



# CORA Executive Meeting

## MINUTES

November 20, 2003

**Next teleconference: January 11, 2004 7:00 pm – 8:00 pm**

### Present

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Alan Carlsson	False Creek Racing Canoe Club
Alistair Wilson	Gorge Rowing and Paddling
Brent Bagnall	Skaha Va'a
Dave Chambers	Vernon Racing Canoe Club
Don Mulhall	Penticton Racing Canoe Club
Marty van Leuken	Delta Outrigger Kanu Association
Sandra Krueckl	False Creek Racing Canoe Club
Rosemary Henry	Ocean River Paddling Club

### Absent

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Blue Marks	Kelowna Racing Canoe Club
John Roberts	Calgary Canoe Club
Paul McNamara	Jericho Outrigger Canoe Club
Peter Forand	Lotus Sports Club
Peter Hartman	Victoria Canoe and Kayak Club (RSVP)
Sabrina Schwanebeck	Jericho Outrigger Canoe Club (RSVP)

### Agenda item

1. **Adopt agenda:** four additional items added; 5.5 membership officer, 12. CORA & CCA, 13. Teleconference details and, 14. 2004 AGM dates.

Motion to adopt minutes: Brent Bagnall. Seconded: Rosemary Henry. No discussion. All in favor, motion passed

2. **2003 AGM minutes:** The 2003 AGM minutes were lost through clerical error. They are being rebuilt ASAP from rough AGM notes

**ACTION ITEM- ALL CORA MEMBERS:** All 2003 CORA AGM delegates to submit their AGM notes to CORA executive discussion e.group by Wednesday December 10, 2003

Motion (Alan Carlsson): A hard copy of all CORA minutes to be kept by CORA secretary. Seconded Marty Van Leuken. No discussion. All in favor, motion passed

3. **President report (Alan):** Short and sweet; the sooner we have committees in place the sooner we can address action items in a professional manner serving all our members' needs.

4. **Past President comments (Brent):** It is important that the CORA board support the new initiatives being brought forward by Alan. The past believes that CORA can exist as a minimalist organization and we need to look outside and set high standards for ourselves. We now have an interactive website, regular teleconferences, race rules. A single AGM for decision making is insufficient and we need forward momentum as a cohesive organization to make outrigger our number one priority.

5. **2004 Board vacancies (Alan):** 10 CORA executive board member out of 14 voted for candidates to fill the vacant positions. The newly ratified CORA officers are;

5.1. **Treasurer** Greg Leblanc

Pre-approved expenses for Treasurer while conducting CORA business can be covered.

**ACTION ITEM- Peter:** Please contact Greg and arrange for details of transfer.

5.2. **Secretary** empty

**ACTION ITEM- ALL CORA MEMBERS:** A secretary for CORA must be found ASAP. Please canvass your members and find someone willing to offer their services in this area. The secretary is not required to sit on any committees or task forces. Their job is to record minutes and arrange meetings.

5.3. **Communications** Shauna Halferty

5.4. **Education** Melanie Whittall

5.5. **Membership** Katy Milne

6. **CORA corporate and legal paperwork (Alan):** [Gabe Somjen](#) (JOCC) has agreed to take custody of CORA's legal affairs (i.e. filing with Ministry of Corporate Affairs). (Dave) Is CORA still a society under the Societies Act of BC? (Brent) Yes.

**ACTION ITEM- Peter:** **Can CORA move its** corporate office to McCarthy Tétrault? Due date: December 12, 2003

**ACTION ITEM- Peter:** Ensure that Gabe has all AGM minutes, directors' lists, etc. necessary for bringing CORA current with all legal paperwork. We may be 2-3 years out of date on this. Due date: as directed by Gabe.

**ACTION ITEM- Peter:** Once corporate office is established at McCarthy Tétrault, have letters patent altered to allow member clubs in good standing who also attend the AGM to be accepted as voting Directors. Due date: December 12, 2003

7. **CORA insurance** (Alan): CORA's insurance is now our own policy without white water BC and marathon canoe as co-insured. This may allow us to negotiate lower rates given our safety record. (Brent) WW BC has had deaths in past few years while CORA is clean. (Alan) We are awaiting a copy of our policy for review. (Marty) It would be wise to make our insurance policy available to all CORA clubs for review. This could be on the website in a members/directors only section.

**ACTION ITEM- ALAN:** review policy with Peter Forand. Due date: within week of receiving policy from SBC.

**ACTION ITEM- Shauna:** to investigate the possibilities for members/directors area on website for "sensitive information". Due date: January 11, 2003

## 8. 2004 Annual Goals

- 8.1. Demystify CORA to our members (the minutes will be made available on website, directors promote CORA to club members, information from CORA to members sent through directors)
- 8.2. Explore coaching education options (referred to Education Officer and Education Committee)
- 8.3. Annually update and review the CORA race rules (Race rule sub-committee)
- 8.4. Set and review the 2004 schedule and beyond (Race schedule task force)

## 9. CORA Standing Committees

Committees are now set up and should be prepared to report at the next CORA meeting. Committee chairs (BLOCK LETTERS) are responsible for setting their tasks, updating the board, seeking board approval as required, and disciplining / replacing non-performers on their committee(s).

Alan will send each chair person rough guidelines and help get committees started.

**ACTION ITEM- all CORA clubs:** each CORA club to delegate minimum of 2 participants to CORA standing committees. Unfortunately, the same person can't count two or more times. Names due to Chairperson by December 14, 2003

**ACTION ITEM- Shauna:** can we set up e.groups for each committee? Due date December 12, 2003. Implementation of the committee e.groups (if possible) should be completed by January 11, 2003.

- **False Creek Racing Canoe Club:**
- **Jericho Outrigger Canoe Club:**
- **Ocean River Paddling Club:**
- **Gorge Rowing and Paddling Club:**
  
- **Calgary Canoe Club:**

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- **Delta Outrigger Kanu Association:**
- **Penticton Racing Canoe Club:**
- **Lotus Sports Club:**
- **Vernon Racing Canoe Club:**

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- **River Spirit Canoe Club:**
- **Kelowna Racing Canoe Club:**
- **Victoria Canoe and Kayak Club:**

2 m

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2 volunte

#### 9.1. **Racing Sub-Committees**

9.1.1. Race course technical: SABRINA SCHWANEBECK

9.1.2. Race rules: SABRINA SCHWANEBECK, Alan Carlsson, Rosemary Henry

9.2. **Membership Committee:** KATY MILNE, Ben Lee

9.3. **Officiating Committee:** MEL WHITTALL, Brent Bagnall, Rosemary Henry

#### 9.4. **Education Committees**

9.4.1. Safety Education Sub-Committee: MEL WHITTALL, Katy Milne, Alistair Wilson

9.4.2. Coaching Education Sub-Committee: MEL WHITTALL, Rosemary Henry, Jackie Webber, Cathalynn Labonté-Smith (kid's programs)

### 10. **CORA Task Forces**

10.1. **Race schedule review task force:** ALAN CARLSSON, Brent Bagnall, [VRCK delegate], [ORPC delegate]

10.2. **International and Domestic Relations task force:** ALAN CARLSSON, Peter Forand, Brent Bagnall, John Roberts

10.3. **Internet Technology task force:** SHAUNA HALFERTY, Judy Shandler, [PRCC delegate], Colleen McCarthy

10.4. **CORA public relations task force:** MEL WHITTALL

10.5. **Race results and CORA Cup points task force:** Sandra Krueckl

### 11. **CCA-CORA**

11.1. CORA-CCA affiliation (Alan): Alan met with the CCA domestic Development Coordinator and discussed how CCA and CORA could benefit from a formal association. CCA is interested in expanding and drawing in new paddle sports, and working with interested sport governing bodies. We are awaiting paperwork and details on how this proceeds to better explain the mentioned \$2400 affiliation administration fees. Benefits for CORA include NCCP coaching database, coaching and officiating course development, safety initiatives, newsletter, etc.

11.2. This association will allow CORA to have NCCP certification effective immediately on formalization of the arrangement, course conductors and skill assessors will be needed for

the programs developed. NCCP coaching programs for paddling are taking on a better shape by orienting the education at;

11.2.1. Community / participation based coaching courses (Canoe & kayak, Dragon Boat, outrigger)

11.2.2. Entry level coaching courses (ELCC) for sport training with competency based education modules assessments in Canoe, Kayak, War canoe, Dragon Boat, Outrigger (modules designed and administered by CORA)

11.2.3. Elite performance coaching in same categories as above

**12. Teleconference (Alan):** Does CORA will pay long distance fees for teleconference attendance? Brent and Dave) Yes. (Alan) Do we want to set a teleconference schedule for the convenience of set numbers, access codes, etc.? (Dave) No, flexibility is better.

Next teleconference set for January 11, 2004 7:00 pm – 8:00 pm

**13. 2004 AGM dates:** Saturday November 6, 2004 from 9:30 am to 5:00 pm in Vancouver (room to be booked for 50 people)

**ACTION ITEM-** Alan: look into booking a (cheaper) room (50 person capacity) through Emily Carr Institute of Art and Design or Granville Island Hotel for the 2004 AGM. Due date January 11, 2004