



A Chapter of the Association of Legal Administrators

Calgary Association of Legal Administrators

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2022/2023

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CALA Executive Meeting Minutes

Wednesday, June 15, 2022

5:00 to 6:30 PM

Vogel LLP

Attendees: Rob, AnneMarie, Michelle, Cheryl, Rada, Sue, Vikram, Kevin

Absent: Rene

Approval of Board Meeting Minutes from March 24, 2022 and AGM

March 24- Rob moved to approve. Vikram seconded. Unanimously approved.

AGM – Rob moved to approve. Cheryl seconded. Unanimously approved.

Strat Planning meeting – Minutes amendment – Sue added that we will need to all reach out to our subset of CALA members as board liaison mentors.

Action Item: Sue to forward divided membership list to all board members.

Report and Action Items

President - Michelle

President's Award of Excellence

n/a

Salary Survey Information

Unable to increase cost this year as discussed at Strat Planning meeting as the survey was sent to members on May 12. Will increase cost next year

Benefits survey will not be included this year. Will only include a benefits survey every second year going forward.

Operations Manual

Changes to the operations manual as circulated by Michelle. Cheryl moved to approve. Vikram seconded. Passed unanimously.

Subsection chairs – HR, IT, and Facilities

HR- Stacey Koehler has asked to be removed as co-chair of HR subcommittee. Will continue to chair the Marketing Subcommittee.



IT – Michelle Greene will take over chair responsibilities in September.

Facilities – Rene reached out to Vern to gauge his interest in remaining chair. At the time he said he would continue on but has since asked to be replaced. He has sent out a list of meetings for the year though.

Action Item: Sue to discuss with Paul Dinino to see if he is interested in taking on the role

Action Item: Michelle to email the rest of the facilities subsection to determine if there were any other interested parties.

President Elect – Susan

n/a

Sponsorship – Rada

Has reached out to all business partners to introduce herself.

Also sent a survey to gauge BP satisfaction levels with their sponsorship experience and our events. So far, 3 responses. Generally happy with the experience and looking forward to more in-person events.

Sue - Still delivering pictures completed at the Business Partner event back in May. Still need to connect with Eldor-wal, Dye & Durham, Ricoh, Urban Legal and Korbitek. Out of town business are problematic.

Memberships – Susan

5 new members since the June 1st update. New lists will be circulated shortly to sub-committee leaders and Rene for website posting. Rene has already been advised of the new members so she can provide them access to the website.

2 new members have contacted us through emails on the CALA website.

Action item: Sue to circulate updated membership list to the board.

Education – Cheryl

Trust Safety presentation all set to go for June 21

Working on organizing a virtual overview of the ALA website with Terri (chapter resource rep) – will look at August dates

Requested suggestions for finding speakers

Action Item: Kevin to provide info re: mental health speaker and Wendy Wilton

Action Item: Rada will provide some info on previously investigated speakers to Cheryl.

Programs – AnneMarie

Stampede breakfast organized and ready to go.

Action Item: AnneMarie to forward invitation to membership.

August Happy hour at National on 8th

October Happy hour at YYC Rooftop.

Christmas party at National on 8th.

Communications – Rene

Website has been updated with current membership and Business Partners.

Treasurer - Vikram

See current reports for financial details.

Having difficulty reconciling electronic payments (for membership dues and salary survey) with individuals. There is no detail available on the electronic entry. Kevin suggested possibly asking members to include a receipt of payment with their form.

Secretary – Kevin

Golf tournament – Will be sending a save the date before the end of June.