



CORA Monthly Meeting Minutes Draft

Wednesday, January 3rd, 2024

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>

(Reminder that the Google Meet link is the SAME for all Monthly Board Meetings)

- Welcome and Roll Call

Present: Ron, Graeme, Leanne, Marianne, Foruzan, Rob V, Dean and Rob M

Absent: Jonathan, Erik, Mony, Cindy and Paige

- Adoption of Monthly Minutes from November 1st, 2023

Motion to approve - Ron Chin

Seconded - Rob Varnel

Approved

Confirmation of Agenda/Add New items:

- Confirmed

Motion to approve Agenda as amended - Ron

Second - Rob Varnel

Approved

Board Member Appointments:

President - Ronald Chin

Vice-President - Graeme Galves

Secretary - Marianne Pilon

Treasurer - Jonathan Wilkins

Communications Officer - Outbound / Website - Erik Ages

Communications Officer - Inbound (CORA Inbox Monitor) - Graeme Galves

CORA IVF Representative / Officer - Leanne Stanley

Memberships Officers - Grace Morissette / Jan Chavarie / Erik Ages

Insurance Officer - Erik Ages
Grants Officer - Ronald Chin
CORA Cup Points Series Officer - Rob Magus
Past President - Rob Varnel
CORA Education Officer - Dean Dougherty

2024 CORA Committees:

- **IVF Selection / Coaching Committee**
 - Leanne Stanley
 - Rob Magus
 - Cindy Wright
 - James Hill
 - Kamini Jain
- **Race Committee**
 - Ronald Chin
 - Graeme Galves
 - Grace Morissette
 - Melanie Conard
 - Rob Magus
 - Cindy Wright
 - Erik Ages
- **Insurance Committee**
 - Rob Varnel
 - Jonathan Wilkins
 - Erik Ages
 - Ronald Chin
- **Awards Committee**
 - Graeme Galves
 - Rob Varnel
 - Grace Morissette
 - Melanie Whittall
 - Foruzan Velji
- **Historical Committee**
 - Graeme Galves
 - Grace Morissette
 - Foruzan Velji
- **Town Hall**
 - Leanne Stanley
 - Erik Ages
 - Ronald Chin
 - Foruzan Velji
- **Education Committee**
 - Dean Dougherty
 - Cindy Wright

- Leanne Stanley

MOTION - that the Board member appointments for the officer positions and the committee member positions are approved as presented. - Ron Chin

Seconded - Rob Varnel

Approved

Ron to look into the procedure for the removal of inactive Board members.

The guidelines for Board member attendance and requirements should be sent out to all Board members.

- **Recap / Update on Nov-23 Monthly Meeting & Pre-AGM / Technical AGM & AGM Action items:**

- Eastern Canada OC Strategy New Updates | Foruzan | ?
- Approach Penticton to run CORA Distance Championships (OC6 & Small-boat) | Ron | ?
- Dean to check with Comox if they will run CORA Distance Championships (OC6 & Small-boat) | Dean | ?
- 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 | IVF Committee | ?
- We should spend a bit of time building content for paddlers to access when they are interested in coaching | IVF Committee | ?
- Ron to look at Bylaws to see if there is something there about Absentee Board Members | Ron | ?
- Ron to get the Insurance Summary out soon | Ron | ?
- Ron to review comments from the Race Director Guidebook from Cindy | Ron | ?
- Graeme to send old CORA Sprints Race Rules to Cindy | Graeme | Jan-05
- Ron & Erik to follow-up with Adrian Lee on Safety Review | Ron / Erik | ?
- Ron to write-up memo on CORA Cup Series hosts expectations (Reciprocity; Race Results; Meals; etc.) | Ron | ?
- Photo-ops from the 2023 PNWORCA Winter Series FCRCC Race #5 event to be collected from FCRCC photographers for CORA website publication | Ron Chin & Rob M | ?
- Cindy to add Turn rule & Impeding / overtaking high priority rules regarding Safety Incidents to Race Director Guidebook and emphasize these specific rules | Cindy | ?

- In terms of the Race Director Guidebook, I think the most we can do is simply ask them to read the darn Rule book and implement it. We can certainly say, “here are the top X number of rules that tend to get broken so watch out for them” but I’m not a big fan of being so prescriptive with stuff that it lets folks off the hook for doing their own diligence.
- Erik suggested Town Hall on Race Safety (mostly for Junior / Novice Short Course) | Erik | Away
- Outline IVF Program Manager job descriptions with clear boundaries will be in place | IVF Committee | ?
- Erik and Cindy met on Friday Jan 13 to finalize the job description. It has been sent to the Board for consideration
- Put together pathways on how to become a coach for Community Coaching | IVF Committee | ?
- Try to get CORA sanctioned races in the East | Race Committee | ?
- Standing Items - Presented by existing Officers
 - Financial Report December 2023 - **Jonathan**
 - GIC rates are high & stable until mid-2024; Purchase 1-year or 2-year GICs? - **Graeme**
 - Communications & Technical Update – **Erik / Graeme**
 - Outbound communications; Away - **Erik**
 - Inbound communications; Business As Usual - **Graeme**
 - Membership Update – **Grace / Ron**

Individual Memberships

- Membership Update – **Grace**
Jonathan has advised that we have \$3,500.00 in registration fees.
- Administration Updates – **Ron / Graeme / Erik**
 - Added all 2023 Pre-AGM & Technical AGM & AGM Action Items to each 2023 AGM Minutes document - DONE
 - Added all 2023 Pre-AGM & Technical AGM & AGM Action Items to 2023-Nov Minutes document - DONE
 - Onboarding of Paige Misfeldt. Paige@canadianoutrigger.ca has been created and Paige has been invited. Acknowledgement Form and Conflicts Policy have been sent to her.
- Grant Updates – **Ron**
2023 Grants Summary:

https://docs.google.com/document/d/1_0d21aNN878n-pZQ9QHiR0PBuurg0m-h/edit?usp=sharing&oid=117142572960688376183&rtpof=true&sd=true

Clinic Grants -

- No activity

Coaching Education Grants -

- November 29, 2023: Alison Wilkins, FLCC \$250

RME Grants -

Receipts for all 2023 RME Grants have been received and all RME Grants have been paid out or to be paid out (Pearson College is the last).

Travel Grants -

- No activity

Other Grants

- No activity

○ IVF Representative Update – **Leanne**

■ Meeting in December:

- Not much came out, other than verification of rule updates.
- Updates on Code of Conduct that all paddlers attending Worlds must sign.
- IVF doping results. There was a positive test, the paddler has received a two-year suspension.
- Reminders be aware of what is in your liquid or food that you ingest. Request that we be made aware of the list of banned substances, at this time there isn't a list.

■ Sprints (Hilo 2024)

- Not much to update. Will be sending out more information to paddlers.
- Registration is open in seven days
- Elite camp scheduled for February. Coaching committee needs to have a meeting within the next week.
- Need to shore up the free agent crews.
- Need to ensure that spots are paid for in order to solidify spots.
- Must have not just an Area Coordinator but also an assistant.
 - Suggestion that the Brazil Area Coordinator should be present for Hilo in order to learn from Leanne.

■ Strategic Planning

- Question from Leanne - what is the hand over process, etc.
- We need to complete the hiring process for the project manager.
- Is it the understanding that if a Board member takes on the position of project manager, they must relinquish their Board membership.
- Also, whether or not they can be a competitor.

Recommendation that we call a special Board meeting to discuss compensation to Leanne.

Marianne has sent out an email to Jonathan and Erik to determine the date for

the meeting.

Treasurer's Report - Jonathan Wilkin

MOTION - To approve the 2024 Budget as presented at the pre-AGM meeting.

- Rob Varnel

Seconded - Ron Chin

Approved

- Junior Update - **Marianne Ron**
 - Nothing at this time
- Town Hall Update - **Leanne / Erik / Ron / Foruzan**
 - Suggestion of January 27th, 2024
 - Topic - to be determined
- Insurance (plus Unaffiliated / Delinquent) Update - **Ron / Erik / Jonathan**
 - CORA CGL and D&O Insurance have been renewed for 2024.
 - Premium was paid on January 3, 2024.
 - Certificates of Insurance have been provided to those Member Clubs who have requested certificates naming additional insureds (such as landlords, municipal governments, etc.)
 - By e-mail today (January 3, 2024) BFL has notified us that Markel now requires that CORA individual and club members sign waivers. To be discussed with Erik regarding technical feasibility. Confirmation to come for BFL as to whether a checkbox will meet Markel's requirements or whether an electronic signature will be required.
 - We have until April 1, 2024 to obtain the waivers.
- Historical Update - **Graeme**
 - "*Nanaimo Legacy*" document completed; Distributed to Ruth Matson & Wolfgang Presslauer for review; Publication in 2024-Feb - **Graeme**
 - Collected Norm MacDonell life story from Mhairi MacDonell for inclusion in upcoming VCKC Legacy document - **Graeme**
 - Collected Comox foundation story from Michele Genge for inclusion in upcoming Comox Legacy document - **Graeme**
- Awards Update - **Graeme**
 - Updated Hugh Town Builder Memorial website perpetual page with 2023 Recipient (Annie Boulding – CVCRC) - **Graeme**
 - Published Hugh Town Builder Memorial website post with 2023 Recipient (Annie Boulding – CVCRC) - **Graeme**
- 2024 Race Committee - **Graeme / Ron / Rob M / Leanne**
 - CORA 2024 Canadian National Sprints Championships Deas Island

- Confirmed with Delta Deas Rowing Club (DDRC) 100% Support for 2024-Apr-27/28 weekend
- Confirmed with Delta Outrigger Kanu Association (DOKA) 100% Support (Johanna Sowerby) for 2024-Apr-27/28 weekend
- Confirmed with Delta Outdoor Education Programme (Scott Preddy) 100% Support for 2024-Apr-27/28 weekend & use of support boat stored in DOKA compound
- Submitted MVRD Application for CORA Sprints for 2024-Apr-27/28 weekend & in midst of ongoing back-forth with MVRD
- Received Conditional Approval for Temporary Exclusive Use of Deas Island Boat Launch from MVRD
- Requested Certificate of Insurance from CORA Insurance Committee (once 2024 Insurance paid) as per MVRD Conditional Approval
- Site Visit with MVRD to Deas Island Regional Park sometime early-2024
- Created CORA 2024 Canadian National Sprints Championships Google Drive folder
- https://drive.google.com/drive/folders/1H7n-oIBLGJn7sT6n1_POnQrxeofYTxF
- Added MVRD Application for CORA 2024 Sprints to this Google Drive folder
- Added BC Lower Mainland Clipper OC6 & Calmar OC6 & Bradley Lightning ama inventory to this Google Drive folder
- Added CORA 2024 Sprints Draft Budget (Revenues; Expenses; Grants) to this Google Drive folder
- Added CORA 2024 Sprints Proposal & all supporting documentation to this Google Drive folder
- Created / published CORA 2024 Canadian National Sprints Championships WIP website page
- Created / published CORA 2024 Canadian National Sprints Championships FAQ WIP website page
- Leanne in negotiations with ARE for use of Matahinas & V1s at Deas Island

CORA 2024 Canadian National Distance Championships Event Host - **Ron**

MOTION #1 - Special Event Permit for Deas Island Regional Park - Ron Chin

The first motion is for approval for finalizing a Special Event/Use Permit for Deas Island Regional Park.

BE IT RESOLVED THAT:

1. **CORA enter into a Special Event/Use Permit with Metro Vancouver Regional District for the temporary exclusive full-day use of specified areas of Deas Island Regional Park, Delta, British Columbia, on April 27 and 28, 2024 for the hosting by CORA of CORA Outrigger Sprint Nationals, namely, the Deas Island floating dock / boat launch, the grassy berm for canoe rigging, grassy areas and picnic tables for participant and spectator assembly, gravel and paved parking areas, and locations along the Millennium Trail adjacent to the racecourse for timing officials and tent, at a cost not to exceed \$1000.00 of the Budget allocation for Sprint Nationals; and**
2. **Any one director or officer of CORA be and is authorized for and on behalf of CORA to negotiate and take all such action, do such things and execute and deliver all such agreements, instruments, forms and other documents as such director or officer may deem appropriate in connection with the entering into of Special Event/Use Permit with Metro Vancouver Regional District as referred to above, and execution by any director or officer of CORA shall be conclusive proof of their authority to act on behalf of CORA.**

Seconded - Rob Varnel

Approved

Background Information:

As approved at the Pre-AGM Board Meeting, Graeme has proceeded with discussions with MVRD regarding a special event/use permit for use of the park for the Sprints and MVRD has tentatively reserved that weekend for CORA Sprints Nationals. April 27-28 falls within the Deas Slough "Winter Schedule" (see user group schedules below) and the permit would have to grant us exclusive use into periods when other users such as water skiers would ordinarily have access to park facilities.

Graeme has noted that MVRD has given CORA Conditional Approval for Temporary Exclusive Use of Deas Island Boat Launch for the April 27-28, 2024 weekend. This will cover the grassy area with picnic tables adjacent to DOKA & DDRC, the gravel parking lot, the grassy berm for unloading / rigging canoes, the smaller paved parking areas, and the Millenium Trail Officiating location for observing race finishes. The motion above reflects this conditional approval.

We can clarify with Graeme whether our temporary exclusive use of the boat launch means that there won't be any water skiers on the slough during that weekend.

We need to firm up details in order to secure the Park Permit and Graeme will be meeting with MVRD at the site in January.

For reference, attached is the proposal document that Graeme circulated shortly before the Pre-AGM Meeting (you can ignore the Burnaby Lake information as that venue is not available due to construction).

Relevant figures were sent around in the email of today's date, which include images of:

1. Deas Island Regional Park Site Plan
2. Deas Island Rowing Racecourse Map
3. Regional Park Permit Fee Schedule
4. User Group Activity Schedule

The images showed:

- Grassy berm that can be used to rig canoes
- Floating dock (likely 2 canoes moored/loaded at any one time)
- Delta Deas Rowing Club clubhouse, washrooms and adjacent areas for event tents
- Parking areas
- Racecourse (proposed to have turn markers set up by DDRC, but not continuous lane markers as we had on Burnaby Lake)
- Depending on attendance, the Special Event Permit Fee would be either \$215/day or \$325/day (\$430 or \$650 for the weekend).

Graeme - Please note that I have heard from Metro Vancouver Regional District (MVRD) that they expect the cost of the **Special Event/Use Permit** to CORA to be in the **neighbourhood of \$600**. And they will be expecting payment via credit card (CORA now has such a credit card). There will be a few particulars (car parking; boat trailer parking; canopies; dock usage; etc.) to sort out with MVRD at the site visit with them.

MOTION #2 - Supply of Canoes by ARE Tahiti

The second motion is for the negotiation of an Equipment Use Agreement with ARE Tahiti for the loan and use of OC6 Matahina and V1 canoes for CORA Sprint Nationals on April 27-28, 2024 at no cost to CORA, and once the terms and conditions have been finalized, the proposed terms and conditions (i.e. Term Sheet) can be presented to the Board for approval. Once approved, the terms and conditions would be set out in a formal Equipment Use Agreement, which could take the form of a letter agreement signed by the parties.

BE IT RESOLVED THAT:

1. **CORA negotiate with ARE Tahiti the terms and conditions for an Equipment Use Agreement under which ARE Tahiti would provide to CORA the use of ARE**

- Matahina OC6 canoes and Makos V1 canoes on April 27 and 28, 2024 for the hosting by CORA of CORA Outrigger Sprint Nationals at Deas Island Regional Park, Delta, British Columbia, Canada, at no cost or minimal cost to CORA;**
- 2. CORA negotiate with ARE Tahiti and Delta Outrigger Kanu Association the terms and conditions for the hosting of sprint training clinics prior to the CORA Outrigger Sprint Nationals; and**
 - 3. Any one director or officer of CORA be and is authorized for and on behalf of CORA to undertake such negotiations and report back to the Board and present to the Board for approval the terms and conditions of such arrangements.**

Seconded - Foruzan Velji

Approved

Background Information:

Leanne Stanley has been in contact with representatives of ARE Tahiti, and noted the following in her December 6, 2023 e-mail:

Following up on Graeme's presentation at our pre-AGM about holding the Sprint Champs in April, we have the opportunity to partner with ARE. They would love to supply the v6s and V1s for the event. They did this for the USAorca trials in Sacramento in October, Another Dam Race last month, and have a few other events in the US coming in 2024.

They would provide the canoes free of charge. Matahinas and likely Makos (tbc). They assist with marketing. Other details I can get if we want to take them up on the offer and assist with hammering out the details.

Having Matahinas would provide all those paddlers going to Worlds the opportunity to race in the canoe used at worlds. I'm thinking we might also be able to negotiate flexible dates to provide crews with some training time as well.

In a December 20, 2023 e-mail, Leanne confirmed that ARE Tahiti has property insurance on its canoes, would trailer the canoes to us, and would like to host a clinic in the days before the races.

Confirmed, ARE has insurance.

Matahinas will be trailered up. Container of new makos that will be for sale.

Group of Tahitian paddlers to compete and give clinics suggested as well.

Terms and conditions would confirm the terms and conditions of the equipment loan, including the dates and schedule, responsibility for set-up and supplies such as rubbers, numbers of OC6 and V1 canoes to be provided, and typical representations (equipment is in good repair) and disclaimers of liability (both ways) (i.e. ARE Tahiti is not

responsible if rigging falls apart during a race and CORA is not responsible if a canoe is damaged).

Other standard terms would place responsibility on ARE Tahiti for the approvals, costs and expenses (taxes, duties, etc.) of transporting and importing the canoes into Canada (particularly if they plan to sell the V1s here).

The terms and conditions would also establish the groundwork for clinics to be held by ARE Tahiti. It is thought that clinics could be hosted by DOKA under its operational permit with MVRD since exclusive use of park facilities would not be required and the clinics could be scheduled around other park users.

The clinics would likely be covered in the Equipment Use Agreement (i.e. a tripartite agreement among ARE Tahiti, CORA and DOKA), or they can be the subject of a separate agreement.

DOKA appears to be receptive to hosting the clinics and the CORA Clinic Grant would be available to DOKA.

It's not clear whether there would be a charge/fee for the clinics, but the grant would help DOKA break even on the clinics (i.e. to cover refreshments, stipends for coaches, coach boat fuel, etc.)

Graeme notes that we will need at least 8 Matahina OC6s. Leanne says ARE Tahiti may provide 12 canoes. ARE Tahiti has its own drivers and trailers for canoe transport.

We do not want the loan of the canoes to be tied to any other item (i.e. not tied to hosting clinics).

- New Business
 - Start Time - Recognize Eastern Canada time constraints - Agree on a commensurate day / time - Rob Magus to contact Paige regarding the start time. Foruzan is okay with Wednesday start time.
- **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: 8:27 pm

Moved by Ron, Seconded by Graeme Approved

Next CORA Board Monthly Meeting – Wednesday, February 7th, 2024, 7:00 PM PST (10:00 PM EST)

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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: 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: Ongoing Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO</p>

			<p>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 Nov-1: Ongoing Jan-3: Ongoing</p>
<p>Raised May-5 / 2021</p>			
<p>Ron / Cindy (handed over)</p>	<p>Revise / simplify proposed Novice Age Division definitions and distribute to Board for review (2021-05)</p>	<p>Overdue</p>	<p>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 Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron</p>
<p>Raised Oct-6 / 2021</p>			

<p>Ron / Cindy (handed over)</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 Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron</p>
<p>Ron / Cindy (handed over)</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 skirts, huli experience) [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11:</p>

			Handed over to Ron
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 Nov-1: Ongoing Jan-3: Ongoing
Ron / Cindy (handed over)	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 Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron
Graeme / Board	Update CORA Sprints Race Rules as per Distance Race	Completed	Oct-6: Ongoing Nov-3: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing

	Rules Revisions 2021-July (2021-10)		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 Nov-1: Ongoing Jan-3: Ongoing Jan-10 Done / Posted to CORA Google Drive for review
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 Nov-1: Ongoing Jan-3: Ongoing
Raised Nov-20 / 2021 (Pre-AGM)			
Ron / Cindy (handed over)	For CORA Cup Series races, it is mandatory that short course races be held for	Overdue	Nov-20: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1:

	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)		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 Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron
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 Nov-1: Ongoing Jan-3: Ongoing
Ron / Insurance Committee / Erik / Jonathan	Guidelines should be posted advising what is to be in the outline, cover points such as all CORA club members	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: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing

	MUST be members with CORA (2021-11)		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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: Ongoing
Raised May-4 / 2022			
Graeme / Ron	Begin compiling 2020 / 2021 / 2022 / 2023 / 2024 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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: Ongoing
Raised Nov-2 / 2022			
Ron / Graeme	<i>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</i>	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 Nov-1: Ongoing Jan-3: Ongoing

	Board Meeting. Graeme to circulate when further revised. (2022-11)		
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. 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.

Erik / Board	Website Operation - Suggestion of hiring someone other than Paul of FGPC to handle this (2022-11)	Dismissed	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.
Ron / Cindy (handed over)	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)	Overdue	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 Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron; CW / The Race Director Guidebook does not "sit" with me. I have had my input and it is now sitting elsewhere.
Raised Nov-20 / 2022 (Technical AGM)			
Ron / Cindy (handed over)	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 Nov-1: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron
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 Nov-1: Ongoing Jan-3: 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 Adrian Lee as well as PFD info. (2023-05)	Overdue	Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Oct-29 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	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.).

	that should be issued to Race Directors. (2023-09)		
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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: 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 Nov-1: Ongoing Jan-3: Ongoing
Erik	Erik will be sending out communication to everyone on Maui Relief GoFundMe	Completed	Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Jan-18: Done

	initiative for their response and ideas before funds are released. (2023-09)		
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 Nov-1: Ongoing Jan-3: 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 Jan-3: Ongoing
Erik	We will need 4 (Google / Zoom) Meeting links (Agendas/ Minutes) for 2023 CORA AGM Weekend (IVF Pre-AGM; Pre-AGM; Technical AGM; AGM). (2023-11)	Completed	Nov-1: Ongoing Nov-22 Done
Erik / Ron	Publish a Board recruitment blurb at the same time as 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 webpage 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 Dec 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 Jan-3: 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 Jan-3: 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 Jan-3: 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 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)	Completed	Nov-25: Ongoing Nov-30: Delta Deas Rowing Club acknowledged support to host Canadian Sprints Championships (OC6 & Small-boat) on 2024-April 27/28 Dec-21: Done as DDRC 100% Supportive
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 Jan-3: 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 Jan-3: Ongoing

Ron (9)	Ron to look at Bylaws to see if there is something there about Absentee Board Members. (2023-11)	Overdue	Nov-25: Ongoing Jan-3: Ongoing
Ron (10)	Ron to get the Insurance Summary out soon. (2023-11)	Overdue	Nov-25: Ongoing Jan-3: Ongoing
Ron (11)	Ron to review comments from the Race Director Guidebook from Cindy again. (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: Ongoing Jan-11: Handed over to Ron
Graeme (12)	Graeme to send old CORA Sprints Race Rules to Cindy. (2023-11)	In-Progress	Nov-25: Ongoing Jan-3: 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)	Dismissed	Nov-25: Ongoing Jan-3: Ongoing Jan-10: Done; Agreed that ongoing CORA Board discussions will address this need

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 Jan-3: Ongoing
Ron (17)	Ron to write-up memo on CORA Cup Series hosts expectations (Reciprocity; Race Results; Meals; Waivers; etc.). (2023-11)	Overdue	Nov-25: Ongoing Jan-3: 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 Jan-3: Ongoing
Erik (19)	Erik suggested Town Hall on Race Safety (mostly for	In-Progress	Nov-25: Ongoing Jan-3: Ongoing

	Junior / Novice Short Course). (2023-11)		
Raised Nov-26 / 2023 (Technical AGM)			
Ron / Race Committee (20)	Vernon is thinking of sending in an application & will talk to their club about CORA Distance Championships (OC6 & Small-boat). (2023-11)	Completed	Nov-26: Ongoing Jan-3: Ongoing Jan-10: Done; Vernon Summer Race Approved
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)	Completed	Nov-26: Ongoing Jan-3: Ongoing Jan-10: Done; Vernon Summer Race Approved
IVF Committee (22)	Will outline IVF Program Manager job descriptions with clear boundaries will be in place. (2023-11)	Completed	Nov-26: Ongoing Jan-3: Ongoing Jan-10: Done; IVF Program Manager document approved
IVF Committee (23)	Information for 2024 Hilo IVF Sprints is coming out. (2023-11)	In-Progress	Nov-26: Ongoing Jan-3: 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 Jan-3: Ongoing

Race Committee (25)	Looking at trying to get CORA sanctioned races in the East. (2023-11)	In-Progress	Nov-26: Ongoing Jan-3: Ongoing
Raised Nov-26 / 2023 (AGM)			
Erik	Onboard Paige Misfeldt to CORA Gmail & Google Drive (2023-11)	Completed	Nov-26: Ongoing Jan-3: Ongoing Jan-10: Done; Paige Onboarded
Raised Dec-6 / 2023			
Ron / Paige	Acknowledgement Form and Conflicts Policy have been sent to Paige Misfeldt. (2023-12)	Completed	Dec-6: Ongoing Jan-10: Done; Paige sent Acknowledgement Form and Conflicts Policy
Raised Jan-3 / 2024			
Graeme / Erik	Update CORA Website Board Member Appointments & CORA Committees (2024-01)	Completed	Jan-3: Ongoing Jan-9: Done
Ron	Ron to look into the procedure for the removal of inactive Board members. The guidelines for Board member attendance and requirements should be sent out to all Board members. (2024-01)	In-Progress	Jan-3: Ongoing

Jonathan	Proposed that given GIC rates are high & stable until mid-2024, CORA should consider purchase of 1-year or 2-year GICs. (2024-01)	In-Progress	Jan-3: Ongoing
Paige / Ron	Paige Misfeldt to complete Acknowledgement Form and Conflicts Policy (2024-01)	In-Progress	Jan-3: Ongoing
IVF Committee	Has the Project Manager Guidance provided an understanding that if a CORA Board member takes on the position of project manager, they must relinquish their CORA Board position; Also, whether or not they can be a competitor (2024-01)	In-Progress	Jan-3: Ongoing (time-sensitive)
Insurance Committee	BFL has notified us that Markel now requires that CORA individual and club members sign waivers. Confirmation to come for BFL as to whether a checkbox will meet Markel's requirements or whether an electronic signature will be required. We have until April 1, 2024 to obtain the waivers. (2024-01)	In-Progress	Jan-3: Ongoing
Leanne / Ron	Terms and conditions need to be established on the groundwork for clinics to be held by ARE Tahiti for the	In-Progress	Jan-3: Ongoing (time-sensitive)

	CORA 2024 Deas Sprints (If ARE is providing canoes for the event). (2024-01)		
Ron / Jonathan	Terms and conditions and budget need to be established for all vendors for the CORA 2024 Deas Sprints (Registration Management/FGPC?; Race Management/G2G?; Event Management/FCRCC/Lotus/DZPC/FLCC?) (2024-01)	In-Progress	Jan-3: Ongoing (time-sensitive)