

**2021/2022
BOARD OF DIRECTORS**

PRESIDENT
Robert McLaughlin
Burnet, Duckworth &
Palmer LLP
403.260.0389

PRESIDENT-ELECT
(Memberships)
Michelle Zizek
Parlee McLaws LLP
403.294.7067

VP SPONSORSHIPS
Susan Taylor-Heward
Blake, Cassels &
Graydon LLP
403.663.2861

VP PROGRAMS
AnneMarie Wensrich, RCIC
Field Law LLP
403.260.8521

VP EDUCATION
Rada Baljak
Dentons Canada LLP
403.268.6816

VP COMMUNICATIONS
Rene Brenkman
Borden Ladner Gervais LLP
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TREASURER
Vikram Adhikari
Osler, Hoskin & Harcourt LLP
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SECRETARY
Cheryl Morgan
Vogel LLP
403.692.5216

PAST PRESIDENT
Andrea Boyle
Stikeman Elliott LLP
403.508.9265

CALA Executive Meeting Minutes

Tuesday, September 14, 2021
12:00 p.m. – 1:25 p.m. (Virtual)

In attendance:

Robert McLaughlin
Michelle Zizek
Andrea Boyle
Susan Taylor-Heward
Vikram Adhikari
AnneMarie Wensrich
Rada Baljak
Rene Brenkman
Cheryl Morgan

Approval of Minutes from August 11, 2021 Executive Meeting

Motion to approve minutes: Cheryl
Seconded: Rene

President – Rob

- Marketing Subsection
 - There was a positive response to the suggestion of a marketing subsection
 - We would need to find someone (1 or 2 people) to head up the subsection before we can say that we have a marketing subsection. Must be a CALA member or must join CALA.
 - May consider a joint event with LMA next year

ACTION ITEM: Rob to follow up with Stacy Koehler re: connecting with LMA

ACTION ITEM: Rob to email membership seeking someone to head up marketing subsection



- Through the marketing subsection feedback, the suggestion of a paralegal subsection was raised.
 - We can only focus on one new subsection at a time
 - There is no ALA support for a paralegal subsection

- HR Subsection
 - It has been raised that there are several different email chains circulating regarding different issues
 - Should we promote the CALA website forum more? YES
 - Would surveys be better, or an option? All agree that current Survey Monkey account is not best as is and to upgrade would be expensive.
 - Issues:
 - It is easier to reply to email
 - Sharing firm issues is not always appropriate
 - Some members are not subscribing to the forum, or have opted out

ACTION ITEM: Rob to email membership promoting the forum including how to use, what is available, and security.

- Facilities Subsection
 - A subsection meeting has been scheduled for September 21 (virtual)

- Golf Tournament
 - Proceeding on September 20 including dinner
 - No refunds for no shows
 - Credit card machine still missing

- Future Board Meetings
 - October 13 will proceed virtually
 - Keep all 2021 meetings virtual

- ALA Foundation Donation
 - Rob sorted out an iPad donation and will arrange through ALA to get it to the recipient

Memberships – Michelle

- Will send out an updated membership list which has been broken out into subsections
- We should divide up the membership list and at least touch base by email if we can't go out

ACTION ITEM: Rob to circulate previous similar email

Sponsorships – Sue

- We have 20 Business Partners total, will circulate list
- Kranq Courier folded and needs to be removed from the website
- Will finalize calendar of events and circulate to Business Partners, inviting them to speak (not including D & I events)
- All chapters are currently struggling with Business Partners

Education/Diversity & Inclusion – Rada

- Still working on a date for February event; Palliser being considered for location
- Ready to launch D & I page on website – looking at September 27 as launch date. Will circulate draft webpage for review. An email will be sent to membership that day.
- Everything else is lining up well, just minor details are outstanding

Programs/Social Events – AnneMarie

- Turnout was great for August Happy Hour but higher tab than expected
- Considering location for November event

Communications – Rene

- Will update website
- Requested all to take photos at golf tournament and send to her

Treasurer – Vikram

- Had questions regarding golf tournament receipts and expenses. Andrea will review and assist.

Next meeting scheduled for October 13 at 12:00 p.m. (virtual)

Meeting adjourned: 1:25 p.m.