



# Calgary Association of Legal Administrators

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## 2020/2021 BOARD OF DIRECTORS

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## CALA 2020/21 Strategic Planning Session Minutes

Tuesday June 23, 2020

8:00 am – 4:00 pm – Glenmore Inn

In attendance: Andrea Boyle  
Karryn Mysyk  
Robert McLaughlin  
Jennifer Carter-Squire  
Michelle Zizek  
Vikram Adhikari  
Andrea Boyle  
Susan Taylor-Heward  
Rene Brenkman  
Rada Baljak

Andrea called the meeting to order at 8:15 am with round table introductions.

### Minutes from last meeting - March 17, 2020

- Susan : Motion to approve minutes
- All: Seconded: All yes.

### Welcome to New 2020/2021 Board Members

- Andrea welcomed Rada Baljak (VP Education) and Rene Brenkman (Secretary) as new board members.

### Website Photos

- Andrea asked Rene and Rada if they would like new photos or if they had any professional photos that they would like to use. Both have Firm photos to use for the website

**Action Item:** Forward photos to Vakrim to update the website

### Signing Authority

- Michelle requested that all board members to sign a bank letter. Rene and **Action Item:** Rada and Rene send in a copy of ID's and contact the bank to ensure they have signing authority.

### Acknowledgment of challenges for the Chapter Year

- Andrea acknowledged that with the COVID 19 Pandemic there has been a number of challenges to proceed with CALA as business as usual. We certainly have an interesting year ahead however, we feel we will be able to pivot and adjust to the new environment and plan quality professional development, educational and networking events.



### Salary Survey

- Andrea motioned that we postpone the salary survey for this year due to COVID. Motion was seconded by Rada and Susan. Salary Survey will be postponed to next year.
- Michelle suggested that we review our survey and see if we can improve or expand it to provide more information

**Action Item:** Patti to send an email out to CALA Members announcing postponement to the survey

**Action Item:** Michelle to review ELOMA to see if we can glean any additional information to improve our Salary survey report

### Operations Manual

- Andrea suggested that we update the operations Manual with the new bylaws and create an additional document that reflects the changes in ALA for membership requirements (criteria of guidelines of who can now join)

### Business Partner Engagement

- Jennifer indicated that we have Business Partners Sponsorships outstanding. She will follow up with all Business Partners regarding the deadline to join for 2020/2021 Sponsorship no later than July 3<sup>rd</sup>
- Jennifer requested that we continue to send her any new vendors or potential business partners to her.

### Membership Engagement

- Rob indicated that there were a number of outstanding membership fees. This may or may not be due to COVID and remote working. We all agreed to reach out to various members to follow up on fees

### Subsection Meetings

- Rob suggested that we consider adding sub-sections. Suggestions were for Trainers and a Small Firm sub-section to increase exposure to CALA. HR- subsection continues to be limited to HR professionals. Although we agree that small Law firms would benefit greatly there may be cost related concerns for members to join.
- The Board discussed having regular meetings for sub-sections. Facilities has not been holding regular meetings and will be encouraged to do more in 2020/2021.
- Board discussed using SurveyMonkey to send out a survey asking what topic would members like to hear about at sub-sections meetings and if they had any ideas about who would benefit from a subsection meeting.
- Vikram suggested we use Zoom for up to 40 minutes for remote meetings or each Firm's own platform to set up virtual sub-section meetings.

### New Members (ALA Chapter Requirements)

- Andrea indicated that ALA had changed their chapter requirements to remove on members. Membership reviewed the bylaws about eligibility and agreed that we could adapt for CALA. Agreement was that we would review each application case by case, however HR subsections would remain open only to HR administrators, coordinators or Managers.
- We would like to obtain the Award of Excellence again as a Chapter and ensure that our Chapter performance objectives align with ALA.
- Board to create a list to review what we need in order to comply with the requirements to obtain the award

**Action Item:** Rene to add as an agenda item to every board meeting going forward. Discuss survey and compliance for 2020. Chapter performance objectives.

### **Budget**

- Board spent some time reviewing the budget for 2020/2021. Due to COVID there is less expenses related to events this year. Final Budget numbers will be reviewed at the next board meeting

### **Committee Requirements and Concerns**

- Andrea indicated that we need more clarity on what committees we have what they are doing.
- Board reviewed the list of committees to validate they were correct.

**Action Item:** Vikram to update the committees on the website

### **Upcoming Calendar of Events**

- The theme for this CALA year will be “ Expect the Unexpected”, with the aim to start engaging our members in new ways
- Board established dates for 2020/2021 board meetings

**Action Item:** Andrea to send out a email with a COVID19 update and what the board is doing and also share our theme for the year “Expect the unexpected) and send out a calendar of events

### **Education**

- Rada to review the rest of the year’s education events. Tentative dates set

### **Program/Social Events**

- Tentative dates set for upcoming events. However, events this year may be different due to social distancing and COVID. Virtual events discussed and a calendar of tentative dates reviewed.

**Action Item:**

### **Golf Tournament**

- Due to COVID there recommendation is to cancel the golf tournament this year.

**Action Item:** Susan to discuss with Kevin Larson

### **Community Challenge**

- Suggested Community Challenge is a Toy Drive for Christmas this year

**Action Item:** To be discussed at next board meeting