



A Chapter of the Association of Legal Administrators

## **CALA Executive Meeting Minutes**

Tuesday, November 23, 2021

12:00 p.m. – 1:30 p.m. (Virtual)

In attendance: Robert McLauchlin  
Michelle Zizek  
Andrea Boyle  
Susan Taylor-Heward  
Vikram Adhikari  
AnneMarie Wensrich  
Rada Baljak  
Rene Brenkman  
Cheryl Morgan

Approval of Minutes from October 13, 2021 Executive Meeting

Motion to approve minutes: Andrea

Seconded: Sue

### **President – Rob**

- Marketing Subsection
  - We had a contact but that person is no longer able to pursue due to personal reasons
  - Rob received a message from Stacy K. that she is still willing to help. Rob will assist administratively.
  - First steps will be to brainstorm ideas and start a forum on the website

***ACTION ITEM: Rob will follow up with Stacy***

***ACTION ITEM: Rene will look in to setting up the forum on the website***

- CAPLA (Canada Association of Petroleum Land Administrators)
  - They are specifically interested in the D & I aspect
  - It would be too complicated to manage including them in the January event

***ACTION ITEM: Rob to get back to them and advise that the next events are closed events and that we will consider for next chapter year.***

- Business Partner Engagement
  - Many chapters are struggling with attendance, which causes issues with business partners.
  - Ideas:
    - Business Partner Mixer
    - Take new business partners out for lunch with a few board members
    - After work get together – not just Board members – business partners would likely prefer face time with all members, not just Board
    - Business Partner Expo at Law Firm Leaders lunch
    - Host an event where we can get business partner feedback
    - Business Partner Spotlight

***ACTION ITEM: Sue will email business partners to advise that we are updating the website and ask if they would like to provide a testimonial.***

- Social Media
  - ALA social media post was completed on time, nothing else to do

### **Memberships – Michelle**

- Circulated updated membership list last week.

### **Education/Diversity & Inclusion – Rada**

- Craig from Ricoh is interested in speaking on D & I (20 – 30 minutes)
- Working on confirming January 21 with speaker before confirming event
- February 8 Law Firm Leaders Lunch – speaker fee is \$3500 but now requires money for airfare, hotel, and transportation as per contract (approx. \$1200) - APPROVED

***ACTION ITEM: Rada to follow up with Craig to discuss specifics and timing***

### **Programs/Social Events – AnneMarie**

- November Happy Hour event went well – venue was good (Barcelona)

- 50/50 ticket sales resulted in \$520 donation to Veteran's Food Bank
- Preparing to send out Christmas social invitation
  - Christmas sweater contest overdone
  - Come as you are
  - Random draws for door prizes
  - CALA will provide 2 door prizes for CALA members
    - \$200 Concorde
    - \$200 Fairmont
  - And 2 door prizes for business partners
    - \$100 Amazon gift cards

***ACTION ITEM: Rob to contact Veteran's Food Bank to advise of \$520 donation.***

***ACTION ITEM: Sue will reach out to business partners for door prize donations***

#### **Communications – Rene**

- Job postings – it's okay to post on behalf of others (CALA members only)

#### **Treasurer – Vikram**

- Discussion confirming proper posting of certain items
  - golf tournament mulligans
  - speaker fees

Next meeting scheduled for January 12 at 12:00 p.m.

Meeting adjourned: 1:30 p.m.