



# Calgary (CALA)

A Chapter of the Association of Legal Administrators

January 2010

## Upcoming Event: Managing Partner Luncheon

CALA Executive Board takes great pleasure in inviting all members and their Managing Partners to the Annual Luncheon in appreciation and celebration of the achievements by being a member of CALA.

- WHEN: Wednesday, February 10, 2010 ~ 11:30AM – 1:30 PM  
WHERE: Murrieta's Bar & Grill ~ Atrium ~ #200, 808 First Street, SW  
WHO: CALA Members and their Managing Partners  
RSVP: Please RSVP by FEB. 5, 2010 via mail [nmawji@fieldlaw.com](mailto:nmawji@fieldlaw.com).



Please email the full name and current address of your Managing Partner to [nmawji@fieldlaw.com](mailto:nmawji@fieldlaw.com) for a personal invitation to be sent immediately.

## SAVE THE DATE: CALA Sponsors Fair

Please circle Thursday, March 18 on your calendar!

We will be hosting a "CALA Sponsors Fair" on March 18 between 11am and 2pm. CALA members will get the chance to interact with our sponsors, who will each have their own table set up where they can explain more about their products and services. Lunch will be provided. Stay tuned for more details and an event invitation.



Raise the Baton and "Orchestrate Your Future"

May 3-6, 2010

John B. Hynes Veterans Memorial Convention Center  
Boston, Massachusetts

Online registration for the 2010 Annual Conference is now open at [www.alanet.org](http://www.alanet.org).

The Association of Legal Administrators' (ALA) Annual Conference & Exposition is the legal management profession's most comprehensive event of its kind. Featuring dynamic and relevant education presented by recognized leaders in their fields, outstanding networking opportunities and the largest Exposition for legal management professionals, the ALA Annual Conference will enhance your knowledge, develop your management skills to successfully address your day-to-day challenges and enable you to "orchestrate" your personal and professional growth.

# Banff Conference



# Oct 2009



# ***Five Strategies to Achieve Your Career Aspirations***

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## Distinguish Yourself

Outline those things that you do well. A good start is to find out what others perception is of you outside of your immediate peers. Review your strengths and areas to improve and determine what differentiates you from the rest.

## Research And Evaluate

Educate yourself on what is required to get to that next level, are you qualified in your experience? Do you have the educational background needed? If not what steps have you taken to put yourself on that path? Do others outside of those closest to you see you in that role?

## Determine Your Goals; Create A Strategic Plan

Your goals reflect what you want for yourself and how you expect to achieve what it is you want. A clear strategic plan is like a roadmap-it helps you reach your destination efficiently and quickly. As you pursue your defined aspirations, they will undoubtedly lead you to a greater sense of commitment and motivation.

## Implement Your Strategic Plan; Monitor Your Progress

It is critical to periodically review your strategic plan to ensure you are on the right track and making progress toward your goals. If you find that it is not working, make the necessary corrections right away. Change your course immediately. Do not procrastinate!

## Stay Focused, Celebrate; Reward Your Accomplishments

The three C's to achieve your career aspirations are: commitment, courage and confidence. You must be prepared to overcome your obstacles, yet focus on the positives along the way. Be sure to encourage and reward yourself for your accomplishments toward your goals.

# New Member Profile:

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Valerie G. Makela - Director Human Resources  
McKercher LLP



- 1. How did you hear about CALA?** As a member of the ALA, I attended the October 2009 Regional 5 ALA conference that CALA was hosting in Banff. I had occasion to join a wonderful group of CALA members for lunch one day. I expressed my disappointment at not having a branch of ALA in Saskatchewan and how lonely it was trying to work through various issues without a support system. It was suggested that I could join CALA because we didn't have a branch in Saskatchewan. I immediately sent in my application on my return to Saskatoon and here I am.
- 2. What do you hope to gain through your membership with CALA?** Support, knowledge and hopefully some new friendships along the way! I am truly enjoying the "blog" process. What a great way to share information. As professional leaders, we all know that certain firm information is confidential but there is a huge amount of information and knowledge that can be shared that allows us to become better leaders.
- 3. What are some of the daily challenges you are currently facing in your firm?** Fortunately, I have some very reliable support people that deal with a lot of the daily challenges like juggling workloads, vacation scheduling and the like. When the word "challenge" comes up, I must warn you all that I am about to place my first "blog" on our CALA website. We have a very senior person asking for Flex Time and we don't have any provision for flex time in our policy manual. It is very difficult to write a policy that will limit the amount of people that can flex their time and still be fair. I am thankful to have CALA to turn to for advice. I have exhausted all my wonderful contacts without finding another firm that offers "flex time" to their support staff.
- 4. What was the best career advice you received that you would share with others?** Whether you are dealing with those that you report to, or working with people that report to you, It is important to say what you mean, mean what you say and do what you say you are going to do.
- 5. What do you do for fun?** I love to get up to our cabin at Candle Lake so I can sit out on the deck, drinking my red wine while I watch the birds in the feeders and the deer wandering in and out of the yard. Actually I like to do almost anything that involves drinking red wine!

# CALA EXECUTIVE

## 2009/2010



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### 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.