



Calgary Association of Legal Administrators

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CALA Executive Meeting Minutes

Tuesday, February 16, 2021
Noon - Virtual

Approval of Minutes from December 1, 2020 & January 19, 2021

- Dec Motion to move by Andrea and Seconded by Rada
- Jan Moved by Andrea and Seconded by Sue

REPORT and ACTION ITEMS

President - Andrea

- D&I Committee update
 - Email sent our regarding the D & I. Currently have 7 volunteers. Recommended 3 member and 2 business partners
- 2021/22 Board positions solidified
 - Everyone confirmed for next year
 - Jennifer stepping down
 - Secretary and programs positions open
- Peer Mentor Support emails sent out
- AGM: April 13, 2021 over lunchtime. Anticipate it to be short
- PAE update – Well on our way to apply for the award.

President Elect – Rob

- Discussion and approval of the CALA Operations Handbook. Updated as of Feb 16, 2021. Rob will send it out today.



- CALA Membership Form for 2021-2022. Rob would like to send out the renewal form and include something about D & I.
Confirmed we can do e-transfer and cheques only. Use treasurer @cala etc email.

Sponsorship – Jennifer

- All invoices went out to current VP and some cheques will be coming in
- Note made as to who is confirming their renewal and who would be interested next year.
- Send a note to past BP to see if they are interested to come back. No reduction and paid the same amount
- David Aplin are not renewing

Memberships – Robert

- No updates. Someone who is returning at McCarthy

Education – Rada

- Received positive reviews of Valarie's presentation. Main concern what that it was rushed and could have been had more time allocated. Open to present to us again.
- Next two events are March 4th and March 22nd. Canvassing for new events

Programs – Sue

- Great response to the next event. Currently have 46 people. RSVP Friday.
- Need to use CALA's Zoom account.
- Scavenger hunt planning underway.

Communications – Vikram

- Updating social media with business partners
- Event and try to update as I can
- Housekeeping on the website and removing people etc.
- Prepping to hand over to Rene

Treasurer - Michelle

- Financials attached. In a good position. Nothing to update.
- Patty and Lily GL Community challenge GL Code. Exceed budget on membership fees. \$ 7500 over.

Secretary – Rene

- Update binder and send Rob the minutes and then upload for CALA etc.

Past President – Karryn

- Looking at nominations.