

March 16th, 2020

Dear Members and Colleagues,

CCA COVID 19 RESPONSE

As we continue as a community to adjust to the rapidly evolving situation, we are making further changes to the services at CCA in response to recent official announcements.

With a state of emergency now on our hands we are cancelling and postponing all education classes until further notice effective immediately. An email will be sent out directly to any who were registered.

Refunds etc will be being processed over the course of the next few days.

CCA staff will be working remotely this week as part our isolation strategy. The office will be closed for the most part however we will be setting up business continuity services for those who continue to need seals and documents etc. Based on the demand for these we will set up times at CCA that people will be able to come to the offices to pick up what they need.

For any such needs or questions please call the main line 403-291-3350 as calls will be forwarded to the team. If no one is able to answer immediately please leave a message – the voicemail will be fully monitored, and someone will return your call quickly.

Please contact the team as follows –

Membership, renewals and sponsorships -	adriannagle@cgyca.com
Seals, documents and general enquiries etc -	gabbymorden@cgyca.com
Education classes	anneblair@cgyca.com
Events, marketing & communications	lenahogarth@cgyca.com

For any other enquiries or to let us know how else we might be able to support you all at this time please feel free to contact myself directly on my mobile – 403 830 7477 – or email at billblack@cgyc.ca

Together we will ensure that all your services are maintained to the best of our ability despite the constraints being placed upon us. We will continue to monitor the situation and will keep members informed of any further developments.

Your CCA team wishes you all the best of health as we navigate the issues ahead of us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Black', with a stylized, cursive script.

Wm (Bill) Black B.Sc., CEC, LEED AP
President and COO