

Calgary Association of Legal Administrators

**2019/20
BOARD OF DIRECTORS**

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Karryn Mysyk
McLeod Law LLP
(403) 873-3711

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(Memberships)
Holli McVean
Carscallen LLP
(403) 298-9295

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Jennifer Carter-Squire
Bennett Jones SLP
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VP PROGRAMS

Robert McLaughlin
Burnet, Duckworth & Palmer LLP
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VP EDUCATION

Michelle Zizek
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VP COMMUNICATIONS

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(403) 592-7118

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(403) 508-9265

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Susan Taylor-Heward
Blake, Cassels &
Graydon LLP
(403) 663-2861

PAST PRESIDENT

Sharon Harris
Beaumont Church LLP
(403) 261-8365

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CALA Executive Meeting Minutes

Wednesday, February 26, 2020
12:00 noon

Burnett, Duckworth & Palmer LLP

In attendance:

Karryn Mysyk
Holli McVean
Robert McLaughlin
Jennifer Carter-Squire
Michelle Zizek
Vikram Adhikari
Andrea Boyle (Absent)
Susan Taylor-Heward
Sharon Harris

Karryn called the meeting to order at 12:10 pm.

Motion to Approve minutes of the CALA Executive Board Meeting on January 21, 2020 by Holli; seconded by Michelle and unanimously Carried.

REPORTS and ACTION ITEMS

President – Karryn

- Due to a motion and an action item that was originally seconded and passed during the May 2, 2019 Strategic Planning Meeting but not reflected in the official and approved minutes that were issued on May 16th; Sharon made a motion to amend the previously adopted minutes dated May 2nd and the operations guide to clarify that the President is the person who acted in that capacity for the year before the attendance date of the ALA National Annual conference. President-Elect is the person who acted in that capacity for the year before the attendance date of the ALA National Annual Conference. It was noted that we would not change and resubmit the minutes of the May 2 meeting but simply note the error and change in the February 26, 2020 minutes.

The Motion was seconded by Michelle and unanimously Carried.

Going forward, in 2020 that will mean that Karryn (at that time will be Past President) and Holli (at that time will be President) will attend the ALA national conference at SLC.

Action Item: Review the wording of the Operations Guide for ALA Annual National Conference attendance to reflect the president, at the time of registration, is the person who just completed their Chapter Year.

New Board Position and Nominating Committee Report - Sharon

Total Number of Events	17
Total Events with an Attendance List	15
Most Participation by a Non-Board Member	12
Most Participation by a NEW Member	11
Number of Non-Board Members that attended <u>10 events</u>	3
Most Subsection Attendance	(5 Each)
Number of NEW members that attended ZERO events	7 of 25
Number of NEW members that attended only 1 event	5



- Prior to the meeting Sharon circulated the Attendance Spreadsheet for the year and the above table outlining a few highlights from the year for attendance at functions.

Action Item: Michelle to send Soup Sister Attendance to Sharon to include in the attendance spreadsheet.

- Board positions for 2020 were discussed noting the need for nominations for Secretary and VP Education.

President	Andrea Boyle
President – Elect	Robert McLauchlin
VP Sponsorships	Jennifer Carter-Squire
VP Programs	Susan Taylor-Heward
VP Education	<i>Seeking Nominations</i>
VP Communications	Vikram Adhikari
Treasurer	Michelle Zizek
Secretary	<i>Seeking Nominations</i>
Past President	Karryn Mysyk

- Sharon also mentioned that we may need a new returning officer next year.

Presidents Award of Excellence – Karryn

- Karryn thanked everyone for assisting with the Responsibilities to Chapter Members spreadsheet – we have completed and forwarded our response to ALA.

2020 Golf Tournament - Holli

- Holli reported that Kevin Larsen is looking for feedback on the 2019 Golf Tournament and it was suggested that we look for a new venue as there were problems with the event last year with timing, late start and lack of golf carts available due to another tournament.

Action Item: Holli will get back to Kevin with the feedback. September 10, 2020 was suggested as a good date for next year.

Subsection Heads - Karryn

- Currently looking for a new sub section chair for HR and possibly facilities as they have not held any meetings this past year. Karryn will look after HR for now until our new chairs are in place.

Action Item: Sue volunteered to connect with the facilities head to inquire if they want to continue as chairpersons.

Financial Subsection request - Holli

- Nyla suggested a follow up meeting with the law society following up Q and A on the client identification and verification rules.

Action Item: Holli will pass this on to our new VP Education for 2020.

Stampede Event - Sue

- Currently looking at booking Palomino for breakfast on Tuesday, July 7th or lunch on Wednesday, July 8th. Sue also noted that there are events planned after the AGM before Stampede and will look into tentatively booking a happy hour in early May before the long weekend.

Action Item: Sue to book and report back.

Response to Special Resolutions and Motion to Register New by-laws – Holli

- Holli reported that we have 36 approved votes and zero rejection with our old by-laws and quorum being 30 members which is 25% which means we met quorum to pass the special resolution. Holli motioned to have the new approved by-laws registered at corporate registry and adopted into our minute book with BDP, seconded by Michelle and unanimously carried.

Action Item: Holli will send the approved by-laws to Robert McLauchlin

Website update - Vikram

- Vikram advised that Testimonials have been added to the main page of our Website.

Sponsorship update - Jennifer

- Jennifer reported that the invoices have gone out to all the sponsors and cheques are coming in.

Survey responses - Holli

- Holli mentioned that she had some wonderful responses to the survey and will connect with the people who responded to see if we can use their responses on our website.

March Education Event – Michelle

- 36 people have responded to the March education event. A brief discussion about name tags at events occurred. It was suggested that we have name tag in future, especially at the Law Firm Leaders Lunch where we have so many guests.

Action Item: Jennifer noted that she has a great name plate precedent and will forward same to Sue.

Meeting Adjourned at 1:25 pm by Rob and our next meeting will be held at noon on March 17, 2020 at Oslers.