



CORA Monthly Meeting Minutes Draft

Sunday, February 2nd, 2025

- Welcome and Roll Call

Present:

Ron, Jonathan, Leanne, Bethany, Graeme, Rob V, Foruzan, Dean, Rob M

Absent: Marianne, Richard, Cindy, Paige, Erik

Adoption of Monthly Minutes from January 5th, 2025

Motion to approve - Ron

Seconded - Jonathan

Approved

Minutes from November 30th, 2024, PRE AGM Minutes will be sent out for the January meeting. *Confirm whether these have been reviewed or defer to the next meeting.* Could someone provide their understanding of this process - especially for new Board Members? - **GG**

- **New (Jonathan)** The above para is not a minute of this meeting. We did, however, vote to approve the Pre AGM minutes, did we not?

Moved by Ron

Seconded by Dean

APPROVED.

Confirmation of Agenda/Add New items:

Motion to approve February agenda - Ron Chin

Seconded - Jonathan

Approved!

- **Recap / Update on Previous Monthly Meetings & Pre-AGM / Technical AGM & AGM Action items:**

- Ron to get the Insurance Summary out soon | Ron | ?

- Standing Items - Presented by existing Officers (collaborative effort by Secretary & Board Members)
 - Communications & Technical Update – **Erik / Graeme**
 - Outbound communications - **Erik**
 - Deferred
 - Communications / Website / Google Drive - **Graeme**
 - Race Results updated with 1st two 2025 PNWORCA/CORA Winter Series Races (5 Canadians in the Top 10 Peter Forand Masters Challenge standings); Lotus IceBreaker Work-In-Progress
 - CORA Website (Social Media) Strategy working session held on Friday 2025-Jan-31. Recommendations reviewed / agreed / published to CORA Google Drive with key takeaways added to the Action Items table:
 - Governance: A set of 8 "Etiquette Guidelines" for CORA Website Postings were agreed upon and uploaded to the CORA Google Drive at CORA Board > Resources > Policies Registry > Website Postings:
 - https://docs.google.com/document/d/11PEMSxJ0gdlaghsD_HLCLlaQTBgaGF_Xwi2ThufXbWw/edit?tab=t.0
 - Mobile-Friendly: Recommendations were agreed upon to "Strive For Brevity" in CORA Website Postings.
 - Template for Race Postings. Ron to create.
 - Technical Support: Recommendations were agreed upon to provide for greater CORA Website support through current Board Members and through external volunteers.
 - Eastern Canada Engagement: Recommendations were agreed upon to encourage Eastern Canada CORA Board Members to contribute News for the Eastern Canada community.
 - Who is this Ben Leather who has CORA Website Administrator access?
 - **NEW (Erik)**: Ben Leather is a coder who works with FGPC on specific coding tasks with authority from Erik; Ben repairs broken code in custom widgets and scripts, such as the race calendar interface between user-submitted data and the public-facing race calendar. Ben requires administrator access and is a trusted actor involved in building CORA's website with Erik and Paul from FGPC, as well as building the race calendar and other collateral.
 - Request put forward to have all CORA Videos (CORA Town Hall videos posted on the CORA YouTube channel, in particular) uploaded to the CORA Google Drive for safekeeping / posterity.
 - **NEW (Erik)**: YouTube and Google (including Drive) are the same company; in any case, the archive of videos are already stored on Google Drive, albeit they are not shared at this point. Access to un-shared content is available via a key file in the event of

catastrophe; the key file is shared with the board chair and treasurer

- **New (Jonathan)** I did not hear this request made at the meeting. I do not believe this to be a true minute
- Request put forward to have some CORA Website (security certificates; WordPress engagement; Calendar Plugin Maintenance) and CORA Google Drive and CORA Club / Individual Membership Database technical documentation added to the CORA Google Drive for reference.
 - **NEW (Erik):** All of this information is stored in a key file that is not shared with the board as a whole (see above), but is shared with the board chair and the treasurer
- To come? - Discussion Document on local / provincial / federal funding grants to be distributed for Board Members to review and hopefully have working session in Feb-2025
 - **New (Jonathan)** I did not hear this request made at the meeting. I do not believe this to be a true minute
 - **New (GG)** - Noted. This was copied/pasted from Jan-2025 Meeting and not removed before/during/after Feb-2025 Meeting
- Membership Update – **Grace / Ron**

CORA Individual Memberships

537 annual memberships were purchased in January for a total of 916 annual memberships.

22 single day memberships were purchased this month; 4 for PNWORCA at Jericho, 17 for Lotus IceBreaker, 1 for FGPC V12 Valentine's race.

Thanks are extended to Paul and Erik for keeping the CORA membership frequently updated for race directors.

CORA Club Memberships

21 Member Clubs have registered.

Follow-up with Erik: Has Erik sent out membership reminder has been sent (Action Item); Clubs should know that as of Jan-1, Renewals should happen. 2025-Feb-1 Reminder to be sent out by Erik (Action Item)

- Administration Update - **Ron**

- We do not have an Acknowledgement on file for Paige Misfeldt. - Ron will remind Paige to submit Acknowledgement (Action Item)
- Reminder that all Committee Members also need to sign the Acknowledgement form as they are on-boarded.

Grant Updates – Ron

Clinic Grants

- No activity

Coaching Education Grants

- No activity.

RME Grants

- No activity

Travel Grants

- No activity

Other Grants

- No activity

○ IVF Representative Update – **Jonathan/Leanne**

■ Distance (Brazil 2025)

- Sherry's report
<https://docs.google.com/document/d/1616n3TUerzj1DHcgDHKAPgUk7bm9OeHFO-c8GhI-JkE/edit?tab=t.0>
- Coaches met in January to discuss next steps for Brazil along with Singapore planning. Juniors need to have their own parent/guardian with them.
- Many action items were provided to Sherry.
- Camp set for April weekend (for all teams).

■ Sprints (Singapore 2026)

- Coaches met in Jan. Set out selection criteria for Singapore. Cindy to adjust the written document with updates, Leanne will edit then it will be submitted to HP committee for review.
- [Registration planned to open Jun 1, 2025](#)
- [Selection doc released Jun 1, 2025](#)
- [Registration close Aug 1, 2025](#)

- CORA IVF Committee Direction (High Performance (HP) Committee)
 - Applications received? Erik? Dean applied thru formal process. Cindy intended to apply. 2025-Feb-15 cut-off? Committee to be formed to review applicants. Should be a Website Posting and should be re-emailed to all members (AI). Kamini and Lynda recommended.
 - **New (Jonathan)** Only Dean and Melanie Conard have applied as of 2/2. Jonathan was presumed to be a member, but will apply formally
- IVF General
 - Audit committee - JW reported that there has been no activity
 - Lynda Roberts resigned from the IVF Technical Committee & communicated what IVF needs to address going forward. Dean passed on his information to Lynda, so it's possible that he could be added to the committee (subject to IVF Board approval).
- Position Posting for CORA IVF Team Coaches to be presented and confirmed at the 2025-Feb CORA Board Monthly Meeting?
Deferred - Job description (for 2026 Sprints) to be reviewed by Board. Coaches for 2026 Sprints to be determined by newly appointed High Performance (HP) Committee. This will provide transparency as to the coach selection process (ideally named at same time as the selection process document (June 1, 2025)).
- Financial Report January 2025 - **Jonathan**
 - January report
https://drive.google.com/drive/u/0/folders/1bK7p_BXdn63HCH1kOPB47qgVwEjyuOzK
 - Request to cease use of a P.O. Box
 - A P.O. Box **CANNOT** be an official address for CRA, Societies register, or banks, etc. It is not a "serve at" address and is only a correspondence address. Insurance, bank, CRA materials all come via email or would need to be served at a physical address. It appears to be a waste of money, and effort in attending.
JW
 - **Concerns:** Agreed that the West 4th Avenue Suite / # / Box address has received minimal correspondence for years. However, the West 4th Avenue address has been the CORA Business / Physical / Mailing / Return address for decades, and has long been used as the CORA Contact Us address, as well the address on 100s & 100s & 100s of past and currently active CORA Insurance Certificates, Applications, Permits, Agreements, Coverages, Waivers, Contracts, Invoices (from business partners) for decades. The CORA Records Office is solely the Articles Of Incorporation address for the Canadian Federal Government. I

defer to the CORA (volunteer) legal commentator to provide an explanation as to how CORA has operated with the CORA Records Office and the CORA Business / Physical / Mailing / Return address for 20+ years, without running afoul of governing authorities. - **GG**

- Later (Jonathan) These 'concerns' are really not minutes Moved by Dean to close the P.O. Box and have Martha Rans address (CORA's records office) as the address for contracts moving forward.

Seconded by Jonathan.

APPROVED

- CRA returns done
 - GST remitted
 - IVF fee paid (Cdn\$442)
 - Insurance paid
- Junior Update - **Marianne**
 - In talks with Sproat Lake to host a clinic as well as a fun change race.
 - Working with junior clubs to create an email list to gather information and see how CORA can assist
 - Town Hall Update - **Leanne / Erik / Ron / Foruzan**
 - Race Director Town Hall - to come
 - IVF Sprint Worlds Town Hall
 - Dates to be determined for the above
 - *Town Hall (generic / specific) Canadian Outrigger Hall Of Fame How-To Guide* distributed to CORA Town Hall Committee for review before publishing to CORA Google Drive
 - Town Hall for coaches covering coaching at Clubs.
 - Insurance Update - **Ron / Erik / Jonathan**
 - Various requests for information provided.
 - Foruzan is planning a conference call for February for Eastern Clubs/prospective clubs to discuss insurance. Provide an opportunity for Club coaches to have a forum/discussion.
 - Education Update - **Dean**
 - Provide an opportunity for Club coaches to have a forum/discussion at an upcoming race.
 - At each CORA Cup Series race (by regions); CORA facilitates the discussion; Race Director could book a restaurant room (can be canceled if not enough interest). Pay-your-own-way; Dean to provide verbiage on outline of discussion; To be provided by 2025-Mar Board Meeting.

- Historical Update - **Graeme**
 - Article on *Molokai Na Wahine 1985 Crew* completed & ready for distribution to crew members for review
 - Article on Peter Forand Masters Challenge Trophy legacy document completed and awaiting Motion to approve "*retirement plan*" for the Trophy
 - *VCKC Club Legacy & Pemberton Club Legacy* documents work-in-progress

- Awards Update - **Graeme**
 - Original Peter Forand Masters Challenge Trophy found at Jericho Sailing Centre after almost 9 years – see legacy document above for details
 - *Hugh Town Memorial Builder Award 2024* Recipient trophy shield ordered from Kerr Recognition – invoice to be forwarded to CORA Treasurer
 - *Hugh Town Memorial Builder Award Trophy Policy / Process* document with revisions distributed for review / approvals
 - *Peter Forand Masters Challenge Trophy Policy / Process* document with revisions distributed for review / approvals
 - *Canadian Outrigger Hall Of Fame Policy / Process* document with revisions distributed for review / approvals
 - Motion to accept Hugh Town Memorial Builder Award Trophy Policy / Process revisions - Motioned by Graeme; Seconded by Dean
APPROVED
 - Motion to accept Peter Forand Masters Challenge Trophy Policy / Process revisions - Motioned by Graeme; Seconded by Dean
APPROVED
 - Motion to accept Canadian Outrigger Hall Of Fame Policy / Process revisions - Motioned by Graeme; Seconded by Dean.
APPROVED

- 2025 Race Committee - **Graeme / Ron / Rob M / Cindy**
 - Canoe Registry:
 - VOS (Vancouver Ocean Sports) will be adding an Unlimited V6 (TBD) to their fleet of 3 Bradley Lightnings this year.
 - A request to Foruzan / Paige / Bethany to visit Pickering and Whitby venues (subject to Winter travel conditions) to see / photo what OC6s they have at their venues to update the CORA Canoe Registry.
 - Stormin' Norman Date Change & Calendar Updates
 - VCKC wishes to postpone the Stormin Norman event until Fall-2025
 - Send email to Erik / Paul to add postponement notice (and CC VCKC)
 - Copy / paste email into back-end

■ Sprints Venues:

- Distributed PDF document with photos of Burnaby Lake Rowing Course and Burnaby Pavilion improvements as a prospective CORA Western Canada Sprints Championships venue.
- See 2022 documents for venue Contact Information.
- Graeme will contact Burnaby Lake Rowing to scope out 2026 schedule.
- Dredged regularly.

■ Other

- Do we have contact information on this new Rideau Outrigger Racing Club proposing to host 1 of the Eastern Canada 2025 CORA Sanctioned Events? On Club Membership sheet.

■ Eastern Canada Races

MOTION by Ron - to approve the following Eastern Canada Races:

- CORA Eastern Sprint Championships, Sunnyside, August 9-10, 2025
- Toronto International Outrigger Challenge (TIOC), TSCC Maka Koa, Sept 13, 2025
- The Fall Classic, Rideau, October 11, 2025

Seconded by Jonathan.

APPROVED.

● New Business

- a. Monthly Board Meetings Minutes request: Could we please reduce Minutes skeleton to just the high-level bullet points so it is not confusing as to what was copied/pasted from previous month and what has been added by Board Members for current month? - **GG**

Ron: Old information can be included in italics and new information can be added as plain text. This would avoid re-entering text that is unchanged, which can be de-italicized as required.

- b. Order of precedence for New Business: Could we have a protocol of always just before Standing Items or just after all Standing Items? - **GG**

Ron: It's last on the Agenda, so is usually last, except if, for expediency, it relates to a Standing Item.

- c. CORA Contact details: Could we have an agreement as to CORA Contact details for organizations that CORA engages with (CRA; Royal Bank; Insurance Provider; Municipalities; Businesses; Contractors; etc.) – CORA Business Address? CORA Records Office? CORA Board Member Address? - **GG**

Ron: Records office to be used for contracts.

Later (Jonathan)

RBC uses Martha Rans as official & JMW as paper address, but in practice all is paperless

CRA uses Martha Rans as official & JMW as paper address, but in practice all is paperless

BFL uses the old P.O. Box, but this will be changed in 2025

- d. Royal Bank (RBC) Credit Card Application: As this document could not be found on the CORA Google Drive, could we have clarification on which address was used on the Application? CORA Records Office? CORA Business Address? CORA Board Member Address? - **GG**

i. **Later (Jonathan)** A copy of the Credit Card application has been added to the Drive. The P.O. Box address was then the address for CORA recorded by RBC, and so appears on the CC application. Why not just ASK?

Ron: Records office to be used. Jonathan for contact person address.

- e. Flawed Insurance Waivers: Could we have a summation from the CORA Insurance Committee as to the implications of Event Hosts providing flawed waivers and Event Participants agreeing to flawed waivers? - **GG**

Ron: Here's the responses I provided to Graeme for his enquiry regarding a flawed PNWORCA Jericho waiver:

- Ultimately, if the waiver is flawed, it benefits the racer, and exposes the indemnitees (club, CORA and other hosts) to liability. They aren't for the benefit of the racers.
 - Markel's requirement that all CORA members provide a waiver / junior consent to CORA helps CORA as that would provide protection, although it is not race-specific.
 - I think that the enforcement and interpretation of a flawed waiver would depend on the wording, the nature of the error and the expectations of the parties. Either side may be able to present arguments, and I doubt the waiver would be completely tossed out.
 - The waiver / indemnity may still be enforceable to some degree. If, for example, the date is wrong, it's a one-time race at which the paddler attended, it would be trite for the racer to argue that it was the wrong race. Likewise, an experienced racer might be expected to accept risks because he/she does it [races] all the time.
 - However, [if] the name of an indemnified party (i.e. host club) is not named, I highly doubt a court would create an obligation or release on/by a racer by inserting a name.
- **Review / Updates of Outstanding Action items:**
 - a. All Board Members requested to review Action Items For 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.

Motion to adjourn the meeting @ 6:35pm

Motion by Ron

Seconded by Jonathan

Approved

As per CORA Board Meeting comments, these Minutes items have been changed after the Meeting was adjourned:

Amendments (GG) See red highlighted text above

(GG) Spellcheck / grammar-check as per every CORA Board Meeting adjournment

(GG) Yellow highlighting removed where added earlier

(GG) Action Items Added / Updated

Next CORA Board Monthly Meeting Sunday, March 2, 2025, at 5:00 PST and 8:00 EST

Assignee	Action Item	Due Date	Comments
Raised Feb-3 / 2021			
Foruzan's contact	Translate 2020 race rules into French Wait until after next Distance Race Rules Revisions (2021-02)	Completed	Jan-6: Morny? 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 Morny 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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress?

			<p>In December, it was agreed that a button be added to the webpage to enable a language switch between English and French</p> <p>Noted: Indeed, this was an Action Item from 2024-Nov and awaiting feedback on progress (GG)</p>
Ron / Insurance Committee / Erik / Jonathan	Benefits of joining CORA will be sent out when new insurance has been finalized (2021-02)	Overdue	<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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing</p>
Raised Mar-3 / 2021			
Ron / Insurance Committee / Erik / Jonathan	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)	Overdue	<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 2023 Jan Ron] Ron still to draft Insurance</p>

			Summary. [TBD]. Mar-1: Ongoing May-3: Ongoing Jun-7: Ongoing Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Oct-6 / 2021			
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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing

Raised Nov-20 / 2021 (Pre-AGM)			
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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: 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 MUST be members with CORA (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: 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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: 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

			<p>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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing</p>
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	<p>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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing</p>
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	<p>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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8:</p>

			Ongoing; Jan-5: Progress; Feb-2: 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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: 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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Jun-1 / 2022			
Ron / Insurance Committee / Erik / Jonathan	<i>Plain language regarding our insurance coverage will be posted on the CORA website.</i> On the Action Items (5-6 Insurance Action Items - since Nov-2021) - Ron to provide within 30 days (before next Board meeting) (2022-06)	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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8:

			Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Sep-7 / 2022			
Ron / Insurance Committee / Erik / Jonathan	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)	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 Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: 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 Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: 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 Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Ongoing

			Progress; Feb-2: Ongoing
Raised Sep-12 / 2023			
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)	Overdue	Sep-12: Ongoing Oct-4: Ongoing Nov-1: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Nov-25 / 2023 (Pre-AGM)			
Education 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)	Overdue	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Give this Action Item until 2024 CORA Pre-AGM for some direction otherwise Dismiss; Feb-2: Ongoing
Education Committee (8)	We should spend a bit of time building content for paddlers to access when they are interested in coaching. (2023-11)	Overdue	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Give this Action Item until 2024 CORA Pre-AGM for some direction otherwise Dismiss; Feb-2: Ongoing
Ron (10)	Ron to get the Insurance Summary out soon. (2023-11)	Overdue	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: 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 Feb-7: Ongoing Feb-28: Graeme handed over to Ron for review; Note that this should cover off outstanding Race Director Guidebook Action Items, however CORA President has yet to act on those recommendations. Mar-17: At least 1 CORA Cup Series Sanctioned Event Host

			has requested guidance on CORA expectations. Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Erik (19)	Erik suggested Town Hall on Race Safety (mostly for Junior / Novice Short Course). (2023-11)	Overdue	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Nov-26 / 2023 (Technical AGM)			
Education Committee (24)	Putting together pathways on how to become a coach for Community Coaching Initiatives, will start with a Town Hall. (2023-11)	Overdue	Nov-26: Ongoing Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Jan-3 / 2024			
Paige / Ron	Paige Misfeldt to complete Acknowledgement Form and Conflicts Policy (2024-01)	Overdue	Jan-3: Ongoing Feb-7: Ongoing Mar-6: Ongoing Apr-4: Ongoing May-20: Ongoing Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Feb-7 / 2024			
Graeme / Ron	Graeme to provide draft memo on CORA Cup Series hosts expectations (Registration; Reciprocity; Race Results; Meals; Waivers; etc.) for Ron to review. (2024-02)	Overdue	Feb-7: Ongoing Feb-28: Graeme handed over to Ron for review; Note that this should cover off outstanding Race Director Guidebook Action Items, however CORA President has yet to act on those recommendations Jul-3: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised May-20 / 2024			

Board	<p>This is also driven by new OC6s using the boat number stickers (not just small boats), and OC6 finish lines are not as close to shore for reading numbers. Query whether we prompt new OC6 to “choose a boat number” and order their own large sized numbers. This could create problems with repeated OC6 numbers if owners do not properly check the Canoe Registry. OC6 numbers - Suggestion of after review of the CORA registry to determine numbers to order new numbers and issue numbers specific to the OC6 canoes. Keeping in mind that different clubs have different coloured hulls. An email should go out to clubs that any canoes racing must have an easily seen number on it. They should clear their chosen number with CORA first.</p>	In-Progress	<p>May-20: Ongoing - Please note that one of the outcomes of the CORA Canoe Registry Initiative of 2020 was a recommendation that CORA put into place standardized Big Boat Number Decals. Nothing came of those recommendations Several years ago, some CORA clubs began using these Small Boat Number Decals on their OC6s. However, there is now a mish-mish of Big Boat Numbering schemes with legacy numbers (Axx; Cxx; Gxx; Lxx; Mxx), personalized numbers (888; 777; 707), and Small Boat Numbers (11xx; 12xx; 13xx). Also note that the Canoe Registry is private to the CORA Board Members. Jul-3: TBD; Feb-2: Ongoing</p>
Raised Sep-22 / 2024			
IVF Committee	<p>Need to create an IVF Selection committee. Not necessarily to change the people but to clarify the process. Discuss this further at the pre-AGM meeting. Need to get more people involved in committee work. (2024-09)</p>	In-Progress	<p>Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: HP Committee applications being submitted; Feb-2: Ongoing</p>
Foruzan / Jonathan / Erik	<p>\$2,500.00 to be allocated for the translation of selected aspects of the CORA Website into French, such sections and documents to be determined by Jonathan, Erik and Foruzan. (2024-09)</p>	Completed	<p>Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Done, as per "<i>Translate 2020 race rules into French Wait until after next Distance Race Rules Revisions</i>" Action Item</p>

Jonathan	It was suggested that, if we are not spending what we budgeted for in one year, we should reduce the amount budgeted for subsequent years. There was agreement that if a budget was not allocated for a development item, then it was significantly less likely to happen. Jonathan will give us a spread sheet covering the four cycles. (2024-09)	Completed There may be a time lag between Meeting Adjournment and reviewing progress on Action Items.	Sep-22: Ongoing; Nov-3 Progress; Dec-1 Treasurer provided a 2025 Budget that addresses all of these ongoing Budget Line Items except for the Strategic Planning Initiative; Jan-5: 2025 Budget Approved at 2025-Jan Board Monthly Meeting with all budgeting concerns from 2024 addressed
Town Hall Committee	Suggestion of a Town Hall - When should a Race Director cancel / change a race. Liability issues, etc. (2024-09)	In-Progress	Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Race Committee	Implications of CORA Small Boat Decal Numbers (adequate for 20 years) being used by clubs on Big Boats. Pre-AGM Discussion. (2024-09)	In-Progress	Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Board	Vicki-Lynn CC registering as Spec OC6 & racing as Unlimited OC6 was not a mistake by a new Club. Race rules do not need to be amended to delete advance notice since ULS are commonplace. This was a flagrant misrepresentation of a crew's racing division. Discuss at Pre-AGM. (2024-09)	Dismissed	Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Not going to happen as Board has other higher-priority Action Items.
Board	CORA Website Protocols discussion to be held with interested Board Members TBD. (2024-09)	Completed	Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: On-Going; Jan-31 Done, with outcomes to be distributed as part of 2025-Feb-2 Meeting
Raised Nov-3 / 2024			
Graeme	Workshop for interested Board Members on CORA	Completed	Nov-3: Ongoing; Nov-15 CORA Website Postings Analysis discussion document

	website postings protocol (social media strategy) to-be-arranged before or after AGM weekend. (2024-11)		provided and available for discussion post-AGM; Dec-8: Ongoing; Jan-5: On-Going; Jan-31 Done, with outcomes to be distributed as part of 2025-Feb-2 Meeting
Ron	Still need to review receipts from Kelowna Paddle Centre and Jericho Paddling Club for their respective June Clinics. (2024-11)	In-Progress	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Ron	Courteous gesture to reach out to First Nation's cubs - are you aware that there is a traveling grant available as long as you have the required permit to car top. (2024-11)	Dismissed	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Not going to happen as Board has other higher-priority Action Items.
Dean	Need to sort out how we are getting the IVF coaches and the selectors. (2024-11)	Completed	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: High Performance (HP) Committee Guidelines distributed by Erik prior to 2025-Jan Board Monthly Meeting and approved at 2025-Jan Board Monthly Meeting addresses this topic
Board	Would like to see a written report for the latest events. Request that we add to our regular agenda for each monthly meeting to add that there should be a monthly report from Sherry. (2024-11)	Completed There may be a time lag between Meeting Adjournment and reviewing progress on Action Items.	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Monthly Report as of 2024-Pre-AGM received from Sherry
Marianne	Recommended change to Junior Guidelines: A coach boat with a qualified power squadron operator should accompany all Juniors on the water is recommended. If a coach boat is not available then the coach must either be in the outrigger canoe with the Junior paddlers, as in an OC6, or nearby in their own OC1. (2024-11)	In-Progress	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing

Marianne	Recommended change to Junior Guidelines: it is recommended that anyone involved with a Junior paddling program, who is over the age of 18, should have a Criminal Record Check. (2024-11)	In-Progress	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Graeme	Had "boots on the ground" discussions with most club reps at the Penticton September event that had Junior/Novice participants about how CORA could support these Junior/Novice participants. Feedback to be provided at CORA Pre-AGM. (2024-11)	Completed	Nov-3: Ongoing; Nov-30: Distributed Youth / Junior / Novice Engagement discussion document to Board for review; Dec-15: Looking forward to news on 2025 Junior / Youth Initiatives
Graeme	Canadian Outrigger Hall Of Fame session scheduled for Remembrance Day weekend of 2024 Nov 10 @ 4:00pm Pacific/7pm Eastern. (2024-11)	Completed	Nov-3: Ongoing; Nov-10: Held on Sunday 2024 Nov 10
Town Hall Committee	Suggestion of a Town Hall - When should a Race Director cancel / change a race. Liability issues, etc. (2024-11)	In-Progress	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Jonathan	Nothing received from BFL Canada on 2025 Insurance yet. Jonathan will email BFL for an update. (2024-11)	Completed There may be a time lag between Meeting Adjournment and reviewing progress on Action Items.	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Confirmation of 2025 Insurance Paid and 2025 Budget updated accordingly
Foruzan / Jonathan	Translation of website and race rules into French. Translation should be done shortly. Expenses to be given to Jonathan before year end.	Completed	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress?

	Suggestion of a website review to ensure that all translations needed to be done have been done. (2024-11)		
Erik / Jonathan	Suggestion of having a toggle on the website, for either an English or French version. (2024-11)	In-Progress	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Graeme / Jonathan	3 Canadian Outrigger Hall Of Fame Commemoration shipping expense receipts to be delivered to CORA Treasurer shortly. (2024-11)	Completed There may be a time lag between Meeting Adjournment and reviewing progress on Action Items.	Nov-3: Ongoing; Dec-15: HOF shipping expense receipts delivered to CORA Treasurer & paid via e-transfer
Graeme / Jonathan	Junior/Novice OC Paddle Grant 8 Gift Certificates presented; Oddball Workshop to submit invoice before year-end 2024. (2024-11)	Completed There may be a time lag between Meeting Adjournment and reviewing progress on Action Items.	Nov-3: Ongoing; Nov-8: Oddball Workshop submitted Invoice & was paid
Raised Nov-30 (Pre-AGM)			
Sherry	To put together a Brazil 2025 Junior/chaperone guide. (2024-12)	In-Progress	Dec-1: Ongoing; Jan 5: Ongoing; Feb-2: Ongoing
IVF Committee	Timeline for the High Performance (HP) Committee is the end of January-2025. Once this committee is struck, the coaching group	In-Progress	Dec-1: Ongoing; Jan 5: Ad for High Performance (HP) Committee approved, posted after meeting. Feb-2: This ad is not present on the CORA Website Postings (JW)

	does its recommendation for Singapore. (2014-12)		
Education Committee	Various Regional Coaching & Community Coaching Topics: Need a handbook put together with a curriculum leading to coaching credentials (2024-12)	In-Progress	Dec-1: Ongoing; Jan-5: Progress; Feb-2: Ongoing
IVF Committee & Town Hall Committee	Suggestion of doing a Town Hall to address IVF selection process, suggestion of running this in April of 2025. (2024-12)	In-Progress	Dec-1: Ongoing; Jan 5: Nothing until 2025-April
Race Committee	CORA Cup Series Expectations need to be communicated (early) to CORA Cup Series Host Clubs. (2024-12)	In-Progress	Dec-1: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Board	We should have a strategy for updating CORA news on social media and the website. (2024-12)	Completed	Dec-1: Ongoing; Dec-31 Discussion Document on CORA Website Strategy distributed for Board Members to review in Jan-2025 and hopefully have a working session early Jan-2025; Dec-8: Ongoing; Jan-5: On-Going; Jan-31: Done, with outcomes to be distributed as part of 2025-Feb-2 Meeting
Board	Recommended that we do an associate membership. This will allow someone to state that they belong, in order to be included in the discussion. Industry membership that one will have in other professional organizations (2024-12)	In-Progress	Dec-1: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Dec-1 / 2024 (Technical AGM)			
Marianne	Update CORA guidelines for Junior / Novice support with respect to safety boat requirements (2024-12)	In-Progress	Dec-1: Ongoing; Jan-5: Progress; Feb-2: Ongoing

Board	CORA Cup Series 2024 Winners. Discussions on types of canoe - Spec v UL will be done during 2025 by the Board. (should Spec divisions be trimmed to just Open) (2014-12)	In-Progress	Dec-1: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Dec-1 / 2024 (AGM)			
Board	Bethany Yam of Sunnyside Paddling Club & Richard Lalancette of Ottawa River Runners to be onboarded to CORA Board email addresses & CORA Google Drive access & Acknowledgements to be completed (2024-12)	Completed	Dec-1: Ongoing; Jan-5: Ron indicated that Richard & Bettany had been onboarded to CORA Board email addresses & CORA Google Drive access.
Raised Dec-8 / 2024			
Board	Board Member appointments for the officer positions and the Committee Member positions to be updated on CORA Website (2024-12)	Completed	Dec-8: Ongoing; Dec-15: Board Member appointments for the officer positions and the Committee Member positions updated on CORA Website
Graeme	Discussion Document on CORA Website Strategy to be distributed shortly for Board Members to review in Dec-2024 and hopefully have a working session early Jan-2025. (2024-12)	Completed	Dec-8: Ongoing; Dec-31 Discussion Document on CORA Website Strategy distributed for Board Members to review in Jan-2025 and hopefully have a working session early Jan-2025.
Graeme	Discussion Document on local / provincial / federal funding grants to be distributed shortly for Board Members to review in Dec-2024 and hopefully have a working session early Jan-2025. (2024-12)	In-Progress	Dec-8: Ongoing; Jan-5: Ongoing; Feb-17: Most local / provincial / federal funding grants for High Performance Coaching / Training, Youth In Sport, Women In Sport. Indigenous In Sport, and Championship Events that were identified in 2024-Nov, had deadlines for 2025 as of 2025-Jan-31 or 2025-Feb-15. There are a small number of High-Performance Coaching / Training, Youth In Sport, Women In Sport.

			Indigenous In Sport, and Championship Events still available.
Richard	Richard to complete Acknowledgment Forms shortly. (2024-12)	Completed	Dec-8: Ongoing; Jan-5: Ron indicated that Richard & Bettany had provided Acknowledgment Forms
Ron	Review receipts from Kelowna Paddle Centre and Jericho Paddling Club for their respective June Clinics. (2024-12)	In-Progress	Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Board / Leanne	Candidate profiles received from the IVF to be forwarded from Leanne to CORA Board Members and responses to be provided on nominations for the IVF Board of directors as well as for IVF officer positions, to Leanne on or before December 12th @ 5:00 pm (2024-12)	Completed	Dec-8: Ongoing; Jan 5: Done
Marianne	Working on updating the information on the CORA website for Juniors (2024-12)	In-Progress	Dec-8: Ongoing; Jan-5: Progress; Feb-2: Ongoing
Raised Jan-5 / 2025			
Erik	Update Race Schedule from 2024 to 2025. (2025-01)	Completed	Jan-5: Ongoing; Jan-7: Done
Graeme	Working session on CORA Website (Social Media) Strategy (based on document distributed for review) to be booked for late Jan-2025. (2025-01)	Completed	Jan-5: Ongoing; Jan-31: Done, with outcomes to be distributed as part of 2025-Feb-2 Meeting
Grace / Board	We should remind clubs that despite their paddling season they are required to renew their memberships, both individual and club, when the memberships are due to be renewed. - Grace to follow-up. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing

Erik	Confirm that membership reminder has been sent. Clubs should know that as of Jan-1, Renewals should happen. 2025-Feb-1 Reminder to be sent out by Erik. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing
Ron / Paige	We do not have an Acknowledgement on file for Paige Misfeldt. Ron to remind Paige to submit Acknowledgement (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing
Ron	Still need a revenue statement from Kelowna Paddle Centre for their 2024 clinics. Ron to follow-up with Kelowna. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing (GG) This had been noted by the Grants Officer each Monthly Meeting that this should be addressed.
Ron / Grants Officer	FCRCC submitted a 2025 Clinic Grant application for a Warm Water Huli Drill Clinic Coaching Clinic Grant (if any) will be reconciled and calculated after a clinic accounting summary has been received. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing
IVF Committee / Ron	Deadline recommended for 2025-Feb for High Performance (HP) Committee planning. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing
Ron / IVF Committee	Revised High Performance (HP) Committee document as amended by Ron Chin (with outcomes from 2025-Jan Monthly Board Meeting to be distributed / posted). (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing
IVF Committee / Leanne / Dean	Priority for next CORA Board Monthly Meeting should be getting Canada onboarded with IVF Committee Candidates that have name recognition. Leanne to provide notification on when the call for IVF Committee Candidates happens. Dean	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing

	to follow-up with Lynda on IVF Committee Candidates. (2025-01)		
IVF Committee	Position Posting for CORA IVF Team Coaches to be presented and confirmed at the 2025-Feb CORA Board Monthly Meeting. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing
Jonathan / Treasurer	Jonathan to confirm 2025 Budget Trailering Grant Line Item. (2025-01)	Completed	Jan-5: Done, as finalized in Dec 2024
Jonathan / Treasurer	Jonathan to amend the 2025 Budget to provide for Insurance 2025 increased spend. (2025-01)	Completed	Jan-5: Done, as finalized in Dec 2024
Graeme	Hugh Town Memorial Builder Award 2024 Recipient trophy shield invoice from Kerr Recognition to be forwarded to CORA Treasurer. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing (JW) Ongoing disregard for the budgeting and accounting processes (GG) Please elaborate. The Hugh Town Memorial Builder Award Recipient for 2024 was elected by the Awards Committee and acknowledged at the 2024 AGM. The trophy shield was ordered in accordance with the Hugh Town Memorial Builder Award Policy & Process.
Graeme / Awards Committee	Policy / Process document with highlighted revisions for Peter Forand Masters Challenge Trophy (primarily regarding Trophy "retirement planning") to be circulated for review / discussion and hopefully 2025-Feb approval. (2025-01)	Completed	Jan-5: Ongoing; Jan-17: Policy / Process document with highlighted revisions for Peter Forand Masters Challenge Trophy distributed for review; Feb-2: Policy / Process amendments approved -Done
Graeme / Awards Committee	Policy / Process document for Hugh Town Memorial Builder Award document with highlighted revisions (primarily regarding Trophy "retirement planning") to be circulated for review / discussion and hopefully 2025-Feb approval. (2025-01)	Completed	Jan-5: Ongoing; Jan-17: Policy / Process document with highlighted revisions for Hugh Town Memorial Builder Award distributed for review; Feb-2: Policy / Process amendments approved - Done

Graeme / Awards Committee	Policy / Process document for Canadian Outrigger Hall Of Fame with highlighted revisions (absolute dates; Board courtesy notifications) to be circulated for review / discussion and hopefully 2025-Feb approval. (2025-01)	Completed	Jan-5: Ongoing; Jan-17: Policy / Process document with highlighted revisions for Canadian Outrigger Hall Of Fame distributed for review; Feb-2: Policy / Process amendments approved -Done
Erik / Ron / Jonathan	Creating an electronic waiver platform that all races can use. Ron Chin has noted that registration / waiver needs to be on an individual basis; Erik recommends a needs assessment (survey) to see whether clubs would be open to this approach; Ron Chin noted that records of waivers need to be retained for several years. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing
Raised Jan-31 / 2025			
Graeme / Erik	Determine why the CORA Website Logo link (Technical) takes the viewer somewhere other than the Home page, as per Website Postings Session. (2025-02)	Completed	Jan-31: Ongoing; Feb-1: Clicking the CORA Website Logo takes you to the Website Postings and ignores Stickies. All Website Postings are displayed in Published Date descending order. This is how the Home Page is configured.
Graeme	Distribute outcomes as per Website Postings Session. (2025-02)	Completed	Jan-31: Ongoing; Feb-2: Jonathan / Ron / Graeme have conveyed support for the "Etiquette Guidelines". Uploaded these agreed on "etiquette" guidelines to the CORA Google Drive at CORA Board > Resources > Policies Registry > Website Postings and noted in 2025-Feb Board Meeting Minutes
Graeme / Ron / Jonathan	Pursue CORA Website / Facebook / Social Media volunteers (Technical Support) to support CORA community engagement strategy, as per Website Postings Session. (2025-02)	In-Progress	Jan-31: Ongoing; Jan-31: Communique sent to Grace Morissette at Lotus to see if her Secondary students would be interested; Feb-4: Grace responded that finding talent to maintain Lotus website has been a long-standing challenge and senior members of Lotus continue to provide Lotus website support.

Board	Engage with Eastern Canada CORA Board Members to provide News for the Eastern Canada community. (2025-02)	In-Progress	Jan-31: Ongoing; Feb-1: Communique sent to Foruzan & Paige & Richard & Bethany to put forward suggestions for News for the Eastern Canada outrigger community. Richard has offered to collaborate on this Action Item; Feb-15: Communique sent to Richard with suggestions for News for the Eastern Canada outrigger community
Ron	Prepare CORA Website Race Promotion Template (who/when/where/what) for CORA Website Race Promotion Postings going forward, as per Website Postings Session. (2025-02)	In-Progress	Jan-31: Ongoing; Feb-2: Ongoing
Graeme / Ron	Consolidate CORA Website Grant Application links (User-Friendliness) under a single high-level prominent menu item, as per Website Postings Session. (2025-02)	Completed	Jan-31: Ongoing; Feb-1: Such a page with a collection of applications does exist on the CORA Website under Who We Are > Resources. It just needs to be elevated higher up in the menu structure; Feb-24: Done - CORA Grant & Race Applications elevated from Who We Are > Resources to Who We Are
Graeme / Ron	Determine who has CORA Website Administrator access, as per Website Postings Session. (2025-02)	Completed	Jan-31: Ongoing; Feb-1: Administrator access only by Ben Leather(?), Erik Ages, Paul Barton. Graeme Galves, Ron Chin. Jonathan Wilkins New (JW) Graeme does not have Webmaster access New (JW) Ben Leather is a high-level coder employed, when necessary, by Erik
Raised Feb-2 / 2025			
Graeme	Graeme to thank the provider of the P.O. Box service in recent years and formally advise them that CORA will not be renewing the contract. (2025-02)	Completed	Feb-2: Ongoing; Feb-6: Done - Graeme visited the CORA Mailing Address service provider to communicate that CORA would not be renewing the CORA Mailing Address once the contract expires 2025-Feb-20, and gave thanks for many years of service, and collected the last Xmas card from the mailbox

Graeme	Get contact information on this new Rideau Outrigger Racing Club. (2025-02)	Completed	Feb-2: Ongoing; Feb 5: Confirmed with Mark Singer (CKC National Champion) that Ottawa "Black Sheep" paddlers forming Rideau Outrigger Racing Club for this small-boat event. There is no Rideau Outrigger Racing Club on the CORA 2025 Individual membership dropdown. They will need 6 CORA Individual Members to be considered in "Good Standing". And yet CORA has provided Sanctioning for a 2025 event to be hosted by the Rideau Outrigger Racing Club (GG)
Graeme	Contact Burnaby Lake Rowing to scope out 2026 schedule. (2025-02)	In-Progress	Feb-2: Ongoing; Feb-22: Very few 2025 BLRC racecourse events confirmed so far - Canadian Masters (rowing) Championships mid-July 2025 & Western Canadian University Rowing Championships early-Oct 2025. Seems organizations are very slowly committing to BLRC racecourse events.
Graeme / Erik	VCKC wishes to postpone the Stormin Norman event until Fall-2025; Graeme to send email to Erik / Paul to add postponement notice, and CC VCKC (2025-02)	Completed	Feb-2: Ongoing; Feb-6: Done - Erik/Paul updated CORA 2025 Race Calendar entry for Stormin Norman to Postpone, and Graeme communicated to VCKC to submit a new event application once VCKC settle on a new date
Foruzan / Paige / Bethany	Visit Pickering and Whitby venues or reach out to local contacts to see / photo what OC6s they have at their venues (2025-02)	In-Progress	Feb-2: Ongoing
Graeme	Update CORA Website with Hugh Town Memorial Builder Award Trophy Policy / Process revisions. (2025-02)	Completed	Feb-2: Ongoing; Feb-6: Done - Unanimously approved amended Hugh Town Memorial Builder Award Trophy Policy / Process uploaded to CORA Website Hugh Town Memorial Builder Award Trophy perpetual page.
Graeme	Update CORA Website with Peter Forand Masters Challenge Trophy Policy / Process revisions. (2025-02)	Completed	Feb-2: Ongoing; Feb-6: Done - Unanimously approved amended Peter Forand Masters Challenge Policy / Process uploaded to Peter Forand Masters Challenge Trophy perpetual page.

Graeme	Update CORA Website with Canadian Outrigger Hall Of Fame Policy / Process revisions. (2025-02)	Completed	Feb-2: Ongoing; Feb-6: Done - Unanimously approved amended Canadian Outrigger Hall Of Fame Policy / Process uploaded to CORA Website Canadian Outrigger Hall Of Fame perpetual page.
Dean	Provide verbiage on outline of forum/discussion to be held at each CORA Cup Series race, to be provided by 2025-Mar Board Meeting. (2025-02)	In-Progress	Feb-2: Ongoing
Foruzan	Planning a conference call for February for Eastern Clubs / prospective clubs to discuss insurance, and then provide an opportunity for Club coaches to have a forum / discussion. (2025-02)	In-Progress	Feb-2: Ongoing
Town Hall Committee	Prepare Town Hall session for coaches covering coaching at Clubs. (2025-02)	In-Progress	Feb-2: Ongoing
Board	Close the PO Box and have Martha Rans address (CORA's records office) as the CORA Contact Address everywhere (Contracts; Applications; Insurance Certificates; Invoices; Contact Us) going forward. (2025-02)	In-Progress	Feb-2: Ongoing
IVF Committee	Job description (for 2026 Sprints) to be reviewed by the Board. Coaches for 2026 Sprints to be determined by newly appointed High Performance (HP) Committee. (2025-02)	In-Progress	Feb-2: Ongoing
IVF Committee	Committee to be formed to review High Performance (HP) Committee Coaching applicants. There should be a Website Posting and should be re-emailed to all	In-Progress	Feb-2: Ongoing

	members. Kamini and Lynda are recommended. (2025-02)		
IVF Committee	Cindy to adjust the written document on selection criteria with updates, Leanne will edit then it will be submitted to the High Performance (HP) Committee for review. (2025-02)	In-Progress	Feb-2: Ongoing
CORA Board	Note that the CORA Website AGM page is outdated (Showing 2023). Recommendations for how to address this outdated website page? (2025-02)	In-Progress	Feb-2: Ongoing