



CORA Monthly Meeting Minutes Draft

Wednesday, January 4th, 2023

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

Google Meet joining info

Video call link: <https://meet.google.com/zyt-zgct-myd>

1. Welcome and Roll Call

Present: Ron, Cindy, Graeme, Leanne, Erik, Rob M, Dean, Foruzan

Absent: Jonathan, Marianne, Mony, Rob V,

2. Adoption of Monthly Minutes from December 7, 2022: Moved: By Cindy; Seconded: Ron
C. APPROVED

Adoption of Pre-AGM & Technical AGM Minutes from November 19 and 20, 2022:
DEFERRED

Confirmation of Agenda/Add New items: **APPROVED**

3. Standing Items - Presented by existing Officers

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

i. CORA Inbox consolidated messages - **Graeme / Erik**

ii. Link Check on Website sometime January 2023 - **Graeme**

b. Membership Update – **(Erik - as at 7pm Wed 4 Jan 2023)**

i. **Individual Memberships**

432

ii. **Club Memberships**

11

c. Administration Updates – **Ron**

- Foruzan has submitted her signed Acknowledgement form, which has been added to the shared drive.
- Dean has returned from the Cook Islands and has been on-boarded wrt his CORA e-mail account.

d. Grant Updates – **Ron**

2022 Grants Summary (FINAL as of January 1, 2023):

https://drive.google.com/file/d/1CVEFlt_yUCtoqjyqPhuVFboSR51maCw/view?usp=share_link

Clinic Grants -

- No Activity

Coaching Education Grants -

- No Activity

RME Grants -

- 2022 RME Grants for:
 - Vancouver Ocean Sports (December 29, 2022),
 - Pearson College Outrigger (January 1, 2023) and
 - Leduc Boat Club (January 1, 2023)were paid out in the amount of \$1000.00 each following the receipt of receipts on or before December 31, 2022.

Travel Grants -

- No Activity

e. IVF Representative Update – **Leanne**

i. Sprints (Hilo 2024)

- Preliminary discussions have begun in terms of selection process reflection and updates
- Need to set program budget this spring with Jonathan prior to the publication of selection process/criteria.

ii. Distance (Samoa 2023)

- Camp #1 (Victoria) next weekend, registration due yesterday
- Communication with paddlers involved re: explanation for change to payment via e-transfer, identifying conflict of interest and listing who will be involved, and budgeting of the camps
- Ron provided Adult Waiver and Junior Informed Consent for Camp #1
- Certificate of Insurance for Camp #1 sent to L48
- Goal is to identify core paddlers for each crew and look at others to fill seats (large pool of paddlers)

iii. IVF Board

- AGM was held on Dec 10
- Some bylaw wording updates and committee updates
- Update by Samoa organizing committee commenting on the email update they sent out a few days prior.
- Matahinas for V6s and Samoan V1s (Fausaga Va'a)
- J16, M75, M80 age categories added to Distance championships
- Race schedule will not be set until after all entries are received which are due in April. They will not give consideration to countries who request schedule changes to accommodate paddlers with conflicts who are racing multiple categories. They encourage paddlers to only race their own age category.

- iv. US Model (discussion) - Deferred;
Ref:
- v. file:///C:/Users/robma/OneDrive/Desktop/AO%20HP%20%20IVF%20Worlds%20Samoa%20191022%20FINAL.pdf
- f. Financials/Treasurer Update - **Jonathan**
 - i. Financials provided by Jonathan (before he went on vacation) in his December 18, 2022 e-mail.
- g. Junior Update - **Marianne**
 - i. Deferred.
- h. Town Hall Update - **Leanne / Erik / Ron**
 - i. TBD - Probably 3rd Sat of January.
 - ii. Erik - to set up meeting of Town Hall Ctte.
 - iii. Dean was in Cook Islands with River Runners & Vesna Radonich - suggests Town Hall on promoting experience for paddlers starting out or in remote locations. Rob paddled with Anna who dropped in with River Runners as well.
 - iv. What does CORA do for you?
- i. Insurance (plus Unaffiliated / Delinquent) Update - **Ron / Erik / Jonathan**
 - i. Renewal documents were completed and signed in December 2022 by Erik and Ron.
CGL Quote was received from BFL Canada and paid by Jonathan on December 30, 2022.
The total 2023-2024 renewal premium quoted is \$8,030 and is a decrease of \$1,530 due to a reduction in the member clubs.
We deleted clubs that were not CORA Member Clubs in 2022.
 - ii. Certificates of Insurance were expedited and provided to Lotus Sports Club (on City of Burnaby form), Penticton Racing Canoe Club and Comox Valley Canoe Racing Club. The remaining Certificates of Insurance for Member Clubs will be provided this week.
 - iii. Race Certificates of Insurance were requested and provided to Lotus Sports Club for Ice Breaker and to CORA / Latitude 48 Paddling Club for the Team Canada 2023 Samoa Camp #1.
- j. Historical Update - **Graeme**
 - i. Requested Val to forward all Eastern Canada OC History research for publication; Erik keeping Val's CORA email address alive for a few months
 - ii. Graeme asked Foruzan to assist with historical items for Eastern Canada.
- k. Awards Update - **Graeme**
 - Ordered Hugh Town Memorial Builder Award Trophy Shield for Jan Chavarie (2022)

- Touched base with some of the past Peter Forand champions for a “reunion” at 2023 Jericho Winter Series race
- I. Race Committee Update - **Race Committee (Ron / Rob M / Cindy / Mony / Graeme)**

2023 Race Schedule

- Lotus Sports Club has agreed to change Lotus Iron into CORA Nationals (West) for OC6 on July 22, 2023, but the City of Burnaby will not allow Lotus to host a small boats race because of the number of railway crossings required by paddlers unloading and loading canoes.
- **We require a Lower Mainland club to host the CORA Nationals Small Boats race on Sunday, July 23, 2023.**
- **Invitation to host a small-boat race that Sunday to be posted by the Board.**
- See below under New Business. FCRCC has requested that PNWORCA WS Race #5 be moved to **March 25, 2023**, as another PNWORCA WS race (Kai Ikaika) is scheduled for March 11, 2023.
- **MOVED BY** Cindy that the PNWORCA WS Race #5 be moved to March 25, 2023, subject to PNWORCA approval, seconded by Graeme - **APPROVED** (Ron and Rob M abstaining)
- Lotus IceBreaker 2023 has sold-out 6 of 7 heats so far (6 V12s per heat) - 500+ entries. Big-boat racing returning to “normal”.

2023 Canoe Registry

- Another 4 OC6s identified in Ontario (via TIOC 2022 Facebook review) not previously captured in ongoing Canoe Registry updates
- Seems Ontario / GTA has many OC6s, but Quebec / Montreal is the area short on OC6s

4. New Business

- A. CORA IVF Committee - concerns from interested candidates for CORA board discussion - **Erik / Jonathan / Leanne**

Erik would like an avenue for paddlers to make enquiries - particularly for IVF questions.

Need to provide members with clarity to avoid misunderstandings / erosion of goodwill. Try to avoid planning on the fly and ad hoc decisions, but need to respond to circumstances.

Graeme has suggested that the IVF area coordinator may be able to address.

Leanne - Since 2017 when IVF Distance Champs was created, we have not changed the CORA structure. Can we develop Sprint and Distance separately to better serve the paddlers? Each IVF program is a separate 2 year stream and 2 organizing committees would be preferable. Dean is volunteering to assist in the separation of the programs.

Confirming that the cost of camps, etc. flowed through to participants. There were discussions on the costs prior to the camps.

Cindy suggests that it may be better to charge a lump sum upfront fee. To be discussed at some point in future.

Rob M. - Compare to Dragon Boat Canada and their hiring of Chloe who assisted in establishing a program.

- B. PNWORCA WS Race #5 - Change of date to March 25, 2023 (**APPROVED**) - **Rob M.** - See above.
- C. 2021/2022 Action Items progress? - **Ron / Graeme**

- Reviewed from 7PM-8PM PDT - Done - **Ron** to locate or redo Word document with progress notes

5. **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.

6. **Adjournment**

Moved to adjourn at 8:46 PST by Cindy. Seconded by Ron

Next Meeting – Start 7:00 PM - Wednesday, February 1st, 2023

Assignee	Action Item	Due Date	Comments
Raised Feb-3 / 2021			
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. Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Dismiss Dec-2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by Nov-30, 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: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Dismiss Dec-2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by Nov-30, 2022.
Raised May-5 / 2021			
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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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. Aug-

			3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Dismiss Dec-2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary

			by Nov-30, 2022.
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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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-Oct-2022 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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 Aug-3: Ongoing Jul-27: Contacted Joey Hertz with starter questionnaire on KPC history Aug-3: Ongoing Aug-31 Carmen Prehofer is the KPC contact Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4:

			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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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	Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ron to ask Grace to check which clubs don't have 6 members.
Board / Race Committee	The CORA Distance Race Rules document outlining age and gender for races will be amended to clarify all the	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 Aug-3: Ongoing Sep-7: Ongoing

	exceptions to the stated rules (2021-11)		Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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	Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: 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	Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Survey provided by clubs when they renew their memberships (also new clubs as well). Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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	Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: 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	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 Aug-3: Ongoing Sep-7: Ongoing

	MUST be members with CORA (2021-11)		Oct-5: Ongoing Nov-2: Dismiss Dec-2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by Nov-30, 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	Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ron to ask Grace to check which clubs don't have 6 members.
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: Ongoing Aug-3: Ongoing Sep-7: 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: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Dismiss Dec-2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by Nov-30, 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Raised Feb-2 / 2022			
Rob V / Cindy / Erik / Leanne	Form a committee to create policies on unaffiliated	In-Progress	Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing

	members and delinquent clubs (2022-02)		Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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. Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
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. September: Marianne has been compiling the data and will be contacting the clubs that are interested in further discussions. Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Ron	<i>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)</i>	In-Progress	Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Dismiss Dec-2022 if Ron does not have time for Insurance Summary; Ron to provide in plain language insurance summary by Nov-30, 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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing

Erik	Post Unlimited Recovery Procedures draft document on CORA website (2022-06)	In-Progress	Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Raised Jul-6 / 2022			
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 Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Raised Sep-7 / 2022			
Graeme / Erik	Post 2022 Queen Liliuokalani Races social media of Haunani as Eastern Canada OC promo - include with TIOC Summary (2022-09)	In-Progress	Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Insurance Committee	Need to keep a list of Member Clubs up to date so we don't pay a higher premium than we need to. At the AGM, decide which clubs to drop from the Member Club list on the policy, as well as on the CORA website, etc. (2022-09)	In-Progress	Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing

Raised Oct-5 / 2022

Board	Will a CORA Sprints in Burnaby factor into the 2024 Hilo preparations? (2022-10)	In-Progress	Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Grants Officer	Organization of website pages (Grants, race rules, etc.) to be reviewed and made at the Pre-AGM Meeting. (2022-10)	In-Progress	Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Graeme	Jonathan says It makes sense for Oddball to invoice CORA for the full \$1600 for the Gift Certificates redeemable within 1-year (2022-10)	In-Progress	Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Rob Varnel	Rob Varnel spearheading a committee on Open Division instead of Men's Division (2022-10)	In-Progress	Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Ron Chin	TSCC Maka Koa to pay such reduced CORA Day Fees for TIOC 2022 to CORA (2022-10)	In-Progress	Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Ron / Cindy	Ron to provide Cindy with latest version of Race	In-Progress	Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing

	Directors Guidebook for editing before Cindy's October time at sea (2022-10)		
Raised Nov-2 / 2022			
Graeme	CORA General FAQs almost ready for review. Requesting 1 or more volunteers to review FAQs (many, many of them) for political correctness to be distributed for review after AGM & before Dec-2022 Board Meeting. Graeme to circulate when further revised. (2022-11)	In-Progress	Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Leanne / Graeme	Burnaby Sprints happening in 2023 and 2024? To be discussed at Pre-AGM. No objections. (2022-11)	In-Progress	Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Erik / Town Hall Committee	Crew Selection Town Hall with Jill Schooler (Lanakila) and Dave Krueger (NAC) recording needs to be posted to YouTube and linked on the CORA website. (2022-11)	In-Progress	Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing

Graeme / Val	Collect all Eastern Canada OC History from Val & publish Legacy document before 2022-year end (2022-11)	In-Progress	Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Nov-30: Pinged Val to forward any Eastern Canada OC History to Graeme
Raised Nov-19 / 2022 (Pre-AGM)			
Ron Chin	Contact Mony Sy to ask what are his barriers with respect to attendance (2022-11)	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Board	Look into a fixed 7 PM start time in order to assist Eastern members of the Board to attend (2022-11)	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Erik / Ron	Onboard new Board Members with emails & Google Drive permissions & Acknowledgements (2022-11)	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Erik / Ron	CORA clubs must have 6 members by June. Notice will be given to any clubs not meeting this requirement. If any clubs do not meet the 6 member requirement the club membership will be revoked.	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing

	Notice will be on the CORA website outlining the requirements for clubs to have CORA club membership as well as pointing out the club membership is not refundable. (2022-11)		
Ron / Marianne	Lanyards for distance will be ordered now without the year on them. Instead the stickers on the back of each medal will have the year as well as the division. (2022-11)	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Cindy / Erik / Leanne	Hire a Strategic Planning specialist to organize and start us off. CORA will need to write a statement of work which includes hire merit criteria, should include some experience with sport. Cindy, Erik and Leanne are willing to take on writing up the job description. (2022-11)	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Erik / Board	Website Operation - Suggestion of hiring someone other than Paul of	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing

	FGPC to handle this (2022-11)		
Ron / Race Committee	CORA Cup race directors need to be reminded that they need to offer a Short Course race and of the applicable race divisions for setting up registration. (2022-11)	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Communications Officers	Prize draws at events should include volunteers in the draw as managed by race directors (2022-11)	In-Progress	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing
Raised Nov-20 / 2022 (Technical AGM)			
Town Hall Committee	Race Director's Guidebook to be reviewed at upcoming Town Hall session (2022-11)	In-Progress	Dec-7: Ongoing Jan-4: Ongoing
Treasurer	CORA Treasurer to provide budget line item to assist Juniors by waiving registration fees for races for CORA cup events. (2022-11)	In-Progress	Dec-7: Ongoing Jan-4: Ongoing
Raised Dec-7 / 2022			

Ron / Graeme	Update all past Action Items with progress as per Action Items Summary reviewed prior to Quorum (2022-12)	In-Progress	Dec-7: Ongoing Jan-4: Ongoing
Graeme / Erik	Add live link (CTA / image / badge) on Home page to Become A Member prominent (2022-12)	Completed	Dec-7: Ongoing Dec-9 Done
Ron	Follow Up with Dean Dogherty to see if sincere on being with the Board, as he missed AGM & Dec 2023 Board Meeting (2022-12)	In-Progress	Dec-7: Ongoing Jan-4: Ongoing
Rob V / Jonathan / Ron	A committee composed of Rob V, Jonathan and Ron to establish the selection process for Area Coordinator at IVF events and finalize the selection process by end of January 2023 (2022-12)	In-Progress	Dec-7: Ongoing Jan-4: Ongoing
Town Hall Committee	Next Town Hall will be in January (Leanne away 3 weekends, so someone else to take the lead). Topic TBD.	In-Progress	Dec-7: Ongoing Jan-4: Ongoing
Ron / Insurance Committee	Ron to complete Insurance Summary for January 2023 Board Meeting. (2022-12)	In-Progress	Dec-7: Ongoing Jan-4: Ongoing

Leanne	Communique from IVF (Lara Collins) regarding paddlers who participated for Team Canada (2022-12)	In-Progress	Dec-7: Ongoing Jan-4: Ongoing
Raised Jan-4 / 2023			
Erik / Graeme	Work to resolve CORA Inbox consolidated messages & SPAM inundation (2023-01)	In-Progress	Jan-4: Ongoing
IVF Committee	IVF Committee to set program budget this spring with Jonathan prior to the publication of 2024 Hilo selection process/criteria (2023-01)	In-Progress	Jan-4: Ongoing
Town Hall Committee / Erik	3rd Sat of January; Set up meeting of Town Hall Ctte on promoting experience for paddlers starting out or in remote locations. What does CORA do for you? (2023-01)	In-Progress	Jan-4: Ongoing
Insurance Committee / Ron	Certificates of Insurance for Member Clubs will be provided this week. (2023-01)	In-Progress	Jan-4: Ongoing
Graeme / Foruzan	Graeme asked Foruzan to assist with historical items for Eastern Canada. (2023-01)	In-Progress	Jan-4: Ongoing

Graeme / Ron	Recruit a Lower Mainland club to host the CORA Nationals Small Boats race on Sunday, July 23, 2023 (2023-01)	In-Progress	Jan-4: Ongoing
Graeme / Ron	Invitation to host a small-boat race that Sunday to be posted on social media by the Board (2023-01)	In-Progress	Jan-4: Ongoing
IVF Committee / Erik	Need an avenue for paddlers to make enquiries, particularly for IVF questions. Need to provide members with clarity to avoid misunderstandings / erosion of goodwill. Try to avoid planning on the fly and ad hoc decisions, but need to respond to circumstances. (2023-01)	In-Progress	Jan-4: Ongoing
IVF Committee / Cindy	Confirming that the cost of camps, etc. flowed through to participants. There were discussions on the costs prior to the camps. Cindy suggests that it may be better to charge a lump sum upfront fee. To be discussed at some point in future. (2023-01)	In-Progress	Jan-4: Ongoing
Ron / Graeme	Ron / Graeme to review Action Items & locate or redo Word document with	In-Progress	Jan-4: Ongoing

	progress notes. (2023-01)		