



Western  
Association of  
Legal  
Assistants

# The L.A. Times

November 1992 Edition

P.O. BOX 4127, MAIN POST OFFICE, VANCOUVER B.C. V6B 3Z6

## PRESIDENT'S CORNER



**JERENA LAURSEN**

As you were all notified, September 30, 1992 was the date of the 1992 Annual General Meeting. Thanks to everyone who took the time to attend; it was a positive meeting and the discussion that followed (over wine) proved very enjoyable and quite fruitful. And, special thanks to the retiring 1991/92 board of directors for a job well done!

Of the nine positions available, seven directors were elected at the AGM. One of the two vacant positions has been filled by the appointment of Mr. Jasbir Bains. We hope to fill the remaining position quickly in order that the

Association can be served to the fullest. If you are interested in becoming a director, or know someone who might be, please contact one of the directors immediately.

In the meantime, a meeting of the new board of directors has been held and of those directors, eight officers have been appointed. I am both pleased and proud to advise that the 1992/93 slate of officers and directors for WALA are:

- Jerena Laursen . . . . . President
- Sarah Hanna . . . . . Vice President
- Nancy Vianello . . . . . Secretary
- Jill Matthews . . . . . Treasurer
- Laura MacLean . . . . . Membership Chairman
- Patricia Hunt . . . . . Education Chairman
- Sandra Cameron Spiller . . . . . Program Chairman
- Mr. Jasbir Bains . . . . . Marketing Chairman

### CONGRATULATIONS!

Since we are one director short, we are also short of a chairman for the Newsletter Committee. Once again, if you have an interest in seeing your thoughts in print - please contact any one of the directors for more information (see attached List of Directors for more information). In the meantime, your current board of directors will pull together to ensure that the Newsletter Committee is properly maintained.

If you would like to be involved as a "working participant" of the Association, but you do not have the time required to meet the commitments of a director and officer, please consider joining a committee. Every committee functions better when it has several members. In the near future, you may receive a phone call from a Committee Chairman, seeking your participation. Please seriously consider your involvement. The time commitment is not necessarily extensive (depending on the Committee you choose) and your contribution will always be both greatly appreciated and individually rewarding.

As we are all aware, the Legal Assistant Certification Committee is working diligently to qualify certification of legal assistants. We have been advised that the Committee currently expects to publish its conclusive findings regarding classification sometime in the Spring of 1994. Thereafter, the Committee will be faced with the difficult task of setting the certification criteria. In the meantime, it is important that we continue to improve and promote the image of legal assistants within the legal community and the general public, as well as the image of the

Association within the membership of our own profession. Without trying to sound radical, I encourage each and every member to seriously consider the importance of the conclusions of this Committee and what we can do to positively present and preserve the professional image we have worked so hard to establish.

To that end, the officers of the Association will be working hard during the 1992/93 term to organize educational lectures and the occasional social function, to provide speakers to local educational facilities and representation at public presentations, as well as providing a Newsletter containing updates relevant to the Legal Assistant profession, job opportunities, career highlights and more.

We welcome your thoughts and ideas, both positive and positive critique. Remember, we represent you: without you, we have no Association.

## **CALENDAR OF EVENTS 92-93**

The 92-93 Calendar of Events is enclosed!! Please mark your calendars to ensure that you can attend the social and educational events planned for the coming year.



## **LEGAL ASSISTANTS IN PRIVATE INDUSTRY:**

**WE APOLOGIZE...to I.C.B.C.** In our last newsletter we spotlighted Sandra Cameron Spiller in our "Legal Assistants in Private Industry". I.C.B.C. is not a privately held company, but a Crown Corporation and therefore is not a part of "Private Industry" as it is commonly defined. This continuing column is intended to focus on legal assistants who are not working in a "traditional" law firm setting and in that sense we classified the Crown Corporation as "Private Industry".

We apologize for any confusion this may have caused.

## **JERENA LAURSEN - THE LOEWEN GROUP**

**Q.** Briefly describe the company and the type of business in which you are employed?

**A.** The Loewen Group Inc. is a public company (listed on the TSE and NASDAQ) with its head office in Burnaby, B.C. Loewen is the second largest chain of funeral homes in North America, and also owns 45 cemeteries. Loewen has about 450 locations and 4,000 employees across Canada and the United States.

**Q.** What is your work experience?

**A.** I have been at Loewen for two and half years, previous work experience includes several years in private law firms as well as two years in the shipping industry and a year in the real estate industry as a licensee.

**Q.** What is the structure of the Legal Department within Loewen?

**A.** The Department is comprised of three lawyers and support staff. All legal matters for any of the Loewen entities in both Canada and the United States are filtered through the Department.

**Q.** How do you, as a legal assistant, fit into the structure?

**A.** I am directly responsible to all three lawyers assisting them with acquisitions of new funeral businesses, employment agreements, terminations, property leases, and a variety of other legal matters.

**Q.** What does your average day consist of?

**A.** My average day is spent drafting a variety of legal

documents; taking telephone calls from field management concerning a wide range of problems and issues from which I glean necessary information for presentation to and further consideration by the lawyers; and liaising with both in-house and outside local counsel.

Q. Has your legal assistant training benefited your employment?

A. I have seventeen years of legal experience. The drafting skills and knowledge of legal concepts I learned through the Capilano College Legal Assistant Program have definitely enhanced my ability to perform my job.

Q. What do you feel some of the perks are in working in private industry?

A. No billable hours, no rendering of accounts, employee share purchase plans, pensions plans.

Q. What are some of the down sides?

A. You tend to loose touch with the legal community at large. Being located in Burnaby we are removed from the hub of the City.

Q. What do you see as the role of the legal assistant in the next ten years?

A. As legal assistants are already recognized and utilized by a large number of downtown firms, the next logical step is a progression towards the suburbs. In the next ten years, I believe employment of legal assistants will increasingly radiate out of the downtown core as more suburban lawyers realize the benefits of employing legal assistants in their practices. The addition of legal assistant services to their practices will provide suburban lawyers with the opportunity to enhance the services they provide to their clientele in a cost efficient manner; enhanced service for less cost to the client: a very marketable idea.

I also believe that private industry will become more aware of the benefits of employing legal assistants both as legal assistants and in other, more diversified positions. The legal assistant profession has great potential in many areas of business, not just law.

## **THE CAREER HOTLINE**

**Campney & Murphy** is looking for a personal injury legal assistant - Contact Gail Davies 688-8022 or Arlyn Personnel

**Not a traditional legal assistant position...**the Service Employees International Union Local 244 is looking for enthusiastic and capable people to work as organizers in their "Justice for Janitors" campaign in the Vancouver area. Applicants should have union or community organizing experience, a second language, Punjabi or Spanish and preferably a legal background. Contact Gordon McIntosh at 522-4097 (work) or 526-5779.



## **CERTIFICATION UPDATE!**

The findings of the Phase I Survey conducted by Western Consultants on behalf of the Legal Assistant Certification Committee (copies of which are available from the Law Society of British Columbia at a cost of \$10/copy) was published in March of this year.

For those of you who haven't yet seen the report, or the highlights of the report which were contained in



the Benchers Bulletin this spring, here are some items of interest.

The survey estimates that there are between 1,300 and 2,000 legal assistants working in British Columbia. These figures are based upon a number of statistical calculations such as the estimated number of lawyers in the province, multiplied by the average number of legal assistants per lawyer (estimated to be .24).

The survey employed two definitions of legal assistants - the more specific definition follows the definition adopted by the American Bar Association:

*A Legal Assistant is a person who, under the ultimate direction and supervision of a lawyer, performs substantive legal work requiring sufficient knowledge of legal concepts such that, absent such Assistant, the lawyer would perform the work.*

The survey found that of the 48% (746) legal assistants who are perceived to fall within that definition, 13% (93) have graduated from a recognized legal assistant program such as the one offered by Capilano College. This figure does not include those legal assistants who have both a university degree and a legal assistant diploma/certificate. The category which provided for that specific combination included persons who had completed a legal secretarial course (it seems curious to equate a vocational course of approximately 1 to 12 months duration with an

academic degree which usually takes 4 years to obtain from a university - or with the academic training provided by a recognized legal assistant course such as Capilano College's where the course runs 2 years for full time attendees and approximately 5 years for part-time attendees.)

Since the figure for (13% or 93) academically trained legal assistants is lower than the number of members WALA currently has on their roster, and since we know (regrettably) that not every academically trained legal assistant in British Columbia is a member of WALA, this figure is obviously a bit low.

Nonetheless, the survey provides some interesting food for thought and it is worth your time and effort to get hold of the report and read it through.

Currently, the Legal Assistant Certification Committee is in the process of formulating a "SKAT List" based on the Skills, Knowledge, Aptitude and Tasks performed by legal assistants. The SKAT List will be used to determine exactly what it is that legal assistants "do". Once information has been assembled according to the SKAT List, that information will be presented to a variety of community groups, including education groups, professional groups and legal assistants, seeking further input concerning classification of legal

assistants. The final assembly of this information, expected early in 1993, should mark the end of Stage I of the assessment. It is hoped that the certification criteria will be assembled to begin Stage II early in 1994.



## **WELCOME!!!**

Since the last Newsletter, the Association has acquired 7 new members. The Association now has 153 members of whom 49 student members. We take this opportunity to introduce our new members who have joined the Association since our June 1992 Newsletter:

- Kristine Freeman (s)
- Rita M. Scott (s)
- Donna Burke (la)
- Christine Cook (la)
- Wendy Hoffman (s)
- Linda Lockyer (s)
- Clarice Walaska (s)



## **REPORT OF THE DIRECTORS**

### **1991/92 SUMMARY**

[as presented by 1991/92 President Sarah Hanna at the Annual General Meeting on September 30, 1992]

I am happy to be able to report on the exciting and eventful year that started with the 12th Annual General Meeting of the Association which was held on November 19, 1991. At that time, six new directors were appointed and after some discussion, it was decided that an extraordinary general meeting be held as soon as possible to consider and approve increasing the number of directors serving on the board from the current number of six to eight or nine. The six new directors elected were Sarah Hanna, Sandra Cameron Spiller, Laura MacLean, Patricia Hunt, Nancy Halford and Jill Matthews.

At the first meeting of the directors following the Annual General Meeting, Sarah Hanna was appointed President, Nancy Halford, Vice President and Chairman of the Newsletter Committee; Laura MacLean, Secretary and Chairman of the Education Committee; Jill Matthews, Treasurer; Sandra Cameron Spiller, Chairman of the Program Committee and Patricia Hunt, Chairman of the Membership Committee.

An Extraordinary General Meeting was called for and held on December 16, 1992. At that time a resolution was passed to increase the number of directors from six to nine. The purpose of this increase was to spread the duties of the directors among more people in the hope of making the workload more manageable. It was hoped that by

doing so, the Association would be able to undertake more projects and activities. At that meeting, Sherri Fostvelt and Jerena Laursen were appointed to fill two of the newly created vacancies on the Board of Directors.

During the course of the business portion of the meeting, Steven Nash spoke to the membership regarding The Legal Assistant Network and obtained informal approval to modify the Network by entering into a working relationship with Arlyn Personnel Agencies.

The evening was not entirely devoted to business matters as the membership adjourned to partake of some Christmas cheer and goodwill.

At the next directors meeting following the December 16, 1991 meeting, Jerena Laursen was appointed Chairman of the newly constituted Marketing Committee and the Chairmanship of the Education Committee was relinquished by Laura MacLean in favour of Sherri Fostvelt.

Nancy Vianello was appointed by the Board of directors on March 10, 1992 to Chair the Newsletter Committee.

One of the goals of the directors this year was to improve and increase the number of events offered to the membership. To this end, a Calendar of Events was produced

and sent to the membership in February.

On March 19, 1992, WALA hosted a Small Claims: Practice and Procedures Seminar, presented by Mr. Leonard J. Bell of I.C.B.C. In addition to some very useful and interesting information, Mr. Bell presented some very entertaining examples of the type of personal injury claim I.C.B.C. is dealing with on a day to day basis.

On April 6, 1992, WALA and member Sylvia Kern, hosted a fund raising Fashion Party where members could purchase a selection of fashions presented by New Twist Fashions. This gave the Association a small start on the permanent endowment the directors would like to establish at Capilano College in support of students attending the Legal Assistant Program. We still have quite a long way to go and future events will be planned to assist us in eventually reaching that goal.

On May 21, 1992, WALA hosted a Wine and Cheese Reception in honour of the Class of 1992 who graduated on May 23, 1992 from the Capilano College Legal Assistant Program.

On June 25, 1992, WALA hosted a Family Law Lecture presented by Mr. Paul Daykin of Ferguson Gifford. Mr. Daykin apprised us of recent cases which have changed the

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effect and possible duration of separation agreements.

In the meantime the new Marketing Committee had also been busy. On April 26, 1992, members of the Committee participated in the Law Court Open House. The committee has produced a brochure promoting the legal assistant profession and WALA. They have also produced the new membership cards which are available and will be mailed to those of you who have paid your 1992/93 membership dues.

In addition to events scheduled for the entire membership, the directors have been active in attending upon both the first and second year classes at Capilano College to speak about the Association and legal assistant issues in general. I was also privileged to attend a Career Day at Burnaby South Secondary School - once again to speak about the legal assistant profession as a career option. On a day to day basis, the directors field enquiries regarding the Association, membership requirements, the legal assistant profession, availability of courses, certification etc.

The directors also provided the information necessary to allow the Plain Language Institute to target the Association in their survey on Plain Language as well as Western Management Consultants for the Phase I Survey done by Legal Assistant Certification Committee. I should comment here that while

the directors have the greatest respect and consideration for the privacy of our members, we will release the membership list on certain occasions where we feel it is clearly in the interest of the membership, the Association, or the profession to do so.

The Newsletter was not published with the same frequency as in previous years - due in part to the rather late appointment of a Chairman for the Committee. However the committee has come out with some new innovative ideas - such as advertising and guest contributors which have once again improved the look, content and cost effectiveness of the publication. We can look forward to the next publication fairly soon.

The year has had a few disappointments as well. The education committee embarked upon the very worthwhile program of trying to obtain after-hours and borrowing privileges for WALA members with the Courthouse Library. It was brought to the attention of the directors by a member working in a smaller firm that such privileges would be a decided benefit. Unfortunately, we have been unable to convince the Courthouse Library of the worthiness of this proposal, so the project is on the back burner for the time being. Depending upon the final form legal assistant certification takes, it may be an issue to raise again after certification

goes through. In the meanwhile, members should be aware that law firms can apply on an individual basis for after-hours (if not borrowing) privileges for specific legal assistants working in the firm. Unfortunately, the privilege must be renewed annually and does not appear to travel with the legal assistant when they change firms and the application has to be made all over again.

The membership committee continues to work on the long awaited telephone directory - the process of trying to get an accurate list of members home and business addresses seems unending - and it is just to get to a semblance of correctness when the directory goes to print. Once again, the directors implore and beg you to please advise us when you move or change jobs or change phone numbers at either!!!

The number of members has remained fairly constant this year (approximately 150) - partly due to the fact that we are still receiving membership dues for the 1992/93 year and are in the process of culling names of members whose memberships have lapsed. To that end, the membership committee sent out special reminders to those members whose 91/92 dues are still outstanding, advising them of the lapse and the pending cancellation of their membership. In quite a number of cases, members had not

realized that they were in arrears and have rectified this omission.

All in all, it has been a busy and productive year. Although the directors have worked hard on your behalf, the Association also owes its thanks to the law firms who have supported our efforts and allowed us to host events on their premises. Specifically, Russell & DuMoulin, Clark, Wilson, Richards Buell Sutton and McAulay & McColl have each been most generous in their support.

I personally would like to extend my thanks to all of the other directors.

Our president is in the sometimes unlucky position of taking the blame for the failure or success of the term in which she is in office. This year, I am in the fortunate position whereby I may glean some credit for the accomplishments of the Association this year. Such success as the Association is credited with must fairly be apportioned amongst the other eight people who have served on this year's board of directors. When a group combines energy, diligence, commitment, dedication and a sense of humour in the way that this board of directors has, it is amazing what can be accomplished and it is a pleasure to be a part of it.

I wish the new board of directors of the Association a year of continued and increasing prosperity.

September 30, 1992



## NETWORK NEWS

By Arlene Pelrine  
Arlyn Personnel Agencies Ltd.  
1160 - 625 Howe Street  
Vancouver, B.C. V6C 2T6

Phone: 681-4432

We have experienced an exciting six months here at Arlyn; we have seen a significant increase in employment in law firms generally and specifically in legal assistant positions.

The positions our clients have sought to fill have been in most areas of law, including:

- banking
- corporate records
- estates administration
- litigation:
  - personal injury (plaintiff)
  - I.C.B.C. work
  - commercial (large file management)

It might interest WALA members to know that salaries on these positions ranged from \$32,000 to \$50,000 per annum; while all positions offered private offices, under 5% provided secretarial support. However, in each case, legal assistants required to do their own typing were backed up by word processing personnel for lengthy documents.

All above noted positions required at least two years experience and a legal assistant diploma/certificate.

If we can be of assistance to you, please contact me or my partner, Mary McGillis.

### A comment from the Directors regarding TLAN:

It has come to our attention that some unfortunate incidents have occurred - probably due to misunderstanding of how personnel agencies function and work with us to help us find positions.

Personnel agencies are paid by their clients (the law firms) to screen and refer suitable candidates. It is Arlyn's policy to discuss specific positions with legal assistant applicants in order to ensure that resumes are forwarded only with the individual's permission. They are therefore operating on the honour system after revealing the client's needs.

Recently, some applicants have taken that information and used it to contact someone they know in the firm and secure the position. When the applicant does not come from the personnel agency, the personnel agency does not get paid for their work.

We have no knowledge of the individuals or law firms involved in these incidents - only that it has happened several times recently.

As an ethical point, the Directors hope that, having contracted with a personnel agency to act as your agent in the matter of securing you an employment position, you will complete the agreement in good faith.



## LEGAL UPDATE:

### *ICPS - It's Coming*

by Leona Pinsky  
In House Counsel  
West Coast Title Search Ltd.

The Ministry of the Attorney General has begun an important initiative to use technology to improve the administration of justice in B.C. This initiative, known as the Integrated Case Processing System (ICPS) is well under way. The goals of ICPS are to provide more accurate and timely information and to improve economy, efficiency and effectiveness.

ICPS is different from existing technology in recognizing that to provide real access to justice several different agencies must work together effectively. The system will allow all those involved in a case to access and deliver information via computer. The

traditional "paper shuffle" of a trial will all be done electronically.

As an example, let's look at a typical criminal case. This is the model currently being tested. The police will use the system to initiate a criminal case. The report to Crown Counsel will be keyed in. Crown Counsel will be notified of proposed changes by electronic mail.

When Crown Counsel calls up the report on their computer they assess whether or not charges should be laid. They can make requests for additional details, as well as input the appropriate diary dates. Accused profiles and any necessary records can also be reviewed at that time. Outstanding warrants and other charges will all be available in one location.

If Crown Counsel decides to lay charges, information is keyed into ICPS and the Justice of the Peace is notified electronically. When sworn, the warrant or summons is generated by ICPS. This information is also recorded with the police. Notification of all dates can be done by computer or automatic document production.

In the court room, the judge, clerk, crown and defence counsel all have access to the electronic record of the event. Some data bases will only be available to the crown and defence counsel - such as prior criminal convictions. ICPS will notify

crown, police, sheriff, corrections and other parties of the decision. All documentation will be generated immediately.

According to the September 3, 1992 Bulletin issued by ICPS, the Victoria Capital Regional District has been chosen as the first site for implementing ICPS for criminal case processing. Prototype testing has already begun.

The first site for civil case processing will be the new court facility at Robson Square, 800 Smythe Street, Vancouver. The development of this system is in its initial stages.

As you can see, the way criminal and civil trials are conducted in this province will be unrecognizable in five years. It is an exciting, state-of-the art development. If you would like information, please write or call the editor of the ICPS Bulletin:

Susan Allman  
ICPS office,  
Unit 29  
910 Government Street, Victoria,  
B.C.  
V8V 1X4  
Telephone: 356-6166  
Fax: 356-6193.





## DIRECTORS OF WALA 1992-1993

### OFFICERS:

President	Jerena Laursen	Bus: 293-6418
Vice-President	Sarah Hanna	Bus: 631-4742
Secretary	Nancy Vianello	Bus: 983-3338
Treasurer	Jill Matthews	Bus: 631-4894

### COMMITTEE CHAIRS:

Membership	Laura MacLean	Bus: 685-4332
Program	Sandra Cameron Spiller	Bus: 662-5458
Education	Patricia Hunt	Bus: 682-3664
Public Relations	Jasbir Bains (Mr.)	Bus: 684-9151
Newsletter	T.B.A.	



### **NOTICE**

**OPINIONS EXPRESSED IN THE WALA NEWS ARE THOSE OF THE WRITERS AND NOT NECESSARILY THOSE OF THE WESTERN ASSOCIATION OF LEGAL ASSISTANTS ("WALA"). WALA CANNOT ASSUME LIABILITY FOR ERRORS OR OMISSIONS. PLEASE FEEL FREE TO REPRINT ANY OF THE ARTICLES IN THIS NEWSLETTER SO LONG AS YOU GIVE CREDIT WHERE CREDIT IS DUE.**

**EDITORIAL TEAM: Jerena Laursen, Sarah Hanna, Nancy Vianello, Sandra Cameron Spiller, Laura MacLean, Jasbir Bains**



<b>WALA CALENDAR OF EVENTS</b>		
<b>DATE</b>	<b>EVENT</b>	<b>LOCATION</b>
November 20, 1992	<b>CAPILANO COLLEGE FALL GRADUATION DAY</b>  Congratulations to graduating Student Members!	
December 10, 1992	<b>BOARD OF DIRECTORS' MEETING</b>  (Closed Meeting - Contact Jerena Laursen at 293-6418)	Time: 5:30pm Law Offices of Russell & DuMoulin, 1500 - 1075 West Georgia Street, Vancouver, B.C.
December 17, 1992	<b>CHRISTMAS RECEPTION</b>  ...in honour of the Fall graduating student members and in celebration of the "Christmas Season"  (Watch for flyer to follow shortly, or contact Sandra Spiller at 662-5458 for more information)	T.B.A.
January 14, 1993	<b>BOARD OF DIRECTORS' MEETING</b>  (Closed Meeting - Contact Jerena Laursen at 293-6418)	Time: 5:30pm Law Offices of Russell & DuMoulin 1500 - 1075 West Georgia Street, Vancouver, B.C.
January 27, 1993	<b>SUGGESTED LECTURE DATE</b>  (Watch for flyer or contact Sandra Spiller at 662-5458 for more information)	T.B.A.
February 15, 1993	<b>BOARD OF DIRECTORS' MEETING</b>  (Closed Meeting - Contact Jerena Laursen at 293-6418)	Time: 5:30pm Law Offices of Russell & DuMoulin 1500 - 1075 West Georgia Street Vancouver, B.C.
February 26, 1993	<b>CUT-OFF DATE FOR NEWLETTER ARTICLES</b>  (Contact Jerena Laursen at 293-6418 for more information)	
March 10, 1993	<b>SUGGESTED FASHION SHOW/FUND RAISER EVENT</b>  (Watch for flyer or contact Sandra Spiller at 662-5458 for more information)	T.B.A.
March 18, 1993	<b>BOARD OF DIRECTORS' MEETING</b>  (Closed Meeting - Contact Jerena Laursen at 293-6418)	Time: 5:30pm Law Offices of Russell & DuMoulin 1500 - 1075 West Georgia Street Vancouver, B.C.

WALA CALENDAR OF EVENTS		
DATE	EVENT	LOCATION
T.B.A.	<p><b>LAW DAY 1993</b></p> <p>Law Court Open House - Wala will have a booth in the Smithe Street location</p> <p>Volunteers requested - please contact Public Relations Committee Chairman Jasbir Bains at 684-9151</p>	<p>TO BE CONFIRMED: Time: 11:00am - 3:00pm The Law Courts 800 Smithe Street &amp; 222 Main Street Vancouver, B.C.</p>
April 19, 1993	<p><b>BOARD OF DIRECTORS' MEETING</b></p> <p>(Closed Meeting - Contact Jerena Laursen at 293-6418)</p>	<p>Time: 5:30pm Law Offices of Russell &amp; DuMoulin 1500 - 1075 West Georgia Street Vancouver, B.C.</p>
April 26, 1993	<p><b>SUGGESTED LECTURE DATE</b></p> <p>(Watch for flyer or contact Sandra Spiller at 662-5458 for more information)</p>	T.B.A.
May 17, 1993	<p><b>BOARD OF DIRECTORS' MEETING</b></p> <p>(Closed Meeting - Contact Jerena Laursen at 293-6418)</p>	<p>Time: 5:30pm Law Offices of Russell &amp; DuMoulin 1500 - 1075 West Georgia Street Vancouver, B.C.</p>
May T.B.A., 1993	<p><b>CAPILANO COLLEGE SPRING GRADUATION DAY</b></p> <p>Congratulations to graduating Student Members!</p>	
May T.B.A., 1993	<p><b>WINE &amp; CHEESE RECEPTION</b></p> <p>...in honour of the Spring graduating student members and generally in celebration of Spring!</p> <p>(Watch for flyer, or contact Sandra Spiller at 662-5458 for more information)</p>	T.B.A.
June 1, 1993	<p><b>1993 MEMBERSHIP FEES ARE DUE</b></p> <p>Dues notices will be sent to all members - please keep your membership in good standing by forwarding payment promptly.</p> <p>If you are not sure whether your membership is currently in good standing - contact Membership Chairman Laura MacLean at 685-4332 to find out.</p>	
June 4, 1992	<p><b>CUT OFF DATE FOR NEWSLETTER ARTICLES</b></p> <p>(Contact Jerena Laursen at 293-6418 for more information)</p>	
June 24, 1993	<p><b>BOARD OF DIRECTORS' MEETING</b></p> <p>(Closed Meeting - Contact Jerena Laursen at 293-6418)</p>	<p>Time: 5:30pm Law Offices of Russell &amp; DuMoulin 1500 - 1075 West Georgia Street Vancouver, B.C.</p>

WALA CALENDAR OF EVENTS		
DATE	EVENT	LOCATION
July 25, 1993	<b>FAMILY PICNIC</b>  Our First Annual Family Picnic?? If you like this idea, please call Sandra Spiller at 662-5458 or Nancy Vianello at 983-3338 to voice your thoughts.	T.B.A.
July 28, 1993	<b>BOARD OF DIRECTORS' MEETING</b>  (Closed Meeting - Contact Jerena Laursen at 293-6418)	Time: 5:30pm Law Offices of Russell & DuMoulin 1500 - 1075 West Georgia Street Vancouver, B.C.
September 1, 1993	<b>BOARD OF DIRECTORS' MEETING</b>  (Closed Meeting - Contact Jerena Laursen at 293-6418)	Time: 5:30pm Law Offices of Russell & DuMoulin 1500 - 1075 West Georgia Street Vancouver, B.C.
September 10, 1993	<b>CUT OFF DATE FOR NEWSLETTER ARTICLES</b>  (Contact Jerena Laursen at 293-6418 for more information)	
September 30, 1993	<b>WALA ANNUAL GENERAL MEETING</b>	Time: 5:30pm  Location: TBA

Note: We have included times and dates of Directors' meetings (where available) for your reference. The Directors and committees (Education, Membership, Programming, Marketing, Newsletter) welcome your input and comments. Should you wish to raise a matter with the Directors at a Board meeting, please contact Jerena Laursen at 293-6418. If you wish to volunteer for any of the committees, contact the committee chairmen: Programs - Sandra Spiller @ 662-5458; Education - Patricia Hunt @ 682-3664; Membership - Laura MacLean @ 685-4332; Public Relations - Jasbir Bains @ 684-9151; Newsletter - T.B.A.

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