Nov 3: To-Do Nov 21: Done
Ron	Update Travel Grant eligibility requirements to allow Host Clubs to trailer OC6 canoes to be used at the event.	Pending	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	Completed	Oct 6: To-Do Nov 3: Ongoing Nov 30: Happened just days prior to December 2021 Board Meeting

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	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	Completed	Oct 6: To-Do Nov 3: Ongoing Nov 20: 2022 Event Schedule approved subject to COVID and April 2022 submission cut-off
Ron / Board	Board will review applications at the Saturday Pre-AGM meeting with priority to 2021 eligible Clubs, then non-eligible clubs.	Completed	Oct 6: To-Do Nov 3: To-Do Nov 20: Done
Marianne / Tony	Tony will contact Erik about the Junior survey	Dismissed	Oct 6: To-Do Nov 3: Ongoing Dec 10: Not going to happen as zero progress for 6+ month
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	Completed	Oct 6: To-Do Nov 3: To-Do Nov 19: Done

Board / Ron	November 20/21, 2021 Pre-AGM / AGM boardroom attendees need to provide a copy of their vaccine passport in advance	Completed	Oct 6: To-Do Nov 3: To-Do Nov 20: Done
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 to July 2021 Meeting to be on Pre-AGM Agenda	In-Progress	Oct 6: To-Do Nov 3: Ongoing Nov 20: Deferred till Jan 2022 Board Meeting
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	Completed	Nov 3: Ongoing Nov 30: Happened just days prior to December 2021 Board Meeting

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	Completed	Nov 3: To-Do Nov 10: Done (5 of 6 Approved)
Marianne / Tony	Plan to send out a junior survey	Dismissed	Nov 3: Ongoing Dec 10: Not going to happen as zero progress for 6+ month
Cindy	Organize and host a steering Town Hall session (January 2022)	In-Progress	Nov 3: To-Do
Cindy	Locate Rosemary Henry contact info	Completed	Nov 3: To-Do Nov 23: No progress from Cindy; Done - Graeme contacted Brian Henry & communication with Rosemary Henry started
Graeme / Leanne	Contact Joey Hertz for Kelowna history	In-Progress	Nov 3: To-Do
Leanne / Rob M	Leanne will work with FCRCC on Howe Sound Championships (Not just for outrigger paddlers)	Dismissed	Nov 3: To-Do Nov 20: Not needed
Board	This should be advertised as a paddling event and not a CORA event.	Dismissed	Nov 3: To-Do Nov 20: Not needed
Erik	Talk to Don Mulhall about potential interest in Length of the Lake for next year	Dismissed	Nov 3: To-Do Dec 10: Not going to happen unless actioned by individual Board Members
Board	Directors prepare reports for posting to the CORA website before the AGM for each of their “Standing Items”.	Completed	Nov 3: To-Do Nov 20: AGM Reports provided and stored on CORA Google Drive

Board	Directors provide a copy of your Vaccine Passport QR code in advance to Farris administration	Completed	Nov 3: To-Do Nov 20: Done
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	Completed	Nov 3: Ongoing Nov 30: Agreed that “old” Outstanding Action items will be noted such as “Not going to happen” and then removed; Board Members will no longer say “we should do such & such” unless they are prepared to complete that Action Item within a reasonable time frame
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
Raised Nov 20 / 2021 (Pre-AGM)			
Board	We should have a discussion regarding that all clubs MUST have a minimum of 6 members. The club cannot be a club for insurance purposes unless their members are members with CORA.	In-Progress	Nov 20: To-Do
Membership Officers	Anyone wanting to pay for a CORA membership for someone as, for example, Christmas Present, a process will be looked into for this.	In-Progress	Nov 20: To-Do
Board / Race Committee	CORA will take an active role in running the 2022 National Sprints.	Completed	Nov 20: To-Do Dec 1: CORA 2022 Sprints Committee formed to follow through; CORA Google drive folder set-up with all documentation related to this initiative

Race Committee / Graeme	Contact Burnaby Lake management about availability / cost of venue / facilities rental for late April 2022	Completed	Nov 20: To-Do Nov 29: CORA Google drive folder set-up with all documentation related to this initiative
Board / Race Committee	Find two races in the East to promote for racing and being a CORA Cup Series race.	In-Progress	Nov 20: To-Do
Board / Race Committee	OC6 Blade award for Novice and Junior to be awarded by drawing names of Novice / Junior at the 4 CORA Cup Series races. Secure OC6 paddle suppliers	In-Progress	Nov 20: To-Do
Board / Race Committee	The CORA Distance Race Rules document outlining age and gender for races will be amended to clarify all the exceptions to the stated rules	In-Progress	Nov 20: To-Do
Board / Race Committee	Ensure that Novice and Junior race courses are encouraged for both OC6 and solo,	In-Progress	Nov 20: To-Do
Board / Race Committee	For CORA Cup Series races, it is mandatory that short course races be held for Novice and Junior. However, clubs have the discretion not to hold. If it is mandatory, then how can clubs have the discretion not to hold?	In-Progress	Nov 20: To-Do
Insurance Committee / Ron / Erik / Jonathan	All clubs MUST put together and submit to CORA, for sanctioning, an operating plan/outline of their practices.	In-Progress	Nov 20: To-Do
Insurance Committee / Ron / Erik / Jonathan	Any clubs not meeting 6 members by July 2022, MUST provide a written	In-Progress	Nov 20: To-Do

	reason to CORA as to why the club does not have sufficient members.		
Insurance Committee / Ron / Erik / Jonathan	Guidelines should be posted advising what is to be in the outline, cover points such as all CORA club members MUST be members with CORA.	In-Progress	Nov 20: To-Do
Membership Officers	The membership chair will be monitoring membership in clubs and will advise the board in July of which clubs do not meet at least 6 member requirements.	In-Progress	Nov 20: To-Do
Insurance Committee / Ron / Erik / Jonathan	Insurance Committee will link up clubs with BFL in order that clubs can get standard property insurance.	In-Progress	Nov 20: To-Do
Raised Nov 21 / 2021 (AGM)			
Board	Guidelines will be provided to all clubs regarding Resolution that all paddlers participating in a CORA sanctioned event must be fully vaccinated	In-Progress	Nov 21: To-Do
Insurance Committee / Ron / Erik / Jonathan	A questionnaire will be done outlining CORA club programs and CORA club training for CORA to develop a procedure manual	In-Progress	Nov 21: To-Do
Insurance Committee / Ron / Erik / Jonathan	Plain language regarding our insurance coverage will be posted on the CORA website.	In-Progress	Nov 21: To-Do

Insurance Committee / Ron / Erik / Jonathan	Unaffiliated members (not with a CORA club) will be apprised when they register that certain training is not an insurable activity	In-Progress	Nov 21: To-Do
Raised Dec 1 / 2021			
Erik	Single day membership should remove the word "event" to avoid confusion (wording and icons) - "See Become a Member"	In-Progress	Dec 1: To-Do
Grace	Need a new 2021 CORA Membership Report Post FGPC Wet-Dashe.	In-Progress	Dec 1: To-Do
COVID Committee	We need to send a notice to all Race Directors who have submitted CORA Sanctioned Race Applications for 2022 regarding attendee required COVID vaccination proof	In-Progress	Dec 1: To-Do
Graeme	Follow-up with BLRC regarding other expenses	In-Progress	Dec 1: To-Do
Graeme	Agreed that "old" Outstanding Action items will be noted such as "Not going to happen" and removed	In-Progress	Dec 1: To-Do