



CORA Monthly Meeting Minutes

Wednesday, July 6th, 2022

8:00 PM PST / 9:00 PM MST / 11:00 PM EST

Google Meet joining info

Video call link:

meet.google.com/sqt-wnsd-vze

- Welcome and Roll Call
 - Present: Ron / Erik / Graeme / Marianne / Val / Cindy / Jonathan / Rob M
 - Regrets: Rob V / Leanne / Tony / Mony
- Adoption of June minutes: Moved: Ron, Seconded: Jonathan
- Confirmation of Agenda/Add New items - VYPC RME Grant approval added
- Standing Items - Presented by existing Officers
 - Communications & Technical Update – **Erik / Graeme**
 - Remove Scott Borle from CORA Board Email Group (2022-06) - Will be done by end of meeting. **Done.**
 - Sprints (London 2022) Time Trial results need to be posted (PDF) & Team announcements will be linked to IVF page (2022-06) ? Erik will pester Leanne for results. **Done.**
 - 3 Haunani Outrigger Club clinics to be advertised to CORA members on the CORA website.(2022-06) ? **Done.**
 - Erik will add capability to delete Buy & Sell ads once Erik sees some examples (2022-06) ? Graeme to follow-up. **Done.**
 - Begin compiling 2020 / 2021 / 2022 Membership FAQs for self-service via FAQ Plugin (2022-05) - TBC 31-Jul-2022. Graeme working on.
 - Scott Borle has resigned so offboarding procedures are appropriate (2022-03) ? No longer on the Sprints Committee. Erik will ensure “website permissions” are deactivated by the end of the meeting. **Done.**

- Bob Woodman has resigned so offboarding procedures are appropriate (2021-11) ? Erik will ensure “website permissions” are deactivated by the end of the meeting. **Done.**
 - Canoe borrowing etiquette used to be on the CORA website and is missing (2021-10) - TBC 31-Jul-2022 Found on website under Outrigger Resources. . <https://www.canadianoutrigger.ca/wp-content/uploads/2019/05/Etiquette-When-Racing-Outrigger-Canoes.pdf>
 - Sort out Member Clubs on the pulldown list and change “other clubs” and “unaffiliated” to “Not affiliated with a listed CORA Club” (2021-02) ? Old CORA Clubs have been removed from the Membership pulldown list.
- Membership Update – **Grace**

Individual Memberships

- There were another 214 annual memberships purchased in May and June bringing the total to 1142.
- There are now 33 paddlers who have listed their Club Affiliation as "Non-CORA Club" and 58 who are listed as "Unaffiliated."
- There were 4 Single Day memberships purchased for the Jericho Iron and 7 purchased for Latitude 48 Cadborosaurus race; 48 Single Day memberships purchased so far this year.
- CORA has a growing "older" population of paddlers with 150 members under 40 years of age as compared to 991 over 40 years of age. There are 34 Juniors, 116 Open, 158 Masters 40+, 270 Masters 50+, 377 Masters 60+, 186 Masters 70+.

Club Memberships

- There were 2 more CORA Club memberships received for a total of 34 clubs. The most recent club registrations are from Sunnyside and Aumakua (Toronto).
- Clubs who have not yet renewed but who have members registered with CORA are; Victoria Canoe & Kayak (10) (Vernon Paddle Centre provided a cheque @ Duel which was deposited).
- Club memberships due from Victoria Canoe & Kayak (10). - Vernon bringing cheque to Penticton Duel In The Desert (2022-05) ? Done and deposited. VCKC is insured with DBC. Need to confirm with VCKC whether they will join CORA this year. If not, remove VCKC from CORA affiliate list and change individual members to “Not affiliated with a listed CORA Club”.
- Establish a 2-step process for new clubs to join - to obtain information regarding them before they are accepted as a member club (2022-05) ? Cindy proposed 2 forms - one for renewal and one for new members (where membership is not automatic and not to be confirmed). Erik and Cindy to prepare.
- Follow-up with Victoria Canoe & Kayak Club that their CORA 2022 Club Membership is overdue (2022-04) ? Erik to email VCKC OC Rep.

- Vernon mailed something to the CORA Mail Box, but it had not been opened yet.
- Administration Updates – **Ron**
 - What to do about absentee CORA Board Members that have voting rights and would constitute a quorum but have minimal participation?
 - Confirm that Tony Vukasovic can stay in the IVF role and can be removed as a CORA Board Director (2022-06) - ?
 - Approach Tony regarding his ability to remain a Director (2022-05) - ? Ron will email Grace and ask him to resign as Director but stay on in the IVF role.

○ Grant Updates – **Ron**

Clinic Grants -

No Activity

Coaching Education Grants -

No Activity

RME Grants -

RME Grant Application received from VYPC on June 3rd, but they do not have 6 CORA members, they now have 7 CORA members.

MOTION: Moved by Ron, that the RME Grant Application submitted by VYPC on June 3, 2022 be approved by the Board in the amount of \$1000.00, subject to the receipt of receipts by October 31, 2022. Seconded by Jonathan.
APPROVED.

Travel Grants -

- FGPC - Jericho Iron - \$650.00 paid by e-transfer June 2, 2022.
- Pacific Reach - Island Iron - \$650.00 paid by e-transfer June 8, 2022.
- Update Travel Grant eligibility requirements to allow Host Clubs to trailer OC6 canoes to be used at the event (2021-09) ? Wording on web page to be updated. Ron can provide it by the end of July 2022. .

WRT cartopping of ULs, if tied to a MoTI commercial permit, should be OK.

Erik provides a copy of permit to Ron and Ron to draft a motion and circulate by email.

CORA Cup Series Awards Grants

Latitude 48 - Island Iron - \$800 paid by e-transfer June 20, 2022

- IVF Representative Update – **Leanne (absent)**
 - Sprints (London 2022)
 - ?.
 - Distance (Samoa 2023)
 - ?
 - IVF Board
 - ?

- Financials/Treasurer Update - **Jonathan**
 - Apply to RBC for a CORA corporate credit card with a maximum credit limit of \$5-10,000 at Jonathan's discretion secured by a CORA GIC matching the credit limit (2022-06) ? In process.
 - \$10,000 has been transferred to a 2-year non-redeemable GIC @ 2.8%, maturing on June 10, 2024.
- Confirmed by those present that the Credit card application is approved.
 - Consider whether the Board should increase Junior / Novice Paddle Grant from \$1500 to \$1600 when Jonathan is present (2022-06) ? Agreed to increase to \$1600.
 - Consider whether CORA should reimburse CORA clubs for use of their OC6s at CORA OC Sprints when Jonathan is present (2022-06) ?

Marianne: The history behind the line item in getting CORA funding for canoe usage was that VYPC doesn't own any canoes and couldn't run the Sprints without having to rent the canoes from other clubs, in this case FGPC and ORPC. If a club can run the Sprints with their own canoes then yes I agree that no they should not receive this funding. In VYPC's case we literally would have either broken even or been in the negative for running the Sprints if we didn't have this funding.

Ron: Similarly, CORA does not have OC6s, and canoes were borrowed from 4 clubs.

We will wait for Rob V to submit a trailering claim for CORA Sprints Nationals (FVPC already paid) and the balance from the \$1500 will be paid out to the loaning clubs pro rata to the number of boats loaned (FVPC=2; FLCC=2; VOS=2; FCRCC=1).

Moved by Jonathan, Seconded by Cindy. APPROVED.
 - Consider whether the mileage honorarium of \$.50/km for fuel and wear & tear should be increased due to higher gas cost when Jonathan is present (2022-06) ?

Moved by Ron that the honorarium be increased to \$0.60/km and the cap be increased to \$700, effective [for races after] July 1, 2022. Seconded by Jonathan. APPROVED.

Webpage application form to be updated with new rates and cap. Ron to provide Erik with mark-up.

- Junior Update - **Marianne / Tony**
 - Erik to assist in sending out Junior Survey to all Club representatives only (2022-06) ? Erik to provide Val and Marianne with a link to see data.

- Town Hall Update - **Leanne / Erik / Ron / Tony / Val**
 - Next Town Hall deferred to the Fall.

- Insurance (plus Unaffiliated / Delinquent) Update - **Ron / Erik / Jonathan**
 - *Plain language regarding our insurance coverage will be posted on the CORA website.*” On the Action Items (5-6 Insurance Action Items - since Nov 2021) - **Ron to provide within 30 days (before next board meeting) (2022-06) ? Ron to do for July 31, 2022.**
 - Form a committee to create policies on unaffiliated members and delinquent clubs (2022-02) ?
 - Unaffiliated members (not with a CORA club) will be apprised when they register that certain training is not an insurable activity (2021-11) ? To be addressed in plain language insurance summary.
 - A questionnaire will be done outlining CORA club programs and CORA club training for CORA to develop a procedure manual (2021-11) - Highly recommend the Insurance Committee review **Lotus Sports Club Guidebook. Graeme to circulate to the Board.**
 - The Insurance Committee will link up clubs with BFL in order that clubs can get standard property insurance (2021-11) ? Dealt with as they come in.
 - 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 (2021-11) ? Ron to ask Grace to check which clubs don't have 6 members.
 - 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 (2021-11) ? Plain english summary to be provided by Ron.
 - Any clubs not meeting 6 members by July 2022, **MUST** provide a written reason to CORA as to why the club does not have sufficient members (2021-11) ? Will follow up with clubs.
 - All clubs **MUST** put together and submit to CORA, for sanctioning, an operating plan/outline of their practices (2021-11) ? Where is that data??? Survey provided by clubs when they renew their memberships (also new clubs as well).

- Plain language regarding our insurance coverage will be posted on the CORA website (2021-11) ? Ron to do.
 - 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 (2021-11) ? Cindy recalls that the Board approved [at an AGM] that a sanctioned CORA member club requires 6 members.
 - Communicate to Eastern Canada clubs / paddlers safety concerns in the context of discussion on TIOC 2021 feedback; Possible Town Hall topic (2021-10) ? Note for future Town Hall.
 - Insurance guidelines will be posted in the context of discussion on TIOC 2021 feedback (2021-10) ? See above. Covered by plain English summary.
 - Update Race Directors Guidebook with takeaways from discussion on TIOC 2021 feedback (2021-10) ? With Ron.
 - Reminders will be sent to all clubs that need to renew their membership who have CORA members (2021-05) ? **Done.**
 - Draft a memo as a reminder that if clubs have members engaging in activities that all clubs should ensure to keep membership up to date to be reviewed by Ron and then issued to all clubs (2021-03) ? Covered by plain English summary.
 - Benefits of joining CORA will be sent out when new insurance has been finalized (2021-02) ? Covered by plain English summary.
- Historical Update - **Val / Graeme**
 - Andrea Dillon working on CORA inception (1992) history - **Graeme**
 - “The Comox Story” next up for Club legacy documents - **Graeme**
 - Very impressive Eastern Canada OC Historical Research (especially Wai Nui and connections) provided by Val
 - Val will reach out to Rich Carson for more inside info on Wendy Rae Perkins (2022-06) ? **Done.** No response
 - Update Canoe Registry such that H2O has sent 2 outrigger canoes to Mexico. May not remain CORA Club in future (2022-05) - Several Canoe Registry updates In-Progress
 - Update Canoe Registry such that False Creek sold their yellow Calmar and green Calmar to Star Nation’ for its at-risk youth program (2022-05) - Several Canoe Registry updates In-Progress
 - Update Canoe Registry such that Gibsons & Star Nation & Chemainus (For The People) each acquired a Clipper Advantage in 2022 - TBC 31-Jul-2022 - Have photos of new Gibsons and Star Nation Clipper Advantages, but not Chemainus For The People
 - Correct CORA Website “Water Changes” document as per Lori / Lorri (2021-11) - TBC 31-Jul-2022
 - Contact Joey Hertz for Kelowna history (2021-11) - TBC 31-Jul-2022

- Awards Update - **Rob V / Mony / Graeme**
 - Distribute Canadian Outrigger Hall Of Fame Bios & Ballot to all Awards Committee representatives by 1-July-2022 - Canadian Outrigger Hall Of Fame 2022 Ballots / Bios distributed to Awards Committee Reps
 - Several quality nominations received shortly before cut-off and not enough time to do proper research
 - Need to amend the Hall Of Fame Policy / Process to provide individuals who have been asked to vet Candidates, a limited time to respond, with “Silence is consent” being the default.
 - Graeme has contacted Jackie Bell to allow for a presentation at Comox Nationals 2022.
 - Hall of Fame recipients to be decided / announced in August.

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

2022 Property Chain Of Custody - COC (Graeme)

- Working on simplified Chain Of Custody Google Sheet for all CORA properties (Weigh scale; 2 Feather Flag Banners (+ 2 spares); Peter Forand Trophy; Hugh Town Trophy) (2022-06) TBC 31-Jul-2022

2022 Event Sanctioning (Ron)

- For CORA Cup Series races, it is mandatory that short course races be held for Novice and Junior. However, club’s have the discretion not to hold for non-CORA Cup races. (2021-11) Include in Race Directors’ Guidebook.
- The CORA Distance Race Rules document outlining age and gender for races will be amended to clarify all the exceptions to the stated rules (2021-11) ? Race Directors’ Guidebook
- Revise / simplify proposed Novice Age Division definitions and distribute to Board for review (2021-05) - Race Directors Guide status? Revised Rules July 2021.
- Race Directors Guidebook is not on the website, draft will be made available once the controversial topics have been addressed. - ????? To be done.
NOTE: This has been an Action Item since before 2021 (2021-10)
- Translate 2020 race rules into French Wait until after next Distance Race Rules Revisions (2021-02) - Find university student to utilize CORA approved Grant. No race in Quebec yet. Wait until a Distance race is scheduled before asking Mony to translate the amendments. We have \$4000 for student work which may include translation of the Distance Race Rules. Send to Val.

2022 CORA Sprints (Graeme / Jonathan) -tabled

- Building out an index / inventory on all CORA 2022 Sprints documents for future reference (2022-06) - TBC 31-Jul-2022
- Erik to provide CORA OC Sprints G2G Race Results in Word / Excel / Text format (2022-06) ?
- Collect weights of 7 Bradley Lightning OC6s weighed at Burnaby Lake OC Sprints (2022-05) ?
- Update CORA Sprints Race Rules as per Distance Race Rules Revisions 2021-July (2021-10) - Will use Burnaby Lake Sprints as guidance and distribute TBC 31-Aug-2022

2022 Event Sponsors (Graeme / Rob M) -tabled

- Coast Outdoors & Oddball & Predator / XS Unified continue to support CORA events with generous Swag and favorable merchandise pricing
- Established several new Event Vendors / Sponsors for Lower Mainland events (Lotus Iron)
- CORA Cup Series event hosts being provided with \$800 Event Swag Grant
 - Lotus Iron - Grace Morrisette at Lotus going with CORA recognized sponsors and receipts will be provided to CORA Treasurer; 3 of 4 Vendors ordered from
 - Comox Nationals - Jackie Bell at CVCRC has taken the lead on awards / prizes as part of Comox responsibilities for their event - Division of responsibility needs to be included in Race Directors Guide
- Contact CORA Cup Series hosts about CORA grants available: ?
Island Iron - Vivian Thomas at L48 contacted
Lotus Iron - Grace Morrisette at Lotus contacted
Comox Nationals - Rupert Wong at CVCRC not able to be contacted, but Jackie Bell contacted (2022-05)
- Ensure that Novice and Junior race courses are encouraged for both OC6 and solo (2021-11) - Junior / Novice Paddle Grant understood / approved and all CORA Cup Series event hosts uniformed as to CORA expectations
- We should organize more sponsors / it would be handy to have multiple sponsors (2021-05) - Penticton, Latitude 48, Comox going with local vendors; Lotus going with CORA vendors; Where are the Rob V vendor contact details?

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

- Val and Graeme to move ahead without Mony to try to create an Eastern CORA Cup series (2022-05) ?
- Approach Wai Nui about joining CORA (2022-05) - Find two races in the East to promote for racing Graeme to Zoom Wendy Rae-Perkins about Wai Nui Why Not
- and being a CORA Cup Series race (2021-11) ?

- TIOC?
- ORCC?

Unlimited Recovery Procedures (Rob V & Erik) - tabled

- Post Unlimited Recovery Procedures draft document on CORA website (2022-06) ?
- Draft Unlimited Recovery huli procedure document be circulated to the Board for discussion (2022-02) ?
- Work so far on a huli recovery document to be published (2022-01) ?
- Cindy suggests that Erik and Rob V take a stab at UL recovery procedure (2021-11) ?

CORA Cup Medals for 2022

- CORA Cup Medals - Approval of quotes
- Order CORA Cup Series medals and the lanyards; Send the list to Ron first; Marianne and Paul will do the paper labels for the back of the medals (2022-06)
- Need to discuss lower cost options (ordering same spec from China) or alternatives for future years at AGM.
- Moved by Marianne that we order 720 medals and 360 lanyards. Seconded by Ron. APPROVED, Erik & Graeme opposed.

- New Business

6. Review/Updates of Outstanding Action items: (Condense and summarize table - add Pre-AGM / AGM Action Items)

- 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

Moved to adjourn by Cindy. Seconded by Val

Next Meeting – Start 8:00 PM - Wednesday, August 3, 2022

Assignee	Action Item	Due Date	Comments
Raised Feb 3 / 2021			

Erik	Sort out Member Clubs on the pulldown list and change "other clubs" and "unaffiliated" to "Not affiliated with a listed CORA Club" (2021-02)	Completed	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: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Old CORA Clubs have been removed from the Membership pulldown list.
Mony	Translate 2020 race rules into French Wait until after next Distance Race Rules Revisions (2021-02)	In-Progress	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 Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Find university student to utilize CORA approved Grant. No race in Quebec yet. Wait until a Distance race is scheduled before asking Mony to translate the amendments. We have \$4000 for student work which may include translation of the Distance Race Rules. Send to Val.
Erik / Jonathan	Benefits of joining CORA will be sent out when new insurance has been finalized (2021-02)	In-Progress	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 Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Dismiss Aug 2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by July 31, 2022.
Raised Mar 3 / 2021			
Erik / Ron	Draft a memo as a reminder that if clubs have members engaging in activities that all clubs should ensure to keep membership up to date to be reviewed by Ron and then issued to all clubs (2021-03)	In-Progress	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: Communicated to membership as per AGM topic, but not distributed to membership as of yet Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Dismiss Aug 2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by July 31, 2022.
Raised May 5 / 2021			
Ron / Erik / Grace	Reminders will be sent to all clubs that need to renew their membership who have CORA members (2021-05)	Completed	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 Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May

			4: Ongoing Jun 1: Ongoing Jul 6: Done as per Erik
Graeme	Revise / simplify proposed Novice Age Division definitions and distribute to Board for review (2021-05)	In-Progress	May 5: Ongoing 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 Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Board / Rob V	We should organize more sponsors / it would be handy to have multiple sponsors (2021-05)	In-Progress	May 5: Ongoing 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 Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing Apr 15: Update CORA Google Drive with Sponsor details May 4: Ongoing Jun 1: Collect Penticton & Latitude 48 Sponsors for Directory Jun 1: Ongoing Jul 6: Ongoing
Raised Sep 1 / 2021			

Ron	Update Travel Grant eligibility requirements to allow Host Clubs to trailer OC6 canoes to be used at the event (2021-09)	In-Progress	Sep 1: Ongoing Oct 6: Ongoing Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ron to provide it by end of July 2022.
Raised Oct 6 / 2021			
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 (2021-10)	In-Progress	Oct 6: Ongoing Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Board / Ron	Update Race Directors Guidebook with takeaways from discussion on TIOC 2021 feedback (2021-10)	In-Progress	Oct 6: Ongoing Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Note for future Town Hall
Ron	Insurance guidelines will be posted in the context of discussion on TIOC 2021 feedback (2021-10)	In-Progress	Oct 6: Ongoing Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Dismiss Aug 2022 iif Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by July 31, 2022.

Board	Canoe borrowing etiquette used to be on the CORA website and is missing (2021-10)	Completed	Oct 6: Ongoing Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Found on website under Outrigger Resources. https://www.canadianoutrigger.ca/wp-content/uploads/2019/05/Etiquette-When-Racing-Outrigger-Canoes.pdf
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 (2021-10)	In-Progress	Oct 6: Ongoing Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Board	Update CORA Sprints Race Rules as per Distance Race Rules Revisions 2021-July (2021-10)	In-Progress	Oct 6: Ongoing Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Will use Burnaby Lake Sprints as guidance and distribute TBC 31-Aug-2022
Raised Nov 3 / 2021			
Graeme / Leanne	Contact Joey Hertz for Kelowna history (2021-11)	In-Progress	Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing

Erik / Rob V	Cindy suggests that Erik and Rob V take a stab at UL recovery procedure (2021-11)	In-Progress	Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Erik / Graeme	Bob Woodman has resigned so offboarding procedures are appropriate (2021-11)	Completed	Nov 3: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Erik ensured "website permissions" were deactivated by the end of the meeting
Graeme / Ron	Correct CORA Website "Water Changes" document as per Lori / Lorri (2021-11)	In-Progress	Nov 6: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
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 (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ron to ask Grace to check which clubs don't have 6 members.
Board / Race Committee	Find two races in the East to promote for racing and being a CORA Cup Series race (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Contacted Ottawa River Canoe Club (ORCC) as potential host & following up with them Jul 6: Graeme to

			Zoom Wendy Rae-Perkins about Wai Nui Why Not
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 (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Board / Race Committee	Ensure that Novice and Junior race courses are encouraged for both OC6 and solo (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: To be included in Race Directors' Guidebook. Junior / Novice Paddle Grant understood / approved and all CORA Cup Series event hosts uniformed as to CORA expectations
Board / Race Committee	For CORA Cup Series races, it is mandatory that short course races be held for Novice and Junior. However, club's have the discretion not to hold. If it is mandatory, then how can clubs have the discretion not to hold? (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: To be included in Race Directors' Guidebook.
Insurance Committee / Ron / Erik / Jonathan	All clubs MUST put together and submit to CORA, for sanctioning, an operating plan/outline of their practices (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Survey provided by clubs when they

			renew their memberships (also new clubs as well).
Insurance Committee / Ron / Erik / Jonathan	Any clubs not meeting 6 members by July 2022, MUST provide a written reason to CORA as to why the club does not have sufficient members (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ron to ask Grace to check which clubs don't have 6 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 (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Dismiss Aug 2022 iif Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by July 31, 2022.
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 (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ron to ask Grace to check which clubs don't have 6 members.
Insurance Committee / Ron / Erik / Jonathan	The Insurance Committee will link up clubs with BFL in order that clubs can get standard property insurance (2021-11)	In-Progress	Nov 20: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Deal with as they come in - Note that CORA is saying it is the responsibility of CORA clubs to approach CORA when they have concerns regarding BFL provided

			insurance and it is not the responsibility of CORA to proactively communicate to CORA clubs what BFL coverage is provided
Raised Nov 21 / 2021 (AGM)			
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 (2021-11)	In-Progress	Nov 21: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Highly recommend the Insurance Committee review Lotus Sports Club Guidebook Graeme to circulate to the Board.
Insurance Committee / Ron / Erik / Jonathan	Plain language regarding our insurance coverage will be posted on the CORA website (2021-11)	In-Progress	Nov 21: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Dismiss Aug 2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by July 31, 2022.
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 (2021-11)	In-Progress	Nov 21: Ongoing Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Raised Dec 1 / 2021			

Graeme	Agreed that "old" Outstanding Action items will be noted such as "Not going to happen" and removed (2021-12)	In-Progress	Dec 1: Ongoing Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Raised Jan 5 / 2022			
Marcus Krieger / Rob Varnel	Work so far on a huli recovery document to be published (2022-01)	In-Progress	Jan 5: Ongoing Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Raised Feb 2 / 2022			
Rob V / Cindy / Erik / Leanne	Form a committee to create policies on unaffiliated members and delinquent clubs (2022-02)	In-Progress	Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Rob V / Erik	Draft Unlimited Recovery huli procedure document be circulated to the Board for discussion (2022-02)	In-Progress	Feb 2: Ongoing Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Raised Mar 2 / 2022			
Erik / Graeme	Scott Borle has resigned so offboarding procedures are appropriate (2022-03)	Completed	Mar 2: Ongoing Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Scott Borle removed from CORA Board Email Group
Raised Apr 6 / 2022			

Leanne	Follow-up with Sunnyside that their CORA 2022 Club Membership is overdue (2022-04)	Completed	Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: CORA Club memberships received from Sunnyside
Board	Follow-up with Vernon that their CORA 2022 Club Membership is overdue (2022-04)	Completed	Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Vernon Paddle Centre provided a cheque @ Duel which was deposited
Graeme	Minimum Eligibility Criteria for the "Hall of Fame" awards to be amended and published to CORA website (2022-04)	Completed	Apr 6: Ongoing May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Raised May 4 / 2022			
Graeme	Begin compiling 2020 / 2021 / 2022 Membership FAQs for self-service via FAQ Plugin (2022-05)	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Cindy / Erik	Establish a 2-step process for new clubs to join - to obtain information regarding them before they are accepted as a member club (2022-05)	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Cindy proposed 2 forms - one for renewal and one for new members (where membership is not automatic and not to be confirmed). Erik and Cindy to prepare.
Ron / Board	Club memberships due from Sunnyside (1 member), Vernon (9), Victoria Canoe & Kayak (10). - Vernon bringing	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing

	cheque to Penticton Duel In The Desert(2022-05)		
Board	Approach Tony regarding his ability to remain a Director (2022-05)	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Ron will email Grace and ask him to resign as Director but stay on in the IVF role.
Graeme	Update Canoe Registry such that False Creek sold their yellow Calmar and green Calmar to Star Nation' for its at-risk youth program (2022-05)	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Graeme	Update Canoe Registry such that H2O has sent 2 outrigger canoes to Mexico. May not remain CORA Club in future (2022-05)	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Graeme / Val	Approach Wai Nui about joining CORA (2022-05)	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Graeme / Val / Mony	Val and Graeme to move ahead without Mony to try to create an Eastern CORA Cup series (2022-05)	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Graeme	Contact CORA Cup Series hosts about CORA grants available:	In-Progress	May 4: Ongoing Jun 1: Ongoing May 7: Grace with Lotus contacted May 8: Vivian / Melanie with Latitude 48 contacted Jun 1: Ongoing Jul 6: Ongoing

	Island Iron - Vivian Thomas at L48 to be contacted Lotus Iron - Grace Morrisette at Lotus to be contacted Comox Nationals - Rupert Wong at CVCRC to be contacted (2022-05)		
Ron / Rob V / Rob M	Collect weights of 7 Bradley Lightning OC6s weighed at Burnaby Lake OC Sprints (2022-05)	In-Progress	May 4: Ongoing Jun 1: Ongoing Jul 6: Ongoing
Raised Jun 1 / 2022			
Erik	Provide CORA OC Sprints G2G Race Results in Word / Excel / Text format (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Ongoing
Erik / Graeme	Erik will add capability to delete Buy & Sell ads once Erik sees some examples (2022-06)	Completed	Jun 1: Ongoing Jul 6: Erik added capability to delete Buy & Sell ads
Erik / Ron	3 Haunani Outrigger Club clinics to be advertised to CORA members on the CORA website.(2022-06)	Completed	Jun 1: Ongoing Jul 6: 3 Haunani Outrigger Club clinics advertised to CORA members on the CORA website
Board / Treasurer	Consider whether the mileage honorarium of \$.50/km for fuel and wear & tear should be	Completed	Jun 1: Ongoing Jul 6: Moved by Ron that the honorarium be increased to \$0.60/km and the cap be increased to \$700, effective [for races

	increased due to higher gas cost when Jonathan is present (2022-06)		after] July 1, 2022. Seconded by Jonathan. APPROVED. Webpage application form to be updated with new rates and cap. Ron to provide Erik with mark-up.
Leanne / Erik / Graeme	Sprints (London 2022) Time Trial results need to be posted (PDF) & Team announcements will be linked to IVF page (2022-06)	Completed	Jun 1: Ongoing Jul 6: Time Trial results posted (PDF) & Team announcements linked to IVF page
Board / Treasurer	Consider whether CORA should reimburse CORA clubs for use of their OC6s at CORA OC Sprints when Jonathan is present (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: We will wait for Rob V to submit a trailering claim for CORA Sprints Nationals (FVPC already paid) and the balance from the \$1500 will be paid out to the loaning clubs pro rata to the number of boats loaned.
Erik / Val / Marianne	Erik to assist in sending out Junior Survey to all Club representatives only (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Erik to provide Val and Marianne with a link to see data.
Ron	<i>Plain language regarding our insurance coverage will be posted on the CORA website.</i> On the Action Items (5-6 Insurance Action Items - since Nov 2021) - Ron to provide within 30 days (before next board meeting) (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Dismiss Aug 2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by July 31, 2022.

Val	Val will reach out to Rich Carson for more inside info on Wendy Rae Perkins (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: No Response; Historical Committee follow-up
Graeme	Working on simplified Chain Of Custody Google Sheet for all CORA properties (Weigh scale; 2 Feather Flag Banners (+ 2 spares); Peter Forand Trophy; Hugh Town Trophy) (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Ongoing
Graeme	Building out an index / inventory on all CORA 2022 Sprints documents for future reference (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Ongoing
Board / Treasurer	Consider whether Board should increase Junior / Novice Paddle Grant from \$1500 to \$1600 when Jonathan is present (2022-06)	Completed	Jun 1: Ongoing Jul 6: Agreed to increase Junior / Novice Paddle Grant from \$1500 to \$1600
Erik	Provide form for Junior / Novice paddlers to provide details on their participation at CORA Cup Series races to be eligible for Junior / Novice Paddle Grant (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Ongoing
Erik	Post Unlimited Recovery Procedures draft document on CORA website (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Ongoing

Marianne / Paul	Order CORA Cup Series medals and the lanyards; Send the list to Ron first; Marianne and Paul will do the paper labels for the back of the medals (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Ongoing
Jonathan	Apply to RBC for a CORA corporate credit card with a maximum credit limit of \$5-10,000 at Jonathan's discretion secured by a CORA GIC matching the credit limit (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Confirmed by those present that the Credit card application is approved.
Erik	Remove Scott Borle from CORA Board Email Group (2022-06)	Completed	Jun 1: Ongoing Jul 6: Scott Borle removed from CORA Board Email Group
Ron	Confirm that Tony Vukasovic can stay in IVF role and can be removed as a CORA Board Director (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Ron will email Grace and ask him to resign as Director but stay on in the IVF role.
Awards Committee	Distribute Canadian Outrigger Hall Of Fame Bios & Ballot to all Awards Committee representatives by 1-July-2022 (2022-06)	In-Progress	Jun 1: Ongoing Jul 6: Ongoing
Raised Jul 6 / 2022			

Race Committee	Locate Aumakua (Toronto) details (2022-07)	In-Progress	Jul 6: Ongoing
Board	Follow-up with Victoria Canoe Kayak Club that their CORA 2022 Club Membership is overdue (2022-07)	In-Progress	Jul 6: Need to confirm with VCKC whether they will join CORA this year. If not, remove VCKC from CORA affiliate list and change individual members to "Not affiliated with a listed CORA Club". Erik to email VCKC OC Rep.
Awards Committee	Distribute Canadian Outrigger Hall Of Fame Bios & Ballot to all Awards Committee representatives by 1-July-2022 - Canadian Outrigger Hall Of Fame 2022 Ballots / Bios distributed to Awards Committee Reps (2022-07)	Completed	Jul 6: Hall Of Fame Bios & Ballots distributed 3-July-2022 to be completed by 31-July-2022
Awards Committee	Hall of Fame recipients to be decided / announced in August (2022-07)	In-Progress	Jul 6: Awards Committee to receive ballots as of 31-July-2022 and announce outcomes at August 2022 Board Meeting
Board	CORA Cup Medals for 2022 Need to discuss lower cost options (ordering same spec from China) or alternatives for future years at AGM (2022-07)	In-Progress	Jul 6: Add as Pre-AGM Topic

