

Calgary Association of Legal Administrators

**2019/20
BOARD OF DIRECTORS**

PRESIDENT

Karryn Mysyk
McLeod Law LLP
(403) 873-3711

PRESIDENT-ELECT

(Memberships)
Holli McVean
Carscallen LLP
(403) 298-9295

VP SPONSORSHIPS

Jennifer Carter-Squire
Bennett Jones SLP
(403) 298-3150

VP PROGRAMS

Robert McLaughlin
Burnet, Duckworth & Palmer LLP
(403) 260-0389

VP EDUCATION

Michelle Zizek
Parlee McLaws LLP
(403) 294-7067

VP COMMUNICATIONS

Vikram Adhikari
Osler, Hoskin & Harcourt LLP
(403) 592-7118

TREASURER

Andrea Boyle
Stikeman Elliott LLP
(403) 508-9265

SECRETARY

Susan Taylor-Heward
Blake, Cassels &
Graydon LLP
(403) 663-2861

PAST PRESIDENT

Sharon Harris
Beaumont Church LLP
(403) 261-8365

Bow Valley Postal Outlet
Box 20126
Calgary, Alberta T2P 4H3

CALA Executive Meeting Minutes

November 27, 2019

12:00 noon

Bennett Jones

In attendance: Karryn Mysyk
Holli McVean (Absent)
Robert McLaughlin
Jennifer Carter-Squire
Michelle Zizek
Vikram Adhikari
Andrea Boyle
Susan Taylor-Heward
Sharon Harris (Absent)

Karryn called the meeting to order at 12:11 pm.

Motion to Approve minutes of the CALA Executive Board Meeting on October 30, 2019 along with Amended Minutes of September 25, 2019 and August 28, 2019 by Rob, 2nd Michelle – **MOTION APPROVED.**

REPORTS and ACTION ITEMS

Sponsorships – Jennifer

- Jennifer forwarded an updated BP listing prior to meeting; Frontier has a new logo and we should expect a copy of it soon for the website; FX has now paid; and Eldor-wal would like to present at a subsection meeting. Jennifer has circulated the Edlor-wall request to all the section chairs and is waiting to hear back. The following action item was carried forward from the previous minutes referring to Jennifer being included in Section meeting invites.

Action Item: Holli to add Jennifer to all section listings as VPBP so she will be sure to receive invitations to all section meetings for forwarding purposes.

Programs – Robert

- The December 5th Christmas party has a great response with 70 confirmed and 10 tentative guests. The ugly sweater contest is open to all guests and board members; and after a brief discussion, it was decided that Vikram and Rob would judge the contest with prizes awarded for the 1st, 2nd and 3rd place winners (\$75, \$50 & \$25 gift cards) to be purchased by Rob.

Action Item: Vikram to post the 'ugly sweater' gif/contest post from last year on CALA Social Media to remind guests of the contest. Rob to purchase prizes.

- BP appreciation casino is planned for January 23rd, however, Rob is out of town now, so he inquired about moving the event to Wednesday, January 22nd and as the Venue and Casino companies are available, it was agreed to move the date.

Action Item: Michelle to update/recirculate the Calendar of event and Rob to reissue the save the date email.



- Rob offered to have BDP OCR all the previous years minutes, so they are electronically searchable. Rob will determine which minutes are missing from the minute book once he has the Box for reference.

Action Item: Sue will confirm with Rob once all the box of prior year Minutes is ready to be picked up.

Education – Michelle

- Gregor Jeffrey is now booked for the Law Firm Leaders Lunch taking place on Tuesday, February 11th at a cost of \$7,500 (which includes all his incidental expenses) and Michelle has inquired and plans to tour the Oak room at The Palliser Hotel who have offered us the room with no booking fee.

Action Item: Michelle to send out the save the date shortly once the venue is confirmed.

- Conference wrap up discussion centred around how successful the whole event was from the vendor fair; the venue; and the delicious food - it was all wonderful. Michelle mentioned that PB's commented to her that they really appreciated being part of the conference; they felt it was time well spent. With 17 vendors, the cost of non-member guest; and no show fees really helped to offset the total expense of the event – which should be coming in under budget but will be outlined further in next month's budget reconciliation. Michelle noted that she feels holding the event every 2 years would keep the event fresh.

Communications - Vikram

- Vikram reported that the testing on the forums is complete; the Website is up and running; all expenses have been paid; and noted that we have website support available for one year.
- It was confirmed that Platinum and Gold BP logo's would be posted on the website for one month and then swapped. Currently only 3 logo's can display but Vikram will investigate if we can display 5 logo's instead.

Action Item: Vikram to determine if 5 logo's can display on website.

- All new members for the year have been announced on the website and social media and Vikram will commence recognizing/thanking our Platinum, Gold and Silver (not bronze) BP's on our social media.

Action Item: Vikram to commence BP sponsorship recognition.

Treasurer - Andrea

- Budget as at October 31, 2019 circulated prior to meeting – we are currently under budget, however, the November reconciliation will include numerous cheques and invoices from the Conference where we anticipate staying within budget. The golf tournament was over budget by \$2,000.

Secretary – Susan

- 2016/1017 Minutes have been printed and the book has been started. Andrea offered to verify if anything is missing and source the Agenda's to accompany the minutes.

Action Item: Sue to follow-up with Andrea re: missing agendas.

President – Karryn

- Karryn inquired about a location for the Board Christmas Dinner, December 12, 2019 and Alloy was agreed upon.

Action Item: Karryn will make reservations and re-circulate invite.

Meeting Adjourned at 1:00 pm and our next meeting will be held at noon on January 21, 2020 at Blakes.