



# Calgary Association of Legal Administrators

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## 2020/2021 BOARD OF DIRECTORS

### PRESIDENT

**Andrea Boyle**  
Stikeman Elliott LLP  
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### PRESIDENT-ELECT

(Memberships)  
**Robert McLaughlin**  
Burnet, Duckworth &  
Palmer LLP  
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### VP SPONSORSHIPS

**Jennifer Carter-Squire**  
Bennett Jones SLP  
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### VP PROGRAMS

**Susan Taylor-Heward**  
Blake, Cassels &  
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### VP EDUCATION

**Rada Baljak**  
Dentons Canada LLP  
403.268.6816

### VP COMMUNICATIONS

**Vikram Adhikari**  
Osler, Hoskin & Harcourt LLP  
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### TREASURER

**Michelle Zizek**  
Parlee McLaws LLP  
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### SECRETARY

**Rene Brenkman**  
Borden Ladner Gervais LLP  
403.232.9469

### PAST PRESIDENT

**Karryn Mysyk**  
McLeod Law LLP  
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## CALA Executive Meeting Minutes

Tuesday, January 19, 2021,  
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 December 1, 2021

- Motion to approve minutes
- Seconded

## REPORT and ACTION ITEMS

### President - Andrea

- Benefits of Membership Session. 28 people accepted. Andrea to facilitate session.
- We now have our own Zoom Account (Rob set it up and has the credentials)
- Operations Manual needs to be updated. See action item below.
- Need to maintain the mentor peer support groups for all CALA members (see action item below).



- Diversity and Inclusion Committee. Will be part of CALA going forward. Committee is becoming important for us to have. Some recommendations on how we approach the committee.
  - What should our goal be? Baby steps
  - Start the conversation and put plan in place
  - Email out to the members to look for volunteers
  - Do we need a board position and a committee? Decided to have a Committee first and see where it goes. The committee will liaise with a Board member
  - Committee to possibly start a newsletter and implement suggestions.
  - The committee may source Speakers/education for leaders lunch
  - Add Business partners in the committee
  - The committee may add reference information to our chapter website (would be approved by the Board and added by Communications VP)
  - Reference Philly website
  - Jessica Mazzeo from ALA is open to have meeting with committee members
  
- We need to start recruiting for the New Year's board positions. Karryn will assist with nominations. Need a new president elect of next year.
- Huge success on the 50/50. Food Bank was very happy to receive the gift.
- April AGM: It will be an online AGM April 13<sup>th</sup>. Question raised if we can treat it like a social event so that if you attended and sign up you receive a gift card. Suggestion for 3 x \$ 100 Gustto card.
- Salary Survey (will deploy earlier and have results to members earlier this year) Membership is anxious to get the survey this year earlier for 2021. Been in touch already with Megan Quinton. We are looking at trying to have this May 31<sup>st</sup>. Working backwards to see what timeline looks like. Will send out membership announcements. We usually get it in September (results earlier this year). No change to the cost of the survey: \$ 300. Committee: Pattie, Debbie Davis, Cali
- Meeting Rob Karryn and Andrea for PAE – Set up a separate meeting for this.
- CLI on will likely be on line again this year.

#### Action Item:

- Everyone to review the Operations Manual for next meeting and track changes including what is on the Presidents Award of Excellence checklist for your current position on the Board

- Peer Support groups - Rob will create a list for us and we each need to send an email out to our respective groups. Select a date when we need to send these by. January 29<sup>th</sup>. Cc Andrea
- Rob to share a D&I sample newsletter
- Andrea to send out an email to membership regarding the D&I Committee and volunteers needed.
- We will provide an update to the Board on our PAE progress at our next Board Meeting in February
- Approve December 1, 2020 Minutes

### **Sponsorship - Jennifer**

- BP sponsorship 2021/2022: Shannon Anderson will sign up now. We have adjusted the payment to allow her to join right away. Michele to assist with payment. Nothing is changing with costs.
- Board voted a one time 25 % reduction in fees for this year only
  - Motion: Jennifer
  - Approved: Sue
- Reminder that we need to be consistent with new onboarding if we have someone onboard.
- Intellica will have 3 – 5 minutes at the AGM meeting
- Invoices will be sent out soon

### **Action Item:**

Jennifer to notify all BP sponsors about the one time reduction.

### **Memberships – Robert**

- No new members. Maureen Wagner retiring

### **Education – Rada**

- Follow up with speaker for February she will send out a package the day before the event
- Education session's feedback from everyone: Fatigue was number one. Connected with a speaker to see if we can arrange it. Adaptive thinking is the second one.
- We owe our last speaker an amount – Valerie.
- Previous speaker was grateful for our gift.

### **Action Item:**

- Rada to ensure the last speaker received payment
- Review last Education Event – Recognition for Speaker – perhaps a \$ 200 Gusto card?

### **Program/Social Events – Sue**

- March will be the Business Partner scavenger hunt. Discussion regarding sending a gift. I will depend on what we will be doing

**Communications – Vikram**

- Started publishing business partners on social media. Platinum partners every week. Every new events on the website.
- We can also share appropriate ALA stuff

**Treasurer - Michelle**

- Michelle had struggled with how to accurately track the 50/50 donations from October as there did not seem to be a proper account for this type of thing. The 50/50 was for CALA's annual community challenge usually held in October. However, the only account we had where this money could go into that appeared close to that was charitable giving, but yet , there is an expense account for community challenge. After talking to Karryn Mysyk we decided I should create a corresponding income category to the community challenge expense to properly show the money coming in and out of the same named account.
- Michelle reached out to Patti Sinclair and Lili Scharf for their advice if this was the right thing to do as they are CALA's auditors. She is waiting to hear back from them.

**Secretary – Rene**

- No updates

**Past President – Karryn**

- No updates

Next meeting: February 16, 2021