



Calgary Association of Legal Administrators

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2020/2021 BOARD OF DIRECTORS

PRESIDENT

Andrea Boyle
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PRESIDENT-ELECT

(Memberships)
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Palmer LLP
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Bennett Jones SLP
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403.663.2861

VP EDUCATION

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VP COMMUNICATIONS

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SECRETARY

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Borden Ladner Gervais LLP
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PAST PRESIDENT

Karryn Mysyk
McLeod Law LLP
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CALA Executive Meeting Minutes

Tuesday, July 21, 2020
Noon- Virtual

In attendance: Andrea Boyle
Karryn Mysyk
Robert McLaughlin
Jennifer Carter-Squire
Michelle Zizek
Vikram Adhikari
Andrea Boyle
Susan Taylor-Heward
Rene Brenkman
Rada Baljak

Approval of Minutes from June 23, 2020

- Andrea: Motion to approve minutes
- Karryn Seconded:

REPORT and ACTION ITEMS

President - Andrea

- No update on Award of excellence at this point
- CLI registration: All have registered

Action Item:

- Everyone review the operations handbook and guide for updates and share recommendation. Sue to send everyone the electronic version so that we can track changes.



President Elect – Rob

Rob's Firm will do the update again this year. Filing Fee only no time charged.

Sponsorship – Jennifer

Business Partners: Unfortunately, we have lost quite a few business partners due to COVID (down by half this year) We need to reach out again in the new year.

- Money outstanding
 - Payment outstanding from Ricoh
 - Access they confirmed payment has been sent 30th. Still outstanding
 - Krank – Sending payment
- Website has been update. No worrying about a banner
- Question: will the drop in BP affect our budget? No. we planned for this. We are Under budget \$ 7900 if we get Ricoh at \$ 5000 we will be at \$ 50 000 which is what we budgeted. Once all the funds is \$ 52 700 total

Action Item:

- Reach out to subsection leaders
- Calendar of events can be sent out – confirm with Rada and Sue

Memberships – Robert

- 7 people that are ALA members that we have not received a form for

Action Item:

- Rob to send new membership to Jenn and sub-section leaders

Education – Rada

- Sept. 29 Stephanie Camble – has agreed to a virtual session on Trust Funds in these strange times. No charge – could get a courtesy card.
- November 19, 2020 - Valerie November – session on bullying – hoping we can do something at Sheraton – Rob suggested we focus on Diversity and Inclusion first and leave bullying to next year.
- Law Society in New Year – not followed up yet.

Program/Social Events – Sue

- Everyone really enjoyed the Zoom call and we can consider more of these.
- Can we increase our prize offering and perhaps invite kids to the next call?
- Discussed the time for these to start. Agreed on 3:00 pm

Action Item:

- Follow up with Magician that Michelle used. 3:00 pm
- Please send Sue any other ideas via email.

- Do we need to do anything on calendar of events? Be more specific on the events detail. What can we do to make it a little more specific? Depending on COVID. Send it out to the business partners and membership
- Sue and Rada to finalize document

Communications – Vikram

Website tried to keep everything up to date. There used to be a picture of all the board members. Like to have a picture of all of us together

Action Items:

- Rada send in picture
- Vern's picture needed
- Can you do a screen shot of everyone on a Zoom call

Treasurer - Michelle

\$7 900 under budget for BP. For memberships we budgeted \$ 22 000. We are \$2 500 under. We are close if we get the additional 7 members to join. We are in good shape. Only two expenses.

- Karryn Mysyk was unable to attend ALA conference so returned \$1,776 to CALA
- Brenda Trybuch returned the \$600 bursary she was given to attend an ALA conference.

Secretary – Rene

Reminder to approve the minutes

Past President – Karryn

Nothing extra to add.