



A Chapter of the Association of Legal Administrators

CALA Executive Meeting Minutes

Wednesday, October 13, 2021

12:00 p.m. – 1:30 p.m. (Virtual)

In attendance: Robert McLauchlin
Michelle Zizek
Andrea Boyle
Susan Taylor-Heward
Vikram Adhikari
AnneMarie Wensrich
Rada Baljak
Cheryl Morgan

Approval of Minutes from September 13, 2021 Executive Meeting

Motion to approve minutes: Andrea

Seconded: Sue

President – Rob

- Business Partner Prospectus update
 - approved unanimously
 - Does it need to be reviewed generally?
 - It is quite lengthy, but okay with how it is for now.

- Marketing Subsection

ACTION ITEM: Rob to email Anne Derby at Gowlings to follow up on discussion, as they may be interested.

- Forums and Participation
 - The HR Subsection is the most active and has the most immediate response requirements.
 - An email reminder went out regarding how to use the forum and subscribe appropriately.
 - We will continually need to remind and encourage forum use.
 - There is still a time and a place for limited email chains; the Board will not micro-manage these.

- Vikram and Rene reviewed subscriptions – some new members were not subscribed

ACTION ITEM: Rene to go through all members and subscribe them to the appropriate sections of the forum. If members then want to unsubscribe they can.

- CAPLA (Canada Association of Petroleum Land Administrators)
 - They have reached out regarding a potential for synergy – would we like to pursue?
 - They seem to be mostly interested in D & I events

ACTION ITEM: Rob to get back to them with more information and will request additional information from them.

- Golf Tournament
 - Great success, great day, great venue, great attendance
 - Kevin has booked September 15, 2022 for next year's tournament
- Social Media
 - We are to be sharing ALA posts
 - November 15 deadline to do a media post with ALA. The Truth & Reconciliation event would be a unique event to highlight

ACTION ITEM: Rob will discuss further with Rene.

- We are not posting as much on social media this year.
- Need to highlight business partners.
- We can post re: donation to Calgary Women's Shelter resulting from mulligan sales at the golf tournament.

ACTION ITEM: Rob to transfer money to Vikram to deposit and will write something for Rene to post.

Memberships – Michelle

- Circulated updated membership list.

Sponsorships – Sue

- Premier Van Lines – new business partner
- Accidentally invited all business partners to the next D & I event, instead of just the platinum business partners
- Needs to connect with platinum business partners regarding which events they would like to speak at
- Will circulate an updated list of business partners

Education/Diversity & Inclusion – Rada

- Discussed feedback received regarding D & I event – very well done
- We need to get member feedback from 4 events. Will send out a survey after the October 14 presentation.
- Should we consider recording events and putting on the website for members to view?
- January 19 event – hoping for in-person at the Sheraton
- Law Firm Leaders Lunch – hopefully at the Fairmont Palliser

Programs/Social Events – AnneMarie

- ServiceMaster – their idea is to cover the first round at the November Happy Hour.
- Will look into Barcelona as location
- Christmas Social – National on 8th has \$5000 minimum spend, which is within budget and is a good location. Will look into cancellation policy in case of covid restrictions.

Treasurer – Vikram

- Golf tournament final cost was \$12,815. Budget was \$17,000.
- We are in good shape.

Board Christmas Dinner to be rescheduled for December 16 at Major Tom. Michelle will look into getting a reservation.

Next meeting scheduled for November 23 at 12:00 p.m.

Meeting adjourned: 1:30 p.m.