

## **CALA Executive Meeting Agenda**

Tuesday, January 21, 2020  
12:00 pm  
Blake, Cassels & Graydon LLP  
855 - 2nd Street S.W., Suite 3500,

### **1. Approval of Minutes of the November 27, 2019 board meeting minutes**

### **2. REPORTS and ACTION ITEMS**

#### **(a) President-Elect – Holli**

- (a) **Action Item:** Holli to add Jennifer to all section listings as VPBP so she will be sure to receive invitations to all section meetings for forwarding purposes.

- (i) Governance Committee report including By-Law discussion
- (ii) Membership report
- (iii) Other

#### **(b) Sponsorships – Jennifer**

**Action Item:** See above

- (i) Sponsorship Report
- (ii) Other

#### **(c) Programs – Robert**

**Action Item:** Rob to reissue the save the date email for BP Appreciation.

**Action Item:** Sue will confirm with Rob once all the box of prior year Minutes is ready to be picked up.

- (i) Programs report
- (ii) Other

#### **(d) Education – Michelle**

**Action Item:** Michelle to update/recirculate the Calendar of Events.

**Action Item:** Michelle to send out the save the date for Law Firm Leaders Lunch shortly once the venue is confirmed - response so far?

- (i) Conference Committee Debrief - if numbers are in
- (ii) Education report
- (iii) Other

**(e) Communications – Vikram**

**Action Item:** Vikram to determine if 5 logo's can display on website.

**Action Item:** Vikram to commence BP sponsorship recognition.

(i) Website Committee

(ii) Other

**(f) Treasurer – Andrea**

(i) Budget Review

(ii) Other

**(g) Secretary – Susan**

(i) Report

**(h) Past President – Sharon**

(i) Salary Survey Committee - speak to concerns about reliability

(ii) Other

**(i) President – Karryn**

(i) Presidents Award of Excellence

(ii) Storage and handling of Corporate Records - minute books, board minutes, etc.

**3. Adjourn**