



Calgary Association of Legal Administrators

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CALA Executive Meeting Minutes

Tuesday, August 11, 2020
Noon- Virtual

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

Absent : Robert McLaughlin

Approval of Minutes from July 21, 2020

- Sue: Motion to approve minutes
- Jennifer: Seconded

REPORT and ACTION ITEMS

President - Andrea

- Review of CLI Sessions. Everyone found them beneficial
- Did have a call with our representative Chapter 5 contact, Stacey. Asked many questions and let us know they are here for us.

Action Item:

- Andrea to follow up to see if the sessions are available online to catch up
- Will be looking at the President Award to see if we can do it during COVID



Sponsorship – Jennifer

Business Partners:

- List finalized
- Creative thinking needed to engage the Business Partners during this time
- Payment received from Boost \$ 500
- Ricoh still outstanding
- \$ 2200 from Access is still outstanding and payment from Kranq

Action Item:

- Sent subsections leaders a note to acknowledge the appropriate BP to attend the subsection details.
- Follow up with Ricoh
- Andrea to contact Kevin for support
- Rene to follow up with Vern Barnard regarding Office Services Subsection

Memberships – Robert

- Received payment from Tory and Fasken

Action Item:

- Rob to confirm who has paid and who is still outstanding

Education – Rada

- Discussion with Val regarding Bullying session. Agreed that we can defer to next year. May be opportunity to address bullying topic that arisen during COVID
- Will move forward with Stephani Campbell with Trust in September
- November 19, 2020 still pending

Action Item:

- Rada to finalize November 19 event

Program/Social Events – Sue

- Handbook: Everyone except Michele and Andrea have updated the handbook.
 - Update: The only person who is supposed to attend the conference should be the president. Useful for the President Elect. To consider should we allow the board to decide? We recommend that the board to decide
- Golf Tournament. Kevin has a contacted a company to host the golf tournament but is still wondering if we should not proceed.
- August Happy Hour: Have ideas but not finalized. Mixologist. Boxes are sent to those who register, and they join a zoom and learn how to make the drinks.
 - Ninja Bingo

- Steve(Big Promotions) is able to assist with promotional Hand sanitizer or could we do Buffs instead of masks? Reminder Cindy from Supreme Basics does promotional Items
- How much do we want to spend on a drop off? Proof YYC could help?

Action Item:

- Please review the notes on the handbook and let Sue know what the updates are.
- Calendar of Events to go out for Jenn to send to Business Partners
- Vikram assist with Zoom set up for meeting
- Ideas on Christmas Event please share with Sue – Steak/Cooking event.

Communications – Vikram

- Continue to update Website
- Need to add something to our social media regarding out meetings
- Sue has been trying to fix out minute files, we found a bug on the website
- Minutes are posting on ALA website for CALA and CALA on board only
- We can post a few more things in line with the ALA guidelines.

Action Items:

- Andrea to follow up about posting more things as long as they follow ALA guidelines.

Treasurer - Michelle

- There are two categories: Membership Fees and Business Partners Fees
- We are \$ 384 under for Membership fees
- Can we please confirm what are we under for the Business Partners Fees? Once we have that finalized, we should be well over
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Action Items:

- Jennifer to confirm what is outstanding with Membership Fees
- Happy Hour expense needed from previous month

Secretary – Rene

Action Items:

- Rene to follow up with Vern about OS Subsection
- Finalize all minutes and add to CALA and ALA upload

Past President – Karryn

Action Items:

- Karryn to track attendance at events
- What happens with the Past president Dinner and who attends?