

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

Wednesday, March 17, 2020

Teleconference

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

Karryn called the meeting to order at 12:06 pm.

Motion to Approve minutes of the CALA Executive Board Meeting on February 25, 2020 Meeting tabled to next meeting.

REPORTS and ACTION ITEMS

Present - Karryn

- With the Covid-19 virus dictating how we operate our businesses now, it was noted that numerous law firms have moved to a closed model; some with skeleton staff; and a large number of firm members working from home. This unprecedented event will affect the coming year and events in ways we can not foresee.

President Elect –

- Holli is waiting to hear back from Kevin regarding booking of the golf tournament and advised that she will be preparing the New Members Report/Update for the upcoming AGM.
- Sue advised that on her last day in the office she went ahead and forwarded Rob the Binder of all the original applications for 2020/2021 compiled from the Canada Post Mail.

Action Item: Holli to follow up with Rob regarding Membership for 2020/2021.

- With the departure of Holli and Sharon and the change to the AGM from a face to face meeting to an email vote. Karryn noted everyone should send their Annual Reports/Updates to her for inclusion in the email voting in the new nominees to the Board.

Action Item: All board members to prepare year end reports/updates.

VP Sponsorships - Jennifer

- Sponsorship cheques are coming in. Jennifer advised that she may send reminders out to those who have not paid. It was noted that Andrea is currently holding the cheques until April 1st for deposit in the new year.



Action Item: Sue advised that we have received 7 more cheques and she will outline them in an email to Jennifer after the meeting.

VP Programs - Robert

- Robert confirmed the cancellation of the lunch at Murrieta's for the AGM and noted we will need to adhere to the old by-laws until the new ones are accepted by corporate registry for quorum. Meaning 25% of our membership is needed to pass the vote for the upcoming 'emailed' AGM. Rob also confirmed the new by-laws have been submitted to Corporate Registry and he is waiting to hear back.

Action Item: Rob to cancel AGM invite through outlook to the members.

VP Education – Michelle (absent)

- Karryn noted that the upcoming education event has been postponed to the fall.

VP Communications - Vikram

- Vikram advised that he was been unable to post thank you(s) to our business partners of late and everyone was in agreement that it was low priority at this time.

Secretary - Sue

- Sue advised that she had been picking up the mail and forwarding all cheques to Andrea for deposit; sending a list of the sponsorship cheques received to both Andrea and Jennifer; and organizing the original membership applications in a binder in alphabetical order (over 60+ to date).
- Sue also advised that she was unable to connect with Vern and Kari about heading up the Facilities sub section and it was unanimously decided that under the circumstances an email regarding same would suffice.

Action Item: Sue to follow up with Vern and Kari and report back to Karryn as soon as possible.

President – Karryn

- Karryn advised that in order to be more transparent with the membership she would like to send an email asking for volunteers to lead the subsection for Human Resources and Facilities. We do have one volunteer currently for chair of the Human Resources section.

Action Item: Sue to follow up with Karryn regarding Facilities so the email can be sent before the AGM.

- Karryn advised that the plan for the Strat planning sessions for April 3 and 4th were to go ahead as planned.
- Rob advised that he was helping Andrea by putting the Strat planning binder together with a tentative agenda and yearly calendar for reference.

Action Item: To assist with the planning, Karryn will send a copy of last year's binder to Rob and Holli will provide Rob with the yearly calendar and other materials she has been working on for 2020/2021 season.

Meeting Adjourned at 12:38 pm and our next meeting will be the Strat Planning session on April 3rd, 2020 at the Delta Hotel.