



CORA EXECUTIVE MEETING MINUTES

January 18, 2009 8:00- 9:00 pm

A. Roll Call:

Present: Donna Wright, Shane Martin, Doug Mancel, Brian Johns, Jen Burford, Peter Forand, Ryan Pogue, Robin Roots

Absence: Kathleen Burton

Welcome- meeting convened at 8:00 pm

B. Additions to and Adoption of Agenda:

Ongoing Business: # 4) Insurance- Peter

New Business: # 3) Promotion of CORA -Ryan

C. APPROVAL OF MINUTES from December 21, 2008 Teleconference

Motion to accept minutes as circulated: Peter

Seconded by: Donna

Motion carried

D. ON GOING BUSINESS:

- 1) **Website:** The old CORA website has been updated and is functional. Shane will continue to do further research into developing a new open source content management system (easier to maintain & upload to) and will obtain a quote to have new website built. We will continue to use old site, asking Colleen McCarthy to provide support on a temporary basis, until new site is launched.

Donna noted that the message board on the existing website does not work and has created difficulty for users. Donna spoke with Brad Pritten www.pentictonoutrigger.com who quoted an approx \$1000. to get a website up and operating.

Action: 1) Shane will continue to research website platforms
2) Donna will notify Colleen that we will continue to use her services until a new site is in operation (\$35/hr)

- 2) **Finances:** Jen has contacted Adrienne regarding reconciling accounts payable. Still not confirmed if the \$2400 travel fund is assured.

a) Travel Grants: Ryan raised a number of issues relating to the allocation of CORA funds for travel grants 1) whether the club or the individuals receive the reimbursement for travel funding (need more clarity in the policy), 2) whether, alternately, travel costs should be offset by a reduction in club entry fees and 3) whether the travel grant money would be better spent to promote CORA activities.

It was clarified that the travel reimbursement was intended for the smaller clubs that do not have as many members to draw from to cover travel costs.

Action: 1) Jen will confirm that we have the funds to support this initiative given that there are some possible outstanding expenses.
2) The Board will continue discussion regarding this proposal on line- (Robin will circulate Cindy's proposal; Ryan will present options to all Board members on line; business carried forward)

3) Insurance Issues: Update: Peter met with representative from All Sport. Has had 2 requests for proof of insurance, will continue to refine process.

Donna noted that Cindy included a survey on insurance issues on the Club applications. Jan will compile results of survey on spreadsheet and will circulate.

Action: 1) Board needs to decide what to do with non-racing, non-members of CORA clubs (business carried forward)

4) Safety/Race Committees:

Safety Manual- Feedback from Board is that Manual needs to be condensed to a Safety Standard Manual (meet standard of CKC) and a separate Training/Coaching/Club Manual. Safety Manual needs to represent Best Standard and thus, items must be 1) consistent, 2) achievable, 3) relevant and 4) definitive.

Action: 1) Donna will send Peter the file and he will make first draft revisions
2) Peter will then circulate first draft to Board for review

NEW BUSINESS:

1) Canadian Iron Championships: Cindy notified (via email) race will be co-hosted by Victoria clubs, dates the same. Details (location and which clubs involved) will follow as confirmed.

2) 2010 Team Canada Coach Proposal:

- a) Letter from Kamini Jain was circulated to members prior to the meeting, requesting support from CORA for: 1) position as Team Canada coach, 2) CORA sanctioned Sprint Trials, and 3) Travel expenses for New Caledonia \$2000. - \$3000.

Board is prepared to sanction events, however needs greater clarification regarding her coach role and expectations regarding costs/expenses

- b) IVF Travel- Donna has requested CORA to cover her expenses to travel to New Caledonia May 10 -11, 2009 for a meeting in preparation for hosting trials and event May 22, 2012. Cost of airfare \$1200. - \$1500.

Action: a) Donna will clarify details of proposal with Kamini and get back to the Board asap as Sprint trials need to move forward. Online discussion to follow

- b) Board approved airfare cost for Donna to attend IVF meeting.

Motion forwarded by Donna, seconded by Shane. Carried

3) CORA: Promotion & Communication with Clubs:

Ryan brought forward the issue that there is little connection between CORA and its club members. He would like to see more effort be put into attracting new members, communicating issues with members, greater inclusion of eastern Canadian clubs, etc. Suggestions include a communiqué 2 x a year or a quarterly newsletter (Donna).

Action: Ryan to lead Discussion online with suggestions

Actions from Business Arising: as listed above

Business to be Carried Forward:

Items: 1) Website 2a) Budget confirmation, 2b) Travel Grant proposal 3) Insurance of non-racing, non-members and 4) Safety Manual; New Business Items: 2) Kamini proposal, 3) Promotion of CORA and Communication with Clubs

**** **Next Meeting: Sunday February 15, 2009 - 8:00 pm** ****

Meeting adjourned 9:17 pm