



April 1, 2010

NOTICE OF ANNUAL GENERAL MEETING

Thursday April 15, 2010 - PARKERHOUSE GRILL AND WINE BAR

11:45am – 1:30pm - RSVP: by Friday; April 10; 2010 to nmawji@fieldlaw.com

Item No. 1:

RETIRING OFFICERS:

Stacey Koehler, Past President

Nayla Mawji, Vice President; Programs

Deanna Feary, Vice President, Communications

Election of New Officers

SLATE OF OFFICERS FOR ELECTION FOR THE 2010/2 011 YEAR:

President: Angela Chios, Blake Cassels & Graydon LLP

President Elect: Bill Hopkins, Stikeman Elliott LLP

VP Programs: Jerry-Lynn Fossenier, Tingle Merrett LLP

VP Sponsorships: Laura McCambley, Field LLP

VP Communications: Catina Aronson, McCarthy Tétrault LLP

Treasurer: Patti Sinclair, Wilson Laycraft

Secretary: Sara deNance, Gowlings Lafleur Henderson LLP

Past President: Kathy Badham, Dunphy Best Blocksom LLP

Please note that pursuant to Article VII – Nominations and Elections – of the By-Laws of the Calgary Association of Legal Administrators; members may make additional nominations in writing; with acceptance in writing by the nominee. Such nominations must be filed with the Secretary at least twenty-four (24) hours prior to the Annual General Meeting. Such nominees will be listed with the candidates proposed by the Nominating Committee and an election will be held at the Annual General Meeting.

Item No. 2 - Treasurer's Report and Appointment of Auditor – Patti Sinclair

Item No. 3 - Sponsorship Report – Bill Hopkins

Item No. 4 - Program Report – Nayla Mawji

➤ *Please note that 2010-2011 membership must be renewed prior to attendance at the Annual General Meeting*

Managing Partner Luncheon February 2010

On February 10th The CALA Executive Board invited all members to The Annual Managing Partner Luncheon hosted at Murrieta's Bar & Grill.

During the event Kathy Badham presented a cheque for \$2,023.21 to the Canadian Paraplegic Association; the proceeds generated from the Silent auction at the Banff Regional Conference.

Nayla Mawji did a wonderful job planning this very well attended event.





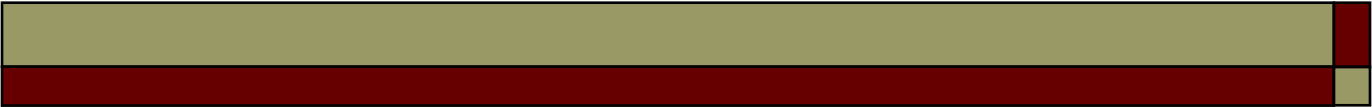
The Art of Being Positive

The Art of Being Positive

There is nothing easier than being a critic and knocking down others' ideas. It's a bit more difficult to come up with a possible solution and win allies to implement it. What can you do to join the category of realistic optimists and better your chances of being perceived as a leader, a visionary, and a promotable team member? Here are a few suggestions:

- Recognize that repeated negative input gets you attention for the moment — but also labels you as a group misfit and lessens your respect in the group.
- If you have legitimate concerns, address them before the group adopts an action. Once the group has decided to move ahead on a path, support the decision and get on board.
- Don't just shoot ideas down; offer constructive and doable solutions.
- If you find that you consistently disagree with the group, maybe you need to find a new group that conforms more with your personal ideology. Your continued negativism is a bummer for you and the group.
- Look for other successful models. Don't just run things through your own personal and limited radar screen.
- Once you've voiced your disapproval, drop it. Nagging gets you nowhere and gives you a bad name.
- If you truly don't understand something, don't hold the group back with your wariness, arrange for a private tutoring session with the person who proposed the solution.
- It isn't cute or savvy to always be seen as the doubting Thomas. Design a more professional image for yourself.

If you find that you are most always in the minority and a nay-sayer, take a good look at yourself. You might need an attitude adjustment. This could be a symptom of something deeper that needs to be addressed. If you don't, you could be inadvertently holding yourself back from future personal and professional success.



**Coming soon to your email inbox:
The new and improved 2010-2011
CALA salary survey!**



We are making some changes and enhancements to the survey to ensure the most comprehensive, accurate and best quality data, including:
Electronic-only submission, with an easy-to-use Excel format for salary data and an on-line survey tool for the benefits portion.

Data will be submitted directly to our independent consultant's g-mail account, with an instant confirmation of receipt of the data submitted. Confidentiality ensures a comparison of 2010 to 2009 data for minimum, average and maximum salaries, for easy use in determining salary trends.

All for the same low price of \$275 for participating CALA members.
Submission will commence mid-May, with data due mid-June, and results available by end of July.

Our 2010-2011 CALA Salary Survey Committee members are:

Pearl Loewen, Bennett Jones

loewenp@bennettjones.com

Parm Ahuja-Robertson, Heenan Blaikie

pahuja@heenan.ca

Heather Donkers, McCarthy Tétrault

hdonkers@mccarthy.ca

Maggie Smit, Miles Davison

msmit@milesdavison.com

We look forward to your feedback on the new submission process , survey results, and appreciate your participation.

CALA'S 1ST ANNUAL SPONSOR FAIR

Thank you to all who came and supported our first annual sponsor fair and congratulations to our prize winners.





10 Ways To Keep Good People

Retaining our most loyal, talented and productive employees is a goal we should all strive for and how do we hang on to those talented individuals.

Below are some general questions to give yourself a quick self check on how your managing your staff.

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- Do my employees know what is expected of them at work?
- Do my employees have the tools and equipment needed to do their work properly?
- Do my employees have the opportunity to do what they do best every day?
- In the last seven days, have any of my employees received recognition or praise for good work?
- Do I care about my employees as people with needs and concerns?
- Do I encourage and offer suggestions to further my employees professional development?
- Do I listen to my employees comments or concerns on or about the job?
- Does the overall firm objectives make my employees feel like their work is important?
- In the last six months, have you discussed your employees progress with them individually?
- Do my employees have the opportunities to learn and cross train?

New Member Profile:

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Jeanelle Crosser
Manager of Administration
Spectrum HR Law



1. How did you hear about CALA? Through the lawyers in the my firm.
2. What do you hope to gain through your membership with CALA? I hope to gain professional development and networking opportunities.
3. What are some of the daily challenges you are currently facing in your firm? We are a new firm that opened its doors on February 1, 2010. Currently our challenge is implementing all of the policy and procedures for everyday requests that the employees of big firms are able to take for granted.
4. What was the best career advice you received that you would share with others? Only stress about things you can control.
5. What do you do for fun? Cooking, reading and spending time with family and friends.

Spectrum HR Law LLP

Suite 1950, 639 5th Avenue SW, Calgary, Alberta T2P 0M9

DIRECT 403.444.8102 MAIN 403.444.8100 FAX 403.444.8101

<http://spectrumhrlaw.com>



SPECTRUM
HR LAW

CALA EXECUTIVE

2009/2010



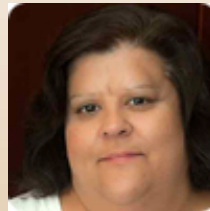
Kathy Badham, President
Dunphy Best Blocksom LLP
(403) 750-1125
badham@dbblaw.com



Bill Hopkins,
Vice President, Sponsorships
Stikeman Elliott LLP
(403) 266-9035
whopkins@stikeman.com



Stacy Koehler,
Past President
Lawson Lundell LLP
(403) 218-7500
skoehler@lawsonlundell.com



Patti Sinclair,
Vice President, Treasurer
Wilson Laycraft
(403) 441-2097
psinclair@wilcraft.com



Angela Chios, President
Elect (Memberships)
Blake Cassels & Graydon LLP
(403) 260-9617
angela.chios@blakes.com



Jerry Lynn Fossenier,
Secretary
Tingle Merrett LLP
(403) 571-8005
jfossenier@tinglemerrett.com



Nayla Mawji,
Vice President, Programs
Field LLP
(403) 232-1764
nmawji@fieldlaw.com



Deanna Feary, Vice
President, Communications
Caron & Partners LLP
(403) 260-1593
dfeary@caronpartners.com

Our Mission Statement:

CALA assists its members in acquiring skills for effective law office administration, and supports its members to achieve their goals and aspirations in a fulfilling and rewarding environment.