



Calgary Association of Legal Administrators

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2020/2021 BOARD OF DIRECTORS

PRESIDENT

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PAST PRESIDENT

Karryn Mysyk
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CALA Executive Meeting Minutes

Tuesday, December 1, 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

Approval of Minutes from November 3, 2020

- Rob: Motion to approve minutes
- Rada: Seconded

REPORT and ACTION ITEMS

President - Andrea

- ALA's event will be in Chicago but venue is still closed. May be a different venue.
- Boards and Committees being encouraged to look at a Diversity and Inclusion Committee. Question raised if we need a committee or a board member only. We need to determine our objectives
- We will be featured in January 4th Social Media platform on the website. Andrea submitted a short piece.
- President Awards to be submitted by end of February. Rob/Karryn and Andrea to review.



- We need to start recruiting for the new years board positions
- Huge success on the 50/50. Food Bank was very happy to receive the gift.

Action Item:

- Determine if we need a committee set up or only an additional board member for Diversity and Inclusion
- Board to let Andrea know if they have any interested in any specific board positions for the following year.

Business Partners:

- We are all up to date for payments with our Business Partners.
- Shannon Anderson who has gone out on her own in Ultimate recruitment. She has confirmed that she will join next 2021/2022 Platinum member.
- Working with Ricoh - Katie – Marketing Coordinator. Reviewing what things look like this year and what can be taken advantage of going forward.
- Megan Wolf is on mat leave as of today.
- To consider: A lot of chapters have offered reduced fees, after we increased the fees. We did lose a few this year so perhaps next we can consider doing things a bit differently. Perhaps roll it back a bit. For example do we offer those that stayed with USA one time 20 % reduction or 30 % reduction because we know they didn't get the value that they usually get.

Memberships – Robert

- We had 10 new members this year for 2020. This helps replace the ones we lost. We have 112 total regular 11 lifetime – 123 in the chapter. We had a few retirees.
- No new members lately. Most recent November 11, 2020
- People have signed up to ALA but not CALA. Perhaps need to consider some communication around this.

Education – Rada

- Jessica did a great job. Initially concerned that information was only American but she did a good job of making it relevant to Canada.
- Law Firm leader's event. Valeria Kade on Bullying. Did we land on invitation ?

Action Item:

- Rada to finalize Firm Leaders Event details and invitation.
- Review Last Education Event – Recognition for Speaker – perhaps a \$ 200 Gusto card?

Program/Social Events – Sue

- Holiday Social - we closed on the invites on the weekend. 51 people attending. We have 11 BP attending.
- Sue to finalize the pick up and drop off of appetizer ingredients

- Gift is Bamboo Cutlery
- Operations Handbook – were trying to do changes in the summer. Bring it forward going forward. May need further updates. Review Job Descriptions Can we add some items to folks job descriptions – focusing
- Working on a scavenger hunt for April and not sure how it will look. Planning for virtual. Not getting a lot of response from BP
- Annual General meeting
 - Should we be planning that – reservation in advance?
- Any other events in January/February. Perhaps another educational event? Current feedback is a lot of people don't want to do the virtual thing.

Action Item:

- Review Operations Handbook and Job Descriptions
- Schedule another meeting focused on the Awards of Excellence Checklist and hammer BP Appreciation

Communications – Vikram

- Updates are being made as needed to the platform and social media and events.

Treasurer - Michelle

- No financial ready yet but will have that out soon.
- Michelle and I have a meeting with Pattie and Lilly who make up the audit committee to go over some of the historical things. Accounting software has been updated.

Secretary – Rene

- Minutes updated and added to date to CALA and ALA upload

Past President – Karryn

No updates.

Meeting adjourned 1: 11 pm