



CORA Monthly Meeting Minutes Draft

Wednesday, November 1st, 2023

7:00 PM PST (8:00 PM MST) (10:00 PM EST)

Google Meet joining info

Video call link: <https://meet.google.com/kgz-zjvi-wkv>

Or dial: (CA) +1 647-737-7602 PIN: 737 367 261#

More phone numbers: <https://tel.meet/kgz-zjvi-wkv?pin=2945757636583>

- Welcome and Roll Call

Present: Marianne, Dean, Jonathan, Rob V, Graeme and Erik

Absent: Ron, Rob M, Cindy, Leanne, Foruzan and Mony

- Adoption of Monthly Minutes from October 4th, 2023 - **No quorum**
Motion to approve – N/A
Seconded – N/A
Approved

Confirmation of Agenda/Add New items:

- Confirmed – N/A
Motion to approve Agenda as presented – N/A
Second – N/A
N/A
- **Recap / Update on June-2023 & Sep-2023 Meeting Action items:**
 - Reach out to Star Nation regarding becoming a club member with CORA. (2023-10) | Rob M?
 - Eastern clubs have noted that it is cheaper using OMCKRA; CORA could look into a day package for races requiring the membership data. (2023-10) | CORA Pre-AGM Topic & Foruzan Eastern Canada OC Strategy Proposal - Foruzan?
- Standing Items - Presented by existing Officers
 - Financial Report - **Jonathan**
I've not done a financial report for tonight as the numbers have barely changed.

And I know you will all be thinking about the budget items you need for the AGM weekend

- Communications & Technical Update – **Erik / Graeme**
 - Inbound communications; Business As Usual - **Graeme**
 - Good News - Moved 54 Monthly Minutes Action Items (Feb-2021 thru Oct-2023 to **Completed or Dismissed**) - **Graeme**
 - Bad News - Still 30 Monthly Minutes Action Items (Feb-2021 thru May-2023) **Overdue (6-30 months Outstanding)** List to be distributed to Action Item Owners before Pre-AGM as discussion topics - **Graeme**
 - Outbound communications - **Erik**
 - AGM package with all associated links for proxies will be going out tomorrow morning to all paid members.
 - Financial package will be presented at AGM, but can be put on line if that is the choice.

- Membership Update – **Grace / Ron**

Individual Memberships

- Membership Update – **Grace**

Individual Memberships

There were 23 annual memberships purchased in October, bringing the total to **1,684 annual memberships**.

40 single day memberships were purchased in October; Bridges (30), Wetdashe (8), FLCC Small Boats (2).

Club Memberships

37 CORA clubs have renewed their club memberships. **Star Nation Canoe Club did not renew their CORA membership this year** but have 14 paddlers registered with CORA.

Erik - commented that the largest portion of our club is over 60.

2023 Membership Report:

https://drive.google.com/file/d/1XKxOs3EQo_IG4vPJ-B8Nw8PCXEcUEC6o/view?usp=sharing

- Administration Updates – **Ron / Graeme**
 - Really appreciate seeing the Meetings include “*Or dial: (CA) ..PIN:*”
 - Still need that Acknowledgement Form from Dean.
 - Will email tomorrow.
 - AGM weekend has been set for November 24-26, 2023.
 - Boardrooms booked at Farris Friday 12 noon (after lunch) until 6:00 pm
 - Will Foruzan be attending in-person? Could Foruzan distribute Eastern Canada OC Strategy document in advance of Pre-AGM?
 - **November 2023 will be “busy”** with Nov-1 2023 Board Meeting + Nov 11 Town Hall + Nov 12 Hugh Town Award Nominations + Nov 18/19 FGPC Wet-Dashe + Nov 24/25/26 AGM Weekend

- AGM Topics & Reports to be ready for Nov-25
- Who will take Minutes for the Fri IVF Pre-AGM Meeting
 - Marianne will take minutes, will advise if she can't
- Agenda & Minutes documents prepped with to-dos for 4 Meetings (Agendas/ Minutes)
- <https://drive.google.com/drive/u/0/folders/1m--s6bxyM2nnBs-PxqSB3p1IT0DPT1CX>
- Board Members will need to review and add / edit topics accordingly
- We will need **4 (Google / Zoom) Meeting links (Agendas/ Minutes)** for 2023 CORA AGM Weekend (IVF Pre-AGM; Pre-AGM; Technical AGM; AGM) - **Erik**
- Publish a Board recruitment blurb at same time as AGM announcement - **Erik / Ron**
- Prepping Agendas / Minutes for those 4 Meetings now - **Graeme**
- Cloned 2022 AGM Agendas/Minutes & providing to-dos in each document - **Graeme**
- *"Proxy forms are available on the CORA AGM page of the CORA website and must be submitted by Friday, November 18, 2023 to ensure that the proxy is deposited with the Chair prior to the commencement of the Meeting"*- **Ron**
- **Erik (from Ron)** - Can you please make sure that there are links on the CORA AGM webpage for:

- Proxy Form
- Director Nomination Form

I recall that you had created on-line versions for both of those last year.

- **Board (from Ron):**

It was suggested that the Board attend the FCRCC Annual Banquet which is on Saturday, November 25, 2023.

Tickets are now available, and the cost is \$40 for FCRCC Members, \$50 for non-Members.

Please decide/vote on whether the Board would like to attend the FCRCC Banquet or gather at a downtown restaurant (i.e. Brown's Social House at QE Theatre) like last year.

Jonathan, if the Board decides to attend, tickets can be purchased here:

The board has decided that those who are attending in person, rather than Google, will attend the FCRCC Banquet. Suggested that CORA cover the cost of the dinner.

Erik will work with Ron to determine who will be attending.

- Grant Updates – **Ron**

- Clinic Grants -

- No activity

- Coaching Education Grants -

- No activity

RME Grants -

- Receipts received and grants paid for:
Aumakua Club Nautique - \$1000.00
Kelowna Paddle Centre - \$1000.00
Vernon Paddling Centre - \$1000.00

I will **issue the Open Call this week.**

Following enquiries, I invited and received Open Call submissions from Sprout Lake and Jericho (since Open Call selection is not based on order of receipt).

Can Ron provide a list of the clubs that apply for grants for 2024.

Travel Grants -

- No activity

Other Grants

- No activity
- IVF Representative Update – **Leanne**
 - Sprints (Hilo 2024)
 - Will update at next meeting
 - Strategic Planning
 - Will update at next meeting

- Junior Update - **Marianne**

Will have a formal report for AGM.

- Town Hall Update - **Leanne / Erik / Ron**
 - October 2023 Town Hall (Molokai Na Wahine 1985 Crew Reunion held/recorded - **Graeme**
 - Video of the meeting has been posted
 - November 11th, 2023 date for "*Canadian Outrigger Hall Of Fame*" Town Hall session. Contacting Guest Speakers and preparing slide-deck. Zoom link received from Erik, thank you. - **Graeme**
 - "Uncle" Kimokeo Kapahulehua of Hawaii Outrigger Canoe Voyaging Society likely as a special guest on Nov 11 - **Graeme**
 - 'Anela Gutierrez, Luna Ho'okele/Executive Director of Hawaiian Outrigger Canoe Voyaging Society - Agreeing to do a CORA Town Hall session - **Graeme**
- Insurance (plus Unaffiliated / Delinquent) Update - **Ron / Erik / Jonathan**
 - Nothing to report yet. No word yet on increases, suggestion of 10 to 15% increase in insurance premiums for the budget.
- Historical Update - **Graeme**
 - Nanaimo Legacy next Club history to be released for review - **Graeme**

- Awards Update - **Graeme**
 - Hugh Town Memorial Builder Award Nominations being researched - **Graeme**

2023 Race Schedule

- Wetdashe

2023 Eastern Canada Events

- Nothing

2023 Canoe Registry

- Received updates at last meeting, will update registry. Present at AGM during reports.

- New Business
 - Update on HCRA (Maui Relief) - Erik
 - HCRA met last week to start discussions to broker good will and accompanying monies.
 - The sense is that they are a little bit overwhelmed by the need for them to step up and distribute funds.
 - Erik will update us shortly.
 - IVF Audit Meeting - Jonathan
 - They had a meeting, not much accomplished yet.
 - Now in 9th month and not done much. Still waiting on 2022 or 2021 financials.
 - Purpose is to assist with budgets, audits and various things.
 - There is a concern about IVF financials as a large amount of money went missing a few years ago.
 - Note - Myles Tickner; Leanne Stanley; Lynda Roberts also on IVF Committees
 - Best person to hear from us is the IVF Secretary - Dean
- **Review/Updates of Outstanding Action items:** (Updates due as per Jan-2023 Review)
 - 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.
- **Adjournment**

Meeting adjourned at: 7:47 pm

Next CORA Board Monthly Meeting – Start 7:00 PM - Wednesday, December 6th, 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)	Overdue	<p>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 Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ongoing Action Item for Board based on paddling community needs. Keep an eye on whether any CORA-sanctioned races in Quebec will materialize [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing</p>

<p>Ron / Insurance Committee / Erik / Jonathan</p>	<p>Benefits of joining CORA will be sent out when new insurance has been finalized (2021-02)</p>	<p>Overdue</p>	<p>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: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing</p>
<p>Raised Mar-3 / 2021</p>			
<p>Ron / Insurance Committee / Erik / Jonathan</p>	<p>Draft a memo as a reminder that if clubs have members engaging in sanctioned 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)</p>	<p>Overdue</p>	<p>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: Ongoing Dec-7: Ongoing Jan-4:</p>

			Ongoing Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised May-5 / 2021			
Cindy / (Graeme handover)	Revise / simplify proposed Novice Age Division definitions and distribute to Board for review (2021-05)	Overdue	May-5: Ongoing May-27: Revised Novice Age Division definitions distributed to Board for review Jun-2: Ongoing Jul-7 Add to Race Director Guidebook 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 Feb-1: Ongoing Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Cindy to include Division expectations in Race Director Guidebook. Include a reminder of the crew composition for Novice (2 years race experience and allowing an experienced paddler) [TBC] . Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing

Raised Oct-6 / 2021

<p>Ron / Graeme</p>	<p>Race Director Guidebook is not on the website, draft will be made available once the controversial topics have been addressed.</p> <p>NOTE: This has been an Action Item since before 2021 (2021-10)</p>	<p>Overdue</p>	<p>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 Feb-1: Ongoing Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Cindy to include Safety expectations in Race Director Guidebook RC: Rob V. just forwarded Adrian's Safety Manual Update Feb 1, 2023. To be reviewed [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing</p>
<p>Cindy / Ron (handover)</p>	<p>Update Race Director Guidebook with takeaways from discussion on TIOC 2021 feedback (2021-10)</p>	<p>Overdue</p>	<p>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 Feb-1: Ongoing Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Cindy to include Safety expectations in Race Director Guidebook. Don't need to raise TIOC specifically, but need to make sure issues are covered (safety boats, course design, cancellations due to weather, mandatory</p>

			skirts, huli experience) [TBD] . Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Ron / Insurance Committee / Erik / Jonathan	Insurance guidelines will be posted in the context of discussion on TIOC 2021 feedback (2021-10)	Overdue	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 Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD] . Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Cindy / Safety Officer (handover)	Communicate to Eastern Canada clubs / paddlers safety concerns in the context of discussion on TIOC 2021 feedback; Possible Town Hall topic (2021-10)	Overdue	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 Feb-1: Ongoing Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Cindy to include Safety expectations in Race Director Guidebook. Race Director Guidebook should cover this. No need for email blast [TBD] . Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing

Graeme / Board	Update CORA Sprints Race Rules as per Distance Race Rules Revisions 2021-July (2021-10)	Overdue	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 Feb-1: Ongoing Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Action Item to be completed by end of 2023-Feb [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Will complete before 2024 first OC Sprints Regatta
Raised Nov-3 / 2021			
Graeme / Ron	Correct CORA Website "Water Changes" document as per Lori / Lorri (2021-11)	Overdue	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 Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised Nov-20 / 2021 (Pre-AGM)			

Cindy / Race Committee (handover)	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? (2021-11)	Overdue	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 Aug-3: Ongoing Sep-7: To be included in Race Directors' Guidebook. Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Cindy to include Race Course expectations in Race Director Guidebook, but Ron to review the Race Director Guidebook. We should include suggestions on how a short course can be accommodated concurrently with and as a portion of a long course [TBD] . Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Ron / Insurance Committee / Erik / Jonathan	All clubs MUST put together and submit to CORA, for sanctioning, an operating plan/outline of their practices (2021-11)	Overdue	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 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 Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD] . Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Ron / Insurance	Guidelines should be posted advising what is to be in the	Overdue	Nov-20: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing

Committee / Erik / Jonathan	outline, cover points such as all CORA club members MUST be members with CORA (2021-11)		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 Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised Nov-21 / 2021 (AGM)			
Ron / Insurance Committee / Erik / Jonathan	Plain language regarding our insurance coverage will be posted on the CORA website (2021-11)	Overdue	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 Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Ron / Insurance Committee / 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)	Overdue	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 Feb-1: Ongoing Feb-18: [CORA Board 2022

			Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-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 Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised May-4 / 2022			
Graeme / Ron	Begin compiling 2020 / 2021 / 2022 Membership FAQs for self-service via FAQ Plugin (2022-05)	Overdue	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 Jan-29 Awaiting Insurance Summary from Ron Chin Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-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 Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised Jun-1 / 2022			
Ron / Insurance Committee / Erik / Jonathan	<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>	Overdue	Jun-1: Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised Sep-7 / 2022			
Ron / Insurance Committee / Erik / Jonathan	<i>Need to keep a list of Member Clubs up to date so we don't pay a higher insurance 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)</i>	Overdue	Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised Nov-2 / 2022			

Ron / 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)	Overdue	Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Jan-29 Awaiting Insurance Summary from Ron Chin Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised Nov-19 / 2022 (Pre-AGM)			
Ron Chin	Contact Mony Sy to ask what are his barriers with respect to attendance (2022-11)	Overdue	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Discuss at 2023 Pre-AGM as to what to do with absentee Board Members
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)	Dismissed	Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ongoing [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing NOTE: I have discussed this with a few folks who do this kind of work in the arts. The feeling I get is that prior to this, you should have a firm handle on where it is you actually want to go in terms of ideas and directions.

			<p>Don't waste time and money going in cold and spit balling ideas. Expect in the 8-10K range if it goes beyond simple meetings and involves a report. Oct-29 Discuss at 2023 Pre-AGM as to what to do with this 2-year initiative not moving forward. Nov-25: Strategic Planning Initiative Action Item to Hire a Strategic Planning specialist to be Closed.</p>
Erik / Board	<p>Website Operation - Suggestion of hiring someone other than Paul of FGPC to handle this (2022-11)</p>	Dismissed	<p>Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Discuss at 2023 Pre-AGM as to what to do with support of CORA website moving forward. Nov-25: Close the Action Item to Hire someone other than Paul of FGPC to handle Website Operation as Cost Recovery has been handled via Paul & Erik & Jonathan.</p>
Cindy / Ron (handover)	<p>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)</p>	Overdue	<p>Nov-19: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Cindy to include Race Course expectations in Race Director Guidebook, but Ron to review the Race Director Guidebook. We should include suggestions on how a short course can be accommodated concurrently with and as a portion of a long course. [TBC] Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing</p>

			Oct-4: Ongoing The race directors guide does not “sit” with me. I have had my input and it is now sitting elsewhere.
Raised Nov-20 / 2022 (Technical AGM)			
Cindy / Town Hall Committee	Race Director Guidebook to be reviewed at upcoming Town Hall session (2022-11)	Overdue	Nov-20: Ongoing Dec-7: Ongoing Jan-4: Ongoing Jan-19: As per [CORA Board 2022 Action Items TODO 2023 Jan Ron] Cindy to take ownership of Race Director Guidebook updates. [TBD] Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised Dec-7 / 2022			
Ron / Insurance Committee	Ron to complete Insurance Summary for January 2023 Board Meeting. (2022-12)	Overdue	Dec-7: Ongoing Jan-4: Ongoing Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing
Raised Feb-1 / 2023			
Ron / Dean	CORA Director Acknowledgement form to come from Dean. (2023-02)	Completed	Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-25: CORA Director

			Acknowledgement Form finally provided by Dean to Ron.
Rob V / Eik	Safety Review - Rob V. has not reviewed updates from Adrian Lee yet, recommends that someone with a good eye should review. Suggestion of asking Erik to review since FGPC has very good safety procedures. (2023-02)	Overdue	Feb-1: Ongoing Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Topic for 2023 CORA Pre-AGM
Raised May-3 / 2023			
Dean	Dean Dougherty to send in Acknowledgement Form (2023-05)	Completed	Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-25: CORA Director Acknowledgement Form finally provided by Dean to Ron.
Ron	Photo-ops from the PNWORCA Winter Series FCRCC Race #5 event to be collected from FCRCC photographers for CORA website publication by Ron Chin (2023-05)	Overdue	Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 Remind Ron Chin before 2023 CORA Pre-AGM to deliver
Erik	Erik will review the updated Safety Plan received from	Overdue	Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29

	Adrian Lee as well as PFD info. (2023-05)		Remind Erik to review before 2023 CORA Pre-AGM
Raised Sep-12 / 2023			
Board / Jonathan	The quality of the food is important. Should be discussed at the Pre-AGM meeting. (2023-09)	Completed	Sep-12: Ongoing Oct-4: Ongoing Nov-25: Ron to write-up memo on CORA Cup Series hosts expectations (Reciprocity; Race Results; Meals; etc.).
Board / Cindy	Take time at the Technical Meeting to discuss changes to the grants. Outline the expectations for the budget that should be issued to Race Directors. (2023-09)	Completed	Sep-12: Ongoing Oct-4: Ongoing Nov-25: Ron to write-up memo on CORA Cup Series hosts expectations (Reciprocity; Race Results; Meals; etc.).
Town Hall Committee	Please provide 2024 date options for "Polynesian Voyaging Society & Lynda Roberts & Uncle Kimokeo" Town Hall session. (2023-09)	In-Progress	Sep-12: Ongoing Oct-4: Ongoing
Town Hall Committee	Suggestion of Big Water preparedness for a Town Hall Topic from Cheryl Skribe. Include in this everyone's role in the canoe. (2023-09)	In-Progress	Sep-12: Ongoing Oct-4: Ongoing

Ron / Erik	Do an email to Eastern clubs on the conditions of sanctioning for a race, such as everyone who races must be a member of CORA. Also include the requirements for a club being a member of CORA. This is also a chance to outline the benefits of being members (including the club) of CORA. (2023-09)	In-Progress	Sep-12: Ongoing Oct-4: Ongoing
Ron / Foruzan	Need to include a discussion regarding engaging Eastern clubs and getting them involved in CORA at Pre-AGM. (2023-09)	In-Progress	Sep-12: Ongoing Oct-4: Ongoing
Erik	Erik will be sending out communication to everyone on Maui Relief GoFundMe initiative for their response and ideas before funds are released. (2023-09)	In-Progress	Sep-12: Ongoing Oct-4: Ongoing
Raised Oct-4 / 2023			
Rob M	Reach out to Star Nation regarding becoming a club member with CORA. (2023-10)	Dismissed	Oct-4: Ongoing Nov-21: Sent multiple communiques to Star Nation to continue their CORA Club Membership without response. Star Nation possible 2024 CORA Club Membership puts them in a 1-year wait for CORA RME Grants

Board	Eastern clubs have noted that it is cheaper using OMCKRA. CORA could look into a day package for races requiring the membership data. (2023-10)	In-Progress	Oct-4: Ongoing
Raised Nov-1 / 2023			
Graeme	Overdue (6-30 months Outstanding) Action Items to be distributed to Owners before Pre-AGM as discussion topics. (2023-11)	Completed	Nov-1: Ongoing Nov-6: Added Overdue Action Items as CORA Pre-AGM Discussion Topics and/or distributed emails to Action Item owners - Done
Dean	Acknowledgement Form still needed from Dean. (2023-11)	Completed	Nov-1: Ongoing Nov-25: CORA Director Acknowledgement Form finally provided by Dean to Ron.
Erik	AGM package with all associated links for proxies will be going out tomorrow morning to all paid members. (2023-11)	Completed	Nov-1: Ongoing Nov-26: AGM package with all associated links for proxies distributed
Foruzan	Distribute Eastern Canada OC Strategy document in advance of Pre-AGM. (2023-11)	In-Progress	Nov-1: Ongoing
Erik	We will need 4 (Google / Zoom) Meeting links (Agendas/ Minutes) for 2023 CORA AGM Weekend (IVF	Completed	Nov-1: Ongoing Nov-22 Done

	Pre-AGM; Pre-AGM; Technical AGM; AGM). (2023-11)		
Erik / Ron	Publish a Board recruitment blurb at the same time as the AGM announcement. (2023-11)	Completed	Nov-1: Ongoing Nov-26: Board recruitment blurb published at the same time as AGM announcement.
Erik / Ron	Can you please make sure that there are links on the CORA AGM webpage for: - Proxy Form - Director Nomination Form (2023-11)	Completed	Nov-1: Ongoing Nov-26: links on the CORA AGM web page provided for Proxy Form & Director Nomination Form
Ron (Grants Officer)	Ron to provide a list of the clubs that applied for grants for 2024. (2023-11)	Completed	Nov-1: Ongoing Nov-26: Ron provided a list of the clubs that applied for grants for 2024
Graeme	Updates to Canoe Registry for FCRCC M2 sent to a group at Cultus Lake (Private ownership) & FGPC just received a Vortex (now up to 4 Unlimiteds - 2 Malolo; 2 Vortex) & Gibsons selling a V12. (2023-11)	Completed	Nov-1: Ongoing Nov-7: Canoe Registry now current with all OC6 acquisitions / transfers for 2023 - Done
Ron (Grants Officer)	RME Grants Open Call to be issued this week. (2023-11)	Completed	Nov-1: Ongoing Nov-2: CORA Website Post - Done
Raised Nov-25 / 2023 (Pre-AGM)			

Erik / Board (1)	Open up registrations for 2024 CORA registrations as of December 1st, 2023. (2023-11)	Completed	Nov-25: Ongoing Dec-1: Opened up registrations for 2024 CORA registrations
Ron / Race Committee (2)	Approach Penticton to run CORA Distance Championships (OC6 & Small-boat). (2023-11)	In-Progress	Nov-25: Ongoing
Dean (3)	Dean to check with Comox if they will run CORA Distance Championships (OC6 & Small-boat). (2023-11)	In-Progress	Nov-25: Ongoing
Ron / Race Committee (4)	Invite clubs to submit for CORA Distance Championships (OC6 & Small-boat) with a preference for the interior. (2023-11)	In-Progress	Nov-25: Ongoing
Race Committee / Graeme (5)	Graeme to enter into negotiations with Delta Deas Rowing Club for CORA to host Canadian Sprints Championships (OC6 & Small-boat) on April 27th and 28th, 2024, and to reserve the dates for April 27/28, 2024. (2023-11)	Completed	Nov-25: Ongoing Nov-30: Delta Deas Rowing Club acknowledged support to host Canadian Sprints Championships (OC6 & Small-boat) on April 27th and 28th, 2024
Race Committee / Graeme (6)	Graeme to follow up with Delta Deas Rowing Club to determine whether April 20th	In-Progress	Nov-25: Ongoing Nov-30: Delta Deas Rowing Club acknowledged support to host Canadian

	or 27th is available for the CORA Sprints Once we have this confirmed we can set out terms of reference and send it to FCRCC as the contractor. Will pencil in dates for now. (2023-11)		Sprints Championships (OC6 & Small-boat) on April 27th and 28th, 2024
IVF Committee (7)	One of the first things we need to offer is how to start being a coach, and need curriculums for the different stages of coaches' expertise. (2023-11)	In-Progress	Nov-25: Ongoing
IVF Committee (8)	We should spend a bit of time building content for paddlers to access when they are interested in coaching. (2023-11)	In-Progress	Nov-25: Ongoing
Ron (9)	Ron to look at Bylaws to see if there is something there about Absentee Board Members. (2023-11)	In-Progress	Nov-25: Ongoing
Ron (10)	Ron to get the Insurance Summary out soon. (2023-11)	In-Progress	Nov-25: Ongoing
Ron (11)	Ron to review comments from the Race Directors Guidebook from Cindy again. (2023-11)	In-Progress	Nov-25: Ongoing

Graeme (12)	Graeme to send old CORA Sprints Race Rules to Cindy. (2023-11)	In-Progress	Nov-25: Ongoing
Board (13)	Strategic Planning Initiative Action Item to Hire a Strategic Planning specialist to be Closed. Add a day to race weekend or find a day or weekend where the board can have time together to have a facilitated discussion similar to what was done 2023-Nov-24 regarding Team Canada Program. Keep in budget as funding required for travel/accommodation/food. (2023-11)	In-Progress	Nov-25: Ongoing
Board (14)	Close the Action Item to Hire someone other than Paul of FGPC to handle Website Operation as Cost Recovery has been handled via Paul & Erik & Jonathan. (2023-11)	Completed	Nov-25: Ongoing Nov-25: Close the Action Item to Hire someone other than Paul of FGPC to handle Website Operation as Cost Recovery has been handled via Paul & Erik & Jonathan.
Dean / Ron (15)	CORA Director Acknowledgement Form finally provided by Dean to Ron. Close Action Item. (2023-11)	Completed	Nov-25: Ongoing Nov-25: CORA Director Acknowledgement Form finally provided by Dean to Ron.

Ron / Erik (16)	Ron & Erik to follow-up with Adrian Lee on Safety Review (PFDs still a concern). (2023-11)	In-Progress	Nov-25: Ongoing
Ron (17)	Ron to write-up memo on CORA Cup Series hosts expectations (Reciprocity; Race Results; Meals; etc.). (2023-11)	In-Progress	Nov-25: Ongoing
Cindy (18)	Cindy to add Turn rule & Impeding / overtaking high priority rules regarding Safety Incidents to Race Director Guidebook and emphasize these specific rules. (2023-11)	In-Progress	Nov-25: Ongoing
Erik (19)	Erik suggested Town Hall on Race Safety (mostly for Junior / Novice Short Course). (2023-11)	In-Progress	Nov-25: Ongoing
Raised Nov-26 / 2023 (Technical AGM)			
Ron / Race Committee (20)	Vernon is thinking of sending in an application, and will talk to their club about CORA Distance Championships (OC6 & Small-boat). (2023-11)	In-Progress	Nov-26: Ongoing

Ron / Race Committee (21)	Vernon is waiting for approval from the City but is wanting to submit an application for a race, same date as Round Bowen though. (2023-11)	In-Progress	Nov-26: Ongoing
IVF Committee (22)	Will outline IVF Program Manager job descriptions with clear boundaries will be in place. (2023-11)	In-Progress	Nov-26: Ongoing
IVF Committee (23)	Information for 2024 Hilo IVF Sprints is coming out. (2023-11)	In-Progress	Nov-26: Ongoing
IVF Committee (24)	Putting together pathways on how to become a coach for Community Coaching Initiatives, will start with a Town Hall. (2023-11)	In-Progress	Nov-26: Ongoing
Race Committee (25)	Looking at trying to get CORA sanctioned races in the East. (2023-11)	In-Progress	Nov-26: Ongoing
Raised Nov-26 / 2023 (AGM)			

