



## CORA Monthly Meeting Minutes Draft

Sunday, March 2nd, 2025

- Welcome and Roll Call

Present:

Ron, Leanne, Foruzan, Graeme, Erik, Rob V, Dean, Rob M, Richard, Bethany,

Absent: Marianne, Cindy, Jonathan, Paige

Adoption of Monthly Minutes from February 2nd, 2025

Motion to approve - Ron

Seconded - Dean

Approved

Confirmation of Agenda/Add New items:

Motion to approve March agenda - Ron

Seconded - Leanne

Approved

- Standing Items - Presented by existing Officers (collaborative effort by Secretary & Board Members)
  - Communications & Technical Update – **Erik / Graeme**
  - Outbound communications - **Erik**
    - Meeting reminder system to be checked. Depends on the platforms people are using. If using g-mail - should get an email reminder of the monthly Board meetings. Apple mail has a couple other steps.
    - If anyone has questions about website security/access - ask Erik.
    - The “hit by a bus” scenario has a few of the Board directors with the Master Key file - Erik, Paul, Ron & Jonathan have access.
  - Communications / Website / Google Drive - **Graeme**
    - CORA Website Postings "*Etiquette Guidelines*" distributed as of 2025-Feb  
CORA Board Meeting seem to have been productive, as all CORA

Website Postings for 2025-Mar and backwards to beginning of 2025 have demonstrated agreed upon precedence/orderliness/brevity as proposed

- Elevated CORA website menu item "*Grants & Application*" from 3rd-level to 2nd-level as per request by Ron Chin
  - 2025 Race Results current as of this 2025-Mar-1/2 weekend
  - Seems that Richard & Bethany are not included in the CORA Monthly Board Meeting invites, based on Minutes guests – comments - Unclear as to why Richard / Bethany are not receiving CORA All Board group email address
  - Proposing to distribute a single communique to all Board Members with maximum of 5 most recent Action Items per person/Committee, designated for each Board Member/Committee to assess progress on Action Items as of 2025-Apr Board Meeting
- Membership Update – **Grace / Ron**

### **CORA Individual Memberships**

117 annual memberships were purchased in February for a total of 1,033 annual memberships.

5 single day memberships were purchased this month; 3 for FGPC V12 Valentine's race and 2 for FGPC KAN-U-HAKIT St. Patrick's Day OC6 Sprints.

Erik to provide clarification to Grace on how to access CORA Membership data (Action Item).

### **CORA Club Memberships**

- Administration Update - **Ron**
- Do we have an Acknowledgement on file for Paige Misfeldt.  
Reminder sent
  - Ron to touch base with Martha about Directors / Incorporation Notices

### **Grant Updates – Ron**

#### **Clinic Grants**

- No activity

#### **Coaching Education Grants**

- No activity.

### **RME Grants**

- No activity

### **Travel Grants**

- No activity

### **Other Grants**

- Haunani has a question as to whether their \$2000 CORA Hosting Grant can be paid in advance. Ordinarily these are reimbursements after the race has been held and submission of receipts. Foruzan said Jonathan thought it was okay to provide in advance [if supported by receipts].  
Comments?
  - In the past, any/all Grants were only paid out upon delivery of receipts to and reviewed by the Grants Officer. Concern that we don't want to set a precedent of upfront payments. Be wary of high expenses on a first time event. **GG**
  - **MOVED BY RON** that the Board approve, on a one-time basis for this first-time event, the payment of up to \$2000 to Haunani Outrigger Club for its CORA sanctioned race hosting grant for the Defi Haunani Challenge to be held on June 28, 2025, specifically for race hosting expenses, including race course equipment, facilities, boat rental, permitting and safety expenditures, provided that Haunani provides receipts prior to payment. To the extent that prizing costs are to be claimed, such costs shall be submitted after the event has been held.  
Seconded by Graeme.  
**APPROVED.**
- IVF Representative Update – **Jonathan/Leanne**
    - Distance (Brazil 2025)
      - Team Canada April camp concerns (finances; scope; participants) raised by Jonathan via email 2025-Mar-1
      - Training camp was always part of April plans, athletes were told to save the date from the outset of the selection process. If your crew has 5 or more attending, then you can attend, otherwise, not worthwhile for crews with fewer paddlers available. Not aware if the roughly \$100 cost has been communicated to the athletes. Leanne is not sure where Jonathan's numbers came from. Costs could probably be adjusted depending on attendance numbers.

Explore alternative suppliers for canoes and coach boat for the camp.

- Race-off in Nanaimo on Sunday March 9th.
- Couple of injury replacements, and drop-outs, so trying to fill a few seats. April 10th is the deadline, after which late fees apply.
- Names of paddlers for crews required by May.
- Volunteers for the uniform committee have come forward. Looking at suppliers, most fabrics come from overseas.

Oddball has messed up orders each year, but we want a more reliable supplier. Three suppliers being examined by the Uniform Committee. Oddball, an HK supplier, and a Toronto company based in China.

■ Sprints (Singapore 2026)

- Waiting on Cindy's draft of revisions for the selection process. Leanne will follow up with a reminder to her.

■ CORA IVF Committee Direction (High Performance (HP) Committee)

- Progress/Status: 5 of 6-7 applicants have been brought forward for review after submitting CVs. **Confidential** until the Board approves the slate. Those selected will be introduced to Sherry. These names need to be brought forward to the Board for formal approval.
- **MOVED BY RON** that the Board hereby approve the appointment to the CORA IVF High Performance (HP) Committee of Jonathan Wilkins, Cindy Wright, Andrea Dillon, Melanie Conard and Yvonne Sharpe.

Seconded by Leanne.

**APPROVED** (Dean conflicted, Graeme abstained).

■ IVF General

- Report from Sherry for 2025-Feb:
- [https://docs.google.com/document/d/1SPsuuhTnKJC\\_I0u6ojbl60\\_KedFbtasyaMBm01fAcRs/edit?tab=t.0](https://docs.google.com/document/d/1SPsuuhTnKJC_I0u6ojbl60_KedFbtasyaMBm01fAcRs/edit?tab=t.0)
- IVF Bylaws open for revisions - any suggestions?

○ Financial Report February 2025 - **Jonathan**

- February report received.

○ Junior Update - **Marianne**

- I have been speaking with Brendan (FCRCC) and Zoe (Comox), as such we have come up with the following motion:  
MOTION: Provide funding for the development of juniors and novice paddlers in Canada.

**Deferred until Marianne attends.**



*As we discussed at the last board meeting the idea of offering a get together for crew and club coaches to discuss and share coaching tips and ideas. I propose we do 3 of these during CORA cup races. They will be hosted and organized by the clubs running each of the following races: Duel In The Desert in Penticton Saturday May-10 Island Iron Saturday June-14 in Comox and Saturday September-27 at the Nationals in Comox. Approximately 2 hours long held at a venue close to the race site. Early evening session with access to food. Session led by the IVF coaches. Asking for \$100 for each session to compensate for the coaches efforts. No charge for participants who will buy their own food. These events will be advertised on the CORA website and each of these races registration package. Participants will register beforehand and allow a few sign-ups during the Saturday race registration so we can estimate numbers. Asking for the Board to approve the proposal and the \$300 budget.*

- GG: Suggest Jericho instead of Island Iron.
- Dean: James could lead Island Iron, Rob M could lead Duel, Leanne for Nationals.
- Jericho and Lotus are not 2 day events, so people don't stick around.
- Erik to build Registration for the coaching sessions (3-5)
- **MOVED BY DEAN**, that the Board approve four (4) CORA Cup coach discussion sessions with an honorarium of \$100 per coach leader at each session, tentatively to be held at Duel in the Desert - Penticton, River Run - Fort Langley, Island Iron - Comox and Nationals - Comox.

Seconded by Ron.

**APPROVED**

Erik can establish a pre-registration webpage, once event details are known.

- Historical Update - **Graeme**
  - *VCKC Club Legacy* document completed / distributed for review / approved by VCKC / published
  - *Pemberton Club Legacy* document work-in-progress
  - Article on *Molokai Na Wahine 1985 Crew* completed / distributed for review by crew members
- Awards Update - **Graeme**
  - *Hugh Town Memorial Builder Award Trophy Policy / Process* document approved by Board published to CORA website
  - *Peter Forand Masters Challenge Trophy Policy / Process* document approved by Board published to CORA website
  - *Canadian Outrigger Hall Of Fame Policy / Process* document approved by Board published to CORA website

- 2025 Race Committee - **Graeme / Ron / Rob M / Cindy**
  - Going forward, should we have any Motion to approve CORA Sanctioned Events, including a clause, such as "*..subject to the host club demonstrating "Good Standing" no less than 30 days before the event*"?, as per comments added by Jonathan to 2025-Feb Board Meeting Action Items - **GG**
- New Business
- **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 @ 7:02pm

Motion by Ron

Seconded by Leanne

**Approved**

**Next CORA Board Monthly Meeting Sunday, April 6th, 2025, at 5:00 PST and 8:00 EST**

Assignee	Action Item	Due Date	Comments
<b>Raised Feb-3 / 2021</b>			
Ron / Insurance Committee / Erik / Jonathan	Benefits of joining CORA will be sent out when new insurance has been finalized (2021-02)	Overdue	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: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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; Feb-2:

			Ongoing; Mar-2: Ongoing
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**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	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 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; Feb-2: Ongoing; Mar-2: Ongoing
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**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: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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; Feb-2: Ongoing; Mar-2: Ongoing
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**Raised Nov-3 / 2021**

Graeme / Ron	Correct CORA Website "Water Changes" document as per Lori / Lorri (2021-11)	Completed	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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Done, as "Water Changes" PDF document downloaded to Word document and updated to correctly reference Lori / Lorri and uploaded/published as revised PDF to CORA website.
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**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: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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; Feb-2: Ongoing; Mar-2: Ongoing
Ron / Insurance	Guidelines should be posted advising what is to be in the outline, cover points such as	Overdue	Nov-20: Ongoing Dec-1: Ongoing Jan-5: Ongoing Feb-2: Ongoing Mar-2: Ongoing Apr-6: Ongoing May-4: Ongoing Jun-1:

Committee / Erik / Jonathan	all CORA club members MUST be members with CORA (2021-11)		Ongoing Jul-6: Ongoing Aug-3: Ongoing Sep-7: Ongoing Oct-5: Ongoing Nov-2: Ongoing Dec-7: Ongoing Jan-4: Ongoing Feb-1: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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; Feb-2: Ongoing; Mar-2: Ongoing
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**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: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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; Feb-2: Ongoing; Mar-2: Ongoing
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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: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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;
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			Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing
<b>Raised Dec-1 / 2021</b>			
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 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; Feb-2: Ongoing; Mar-2: Ongoing; Mar:30: A placeholder to remind anyone doing CORA Secretarial duties to Dismiss long overdue outstanding Action Items
<b>Raised May-4 / 2022</b>			
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: FAQs have been almost ready for many months and awaiting Insurance Summary from Ron Chin (Insurance Committee) before distribution for review. Please note that we have had this discussion before where some Action Items are dependent on other Action Items.

Ron / Rob V / Rob M	Collect weights of 7 Bradley Lightning OC6s weighed at Burnaby Lake OC Sprints (2022-05)	Completed	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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-31: Done, as weights of FCRC, FLCC, FVPC, VOS Bradley Lightnings in Canoe Registry updated as per email from 2022.
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**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: <b>Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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; Feb-2: Ongoing; Mar-2: Ongoing
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**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 <b>Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: This is
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			a permanent Action Item, however each year, CORA provides new guidance as to when clubs need to become Member Clubs and this revised guidance leads to delays as to when the “Active” Member Clubs is finalized.
<b>Raised Nov-2 / 2022</b>			
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: FAQs have been ready for many months and awaiting Insurance Summary from Ron Chin (Insurance Committee) before distribution for review. Please note that we have had this discussion before where some Action Items are dependent on other Action Items.
<b>Raised Dec-7 / 2022</b>			
Ron / Insurance Committee	Ron to complete Insurance Summary for January 2023 Board Meeting. (2022-12)	Overdue	Dec-7: Ongoing Jan-4: Ongoing <b>Feb-1: Ongoing Feb-18: [CORA Board 2022 Action Items TODO 2023 Jan Ron] Ron still to draft Insurance Summary. [TBD].</b> 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; Feb-2: Ongoing; Mar-2: Ongoing
<b>Raised Sep-12 / 2023</b>			

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)	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; Feb-2: Ongoing; Mar-2: Ongoing
<b>Raised Nov-25 / 2023 (Pre-AGM)</b>			
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; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-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 f; or some direction otherwise Dismiss; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: The details on these 2 different Action Items raised at the CORA 2023 Pre-AGM indicated a need for 1) Curriculums for coaches; 2) Pathways for paddlers interested in becoming coaches. The proposal is to Dismiss as of CORA 2025 Pre-AGM if not actioned as of then.
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing
Ron (17)	Ron to write-up memo on CORA Cup Series hosts expectations (Reciprocity);	Overdue	Nov-25: Ongoing Jan-3: Ongoing Feb-7: Ongoing Feb-28: Graeme handed over to Ron for review; Note that this should cover

	Race Results; Meals; Waivers; etc.). (2023-11)		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: Ongoing; Feb-2: Ongoing; Mar-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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing
<b>Raised Nov-26 / 2023 (Technical AGM)</b>			
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: There is overlap between the need for a “coaching pathway” and the need for a Town Hall to deliver on this “coaching pathway”. There is an overlap of IVF / Education / Town Hall Committee initiatives that has been awaiting direction for 2 years.
<b>Raised Jan-3 / 2024</b>			
Paige / Ron	Paige Misfeldt to complete Acknowledgement Form and Conflicts Policy (2024-01)	Dismissed	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; Feb-2: Ongoing; Mar-2: Dismissed; Mar-3: Done, as Resignation received by Paige from the CORA Board of Directors
<b>Raised Feb-7 / 2024</b>			

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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Every few months certain Ongoing Action Items along with related topics are discussed at CORA Board Meetings to review progress and certain Board Members acknowledge that these Action Items and related topics should be addressed and these “we should do these things” are then noted in the Action Items.
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**Raised May-20 / 2024**

Board	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.	In-Progress	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: Ongoing; Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: It has been noted that “Race organisers should remind clubs to have a number on their boat. It may not be practical for CORA to prescribe that painted numbers (e.g. 777) should be replaced by decals”. Proposal is to Dismiss as of 2025 Pre-AGM if not actioned as of then.
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Raised Sep-22 / 2024			
IVF Committee	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)	Completed	Sep-22: Ongoing; Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: HP Committee applications being submitted; Mar 2: Done, as committee chosen & awaiting first meeting on 2025-Mar-25 (JW)
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Please note that there was an Action Item for a Town Hall from 2023-Nov-25 proposed for Race Safety (mostly for Junior / Novice Short Course). That Town Hall proposed in 2023 and this Town Hall regarding race cancellations / course changes proposed in 2024 were for very different topics.
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: It has been noted that " <i>Race organisers should remind clubs to have a number on their boat. It may not be practical for CORA to prescribe that painted numbers (e.g. 777) should be replaced by decals</i> ". Proposal is to Dismiss as of 2025 Pre-AGM if not actioned as of then.
Raised Nov-3 / 2024			
Ron	Still need to review receipts from Kelowna Paddle Centre and Jericho Paddling Club for their respective June Clinics. (2024-11)	Overdue	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: As noted that this is "Too late for this Treasurer", has the Grants Officer dealt with this outstanding Action Item (Completed or Dismissed)?
Marianne	Recommended change to Junior Guidelines: A coach boat with a qualified power squadron operator should accompany all Juniors on the	Overdue	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing

	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)		
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)	Overdue	Nov-3: Ongoing; Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Please note that there was an Action Item for a Town Hall from 2023-Nov-25 proposed for Race Safety (mostly for Junior / Novice Short Course). That Town Hall proposed in 2023 and this Town Hall regarding race cancellations / course changes proposed in 2024 were for very different topics.
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: CORA website does not appear to provide a toggle for either an English or French version. This would be for follow-up by CORA Webmaster.
<b>Raised Nov-30 (Pre-AGM)</b>			
Sherry	To put together a Brazil 2025 Junior/chaperone guide. (2024-12)	In-Progress	Dec-1: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Awaiting sign-off by the Board (JW).
IVF Committee	Timeline for the High Performance (HP) Committee is the end of January-2025. Once this committee is struck, the coaching group does its recommendation for Singapore. (2014-12)	Overdue	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; Mar-2: Ongoing; Mar-30: "As above" is a challenging comment as to which Action Item is being referenced. There is an assumption that this refers to the creation

			of an IVF Selection committee, but have we seen the recommendations for Singapore? Do we have resolution on the adjustments by Cindy to the written document on selection criteria?
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: There is overlap between the need for a “coaching pathway” and the need for a Town Hall to deliver on this “coaching pathway”. There is an overlap of IVF / Education / Town Hall Committee initiatives that has been awaiting direction for 2 years.
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing
Race Committee	CORA Cup Series Expectations need to be communicated (early) to CORA Cup Series Host Clubs. (2024-12)	Overdue	Dec-1: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Proposal is to Dismiss as of 2025 CORA Cup Series #1 if not actioned as of then
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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Awaiting response from the Board as it was thought we had said No to the original proposal, but agreed we would consider an alternative idea (JW)
<b>Raised Dec-1 / 2024 (Technical AGM)</b>			
Marianne	Update CORA guidelines for Junior / Novice support with respect to safety boat requirements (2024-12)	Overdue	Dec-1: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: “As above” is a challenging comment as to which Action Item is being referenced. There is an assumption that this refers to CORA 2024 AGM Action Items regarding changes to Junior Guidelines and where these Junior Guidelines might exist on the CORA website.

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: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Proposal is to Dismiss as of 2025 Pre-AGM if not actioned as of then
<b>Raised Dec-8 / 2024</b>			
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; Mar-2: Ongoing
Ron	Review receipts from Kelowna Paddle Centre and Jericho Paddling Club for their respective June Clinics. (2024-12)	Overdue	Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing
Marianne	Working on updating the information on the CORA website for Juniors (2024-12)	Overdue	Dec-8: Ongoing; Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing
<b>Raised Jan-5 / 2025</b>			
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)	Overdue	Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing
Erik	Confirm that membership reminder has been sent. Clubs should know that as of Jan-1, Renewals should	Overdue	Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing

	happen. 2025-Feb-1 Reminder to be sent out by Erik. (2025-01)		
Ron / Paige	We do not have an Acknowledgement on file for Paige Misfeldt. Ron to remind Paige to submit Acknowledgement (2025-01)	Dismissed	Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Dismissed; Mar-3: Done, as Resignation received by Paige from the CORA Board of Directors
Ron	Still need a revenue statement from Kelowna Paddle Centre for their 2024 clinics. Ron to follow-up with Kelowna. (2025-01)	Overdue	Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: As noted that this is "Too late for this Treasurer", has the Grants Officer dealt with this outstanding Action Item (Completed or Dismissed)?
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)	Overdue	Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: Appropriate info has not been received by CORA Treasurer as of 2025-Mar-25
IVF Committee / Ron	Deadline recommended for 2025-Feb for High Performance (HP) Committee planning. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing; Mar-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; Mar-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 to follow-up with Lynda on IVF Committee Candidates. (2025-01)	In-Progress	Jan-5: Ongoing; Feb-2: Ongoing; Mar-2: Ongoing

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; Mar-2: Ongoing
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; Mar-2: Ongoing
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; Mar-2: Ongoing
<b>Raised Jan-31 / 2025</b>			
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; Mar-2: Ongoing
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; Mar-2: Ongoing

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; Mar-2: Ongoing
<b>Raised Feb-2 / 2025</b>			
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; Mar-2: Ongoing
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)	Completed	Feb-2: Ongoing; Mar-2: Ongoing; Mar-31: Done, as confirmed by Foruzan that Pickering does not have an Unlimited OC6 & that Whitby has a Spec OC6 & that Canoe Registry fleets for Pickering & Whitby are correct
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; Mar-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; Mar-2: Ongoing
Town Hall Committee	Prepare Town Hall session for coaches covering coaching at Clubs. (2025-02)	In-Progress	Feb-2: Ongoing; Mar-2: Ongoing; Mar-30: "As above" is a challenging comment as to which Action Item is being referenced. There is an assumption that this refers to the overlap between the need for a "coaching pathway" and the need for a Town Hall to deliver on this "coaching pathway". There is an overlap of IVF /

			Education / Town Hall Committee initiatives that has been awaiting direction for 2 years.
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)	Completed	Feb-2: Ongoing; Mar-2: Completed; Mar-3: CORA Contact Us changed; OBWS and Kerr Recognition and XS-Unified notified to change CORA Billing Address
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; Mar-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 members. Kamini and Lynda are recommended. (2025-02)	In-Progress	Feb-2: Ongoing; Mar-2: Ongoing
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; Mar-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; Mar-2: Ongoing

**Raised Mar-2 / 2025**

Erik	Board Meeting Notifications not being distributed to all Board Members. Meeting reminder system to be checked. (2025-03)	In-Progress	Mar-2: Ongoing
Erik	Seems Richard & Bethany are not included in the CORA Monthly Board Meeting invites. Unclear as to why Richard / Bethany are not receiving CORA All Board group email address. (2025-03)	In-Progress	Mar-2: Ongoing
Graeme	Distribute a single communique to all Board Members with maximum of 5 most recent Action Items per person/Committee, designated for each Board Member / Committee to assess progress on Action Items as of 2025-Apr Board Meeting. (2025-03)	Completed	Mar-2: Ongoing; Mar-24: Distributed to Board and feedback incorporated into Action Items
Ron	Touch base with Martha about Directors / Incorporation Notices. (2025-03)	In-Progress	Mar-2: Ongoing
Graeme	Follow-up with Paul Barton / Erik Ages to document (internal) Race Calendar Use Cases. (2025-03)	In-Progress	Mar-2: Ongoing
Cindy	Waiting on Cindy's draft of Singapore 2026 revisions for the selection process. Leanne will follow up with a reminder to her. (2025-03)	In-Progress	Mar-2: Ongoing
IVF Committee	Those individuals selected by the IVF High Performance (HP) Committee) as coaches to be introduced to Sherry. (2025-03)	In-Progress	Mar-2: Ongoing
Erik / Graeme / Dean	Publish a CORA Website Posting advertising a get together for crew and club	In-Progress	Mar-2: Ongoing

	coaches to discuss and share coaching tips and ideas at 4 of the 2025 CORA Cup Series 2-day events. (2025-03)		
Erik	Erik to build pre-registration webpage, once event details are known. (2025-03)	In-Progress	Mar-2: Ongoing