

OFFICIAL NOTICE

August 2009 Quarterly Conference Legal Secretaries, Incorporated

TO: Governors, LSI Officers, LSI Committee Chairmen, Members-at-Large, LSI Past Presidents, and LSI Honorary Members

The August 2009 Conference of the 2009-2010 Board of Governors of LEGAL SECRETARIES, INCORPORATED, will be hosted by Desert Palm Legal Professionals Association August 14, 15, and 16, 2009, in Palm Springs, California.

HEADQUARTERS:

Hilton Palm Springs
400 E. Tahquitz Canon Way
Palm Springs, CA 92262
Telephone: (760) 320-6868
Fax: (760)320-2126

HOTEL RESERVATIONS:

Make hotel reservations directly with the Hilton Palm Springs using the reservation form published in the May 2009 issue of *The Legal Secretary*, or directly with the hotel at (760)320-6868.

**DEADLINE FOR HOTEL
RESERVATIONS:**

Not Applicable

RATES:

\$89 per night single/double
\$89 Triple
\$89 Quad
\$119 Suite
\$20 Roll-a-way
Room deposit of one night required to hold reservation.
Room tax is 15.60%, plus \$8 resort fee, and hotel surcharge of \$1.14 per night.

The hotel accept checks.

PARKING:

Self-parking fee of \$7 is included in resort fee (above).

Check in time is 3 p.m.
Check out time is Noon

SCRIP TICKET:

\$98 (includes registration, reception, banquet and brunch), \$108 after July 17, 2009.

Individual tickets may be purchased as follows:

Registration by 7/17/09:	\$ 8.00
Registration after 7/17/09:	\$18.00
Welcome Reception:	\$ 8.00
Banquet*:	\$57.50
Brunch*:	\$24.50

*Registration not required to attend these functions.

DEADLINE FOR RESERVATIONS: July 17, 2009

NO REFUNDS AFTER: August 7, 2009

LUNCHEON RESERVATIONS:

Governors' Luncheon \$20.00
(Open to Governors only)

Presidents' Luncheon \$20.00
(Open to Association Presidents only)

Membership Luncheon \$20.00
(Open to all LSI members and guests)

TICKET AND LUNCHEON RESERVATIONS:

Use registration form published in the May 2009 issue of *The Legal Secretary* or LSI website: www.lsi.org.

Send check made payable to "**DPLPA**" to:
Donna Ellis, Registration Chair
c/o Brian M. Lewis, Esq.
44700 Village Court #100
Palm Desert, CA 92260
(760)568-9200
donna.ellis@lawlewis.com

TRANSPORTATION

FLYING:

Fly into Palm Springs Airport - 2 miles from hotel.

Shuttle is available to and from hotel. Call hotel for shuttle upon arrival. (760)320-6868

Fly into Ontario Airport - 68 miles.
Must rent a car.

DRIVING FROM NORTH

Take 10 East, Exit 111, North onto Palm Canyon Way, left at East Tahquitz Canyon, destination on the right.

**DRIVING FROM
LOS ANGELES AREA**

US-101 South to the 10E, Exit 111, North onto Palm Canyon Way, Left at E. Tahquitz Canyon Way, destination on the right.

**DRIVING FROM
SAN DIEGO AREA**

I-5 South to 163 N towards Escondido, Merge onto I-15 North, Exit towards 60 East. Take 60 East to 10E, Exit 111, North onto Palm Canyon Way, Left at East Tahquitz Canyon, destination on the right.

**OTHER MEANS OF
TRANSPORTATION
AVAILABLE**

Greyhound Bus - 311 North Indian Canyon Drive,
Palm Springs, California. (800)231-2222.

SCHEDULE OF EVENTS:

Friday, August 14, 2009:

7:30 a.m. – 5:00 p.m.	Continuing Education Council (CEC Members Only) Location: Caliente Room
8:30 a.m. – 5:00 p.m.	Executive Committee Meeting (EC Members Only) Location: Board Room
10:00 a.m.– 5:00 p.m.	Publications Revision Committee Meeting (PRC Members Only) Location: Whitewater Canyon Boardroom
1:00 p.m. – 5:00 p.m.	Legal Specialization Section Leaders Meeting (Section Leaders Only) Location: Palm Canyon Suite A
3:00 p.m. – 8:00 p.m.	Registration Location: Hotel Lobby (Entrance)
3:00 p.m. – 8:00 p.m.	Exhibitors Location: Plaza A & B
5:00 p.m. – Completion	Collate packets (All members and guests welcome) Location: TBA
6:30 p.m. – 8:00 p.m.	Reception Location: Plaza Ballroom
7:30 p.m. -- 9:00 p.m.	Marketing Committee Meeting (Marketing Committee Only) Location: Tahquitz
7:30 p.m. – 9:00 p.m.	Transactional Law Section Workshop Location: Palm Canyon Suite A <u>Topic:</u> “ Unlawful Detainer - From the Day You Don’t Pay to the Day You Go Away ” Speaker: Byron Cornelius, Esq.
7:30 p.m. – 9:00 p.m.	Criminal Law Section Workshop

Location: Palm Canyon Suite B
Topic: ***“Criminal 101- From Doing the Crime to Doing the Time”***
Speaker: John Patrick Dolan, Esq.

Saturday, August 15, 2009

8:00 a.m. - 3:00 p.m.	Registration Location: Hotel Lobby
8:00 a.m. - 3:00 p.m.	Exhibitors Location: Plaza A & B
9:00 a.m. - 10:15 a.m.	Board of Governors Meeting Horizon
10:15 a.m. - 10:30 a.m.	Coffee Break
10:30 a.m. - 12:00 p.m.	Probate & Estate Planning Workshop Location: Palm Canyon Suite A <u>Topic:</u> <i>“Rogue Executors, Administrators, & Trustees”</i> Speaker: Henry Wells, Esq. Best, Best & Krieger
10:30 a.m. -12:00 p.m.	Family Law Section Workshop Location: Palm Canyon Suite B <u>Topic:</u> <i>“When Bankruptcy & Divorce Collide”</i> Speaker(s): Diane Mecca, Paralegal Stephanie Harrison, Family Law Section Leader
10:30 a.m. - 12:00 p.m.	Local Association Workshop Location: Caliente <u>Topic:</u> <i>“Association Leadership: Stepping Outside of Your Comfort Zone”</i> Moderator: Deanna A. Pepe, CCLS, PLS LSI Past President (1996-1998)
12:15 p.m. - 1:30 p.m.	Governors' Luncheon Location: Tapestry
12:15 p.m. - 1:30 p.m.	Presidents' Luncheon Location: Palm Canyon

12:15 p.m. – 1:30 p.m.	Membership Luncheon Location: Terrace
2:00 p.m. – 3:30 p.m.	Board of Governors Meeting Location: Horizon
2:00 p.m. – 6:00 p.m.	Hospitality Suite Location: TBA Host: Desert Palm LPA/Members of LSI
4:00 p.m. – 5:30 pm.	Law Office Administration Workshop Location: Palm Canyon Suite A <u>Topic: “Surviving Layoffs”</u> Speaker: Steve Gomez, Ajilon Professional Staffing
4:00 p.m. – 5:30 p.m.	Civil Litigation Section Workshop Location: Palm Canyon Suite B <u>Topic: “The ABCs of e-Discovery”</u> Speaker: Madison Spach, Jr. Spach, Capaldi & Waggaman LLP
6:30 p.m. - 7:30 p.m.	Reception Location: Horizon
7:30 p.m. – 10:00 p.m.	Banquet Location: Horizon Ballroom Hawaiian Theme

Sunday, August 16, 2009

8:30 a.m. – 9:00 a.m.	Eyeopener Location: Horizon
9:00 a.m. – 10:30 a.m.	Brunch Location: Horizon Ballroom

CONFERENCE CHAIR:

Jennifer Ellis
44700 Village Court #100
Palm Desert, CA 92260
Home: (760)239-1426
Work: (760)239-1426
Fax: (760)568-9211
jennellis21@yahoo.com

AGENDA FOR BOARD OF GOVERNORS MEETING

1. Call to Order
2. Pledge of Allegiance
3. Code of Ethics
4. Roll Call
5. Approval of Minutes
6. Correspondence
7. Oral Resume of Executive Committee
8. Reports of Elected Officers
9. Reports of Appointed Officers
10. Reports of Committee Chairmen
11. Unfinished Business
12. New Business
13. Announcements
14. Adjournment

DETERMINATION OF QUORUM

In order to determine whether a quorum will be present at the meeting, each Governor must advise the LSI Executive Secretary, in writing, or by e-mail, whether the local association will be represented by a Governor or Governor Pro Tem. Please complete and timely submit Governor Notification of Attendance.

CHAIRMEN OFFICIALLY CALLED TO AUGUST CONFERENCE

The following chairmen are officially called to the BOARD OF GOVERNORS MEETING at the LSI August 2009 Quarterly Conference:

2009 Annual Conference	Debby Tankersley, CCLS
Career Promotion/Scholarship	Sally Mendez
Editor, <i>Law Office Procedures Manual</i>	Maria E. Bishop, CCLS
Legal Procedure	Barbara Barregar
Market Committee Coordinator	Brooke Atherton, CCLS
All Members of the CEC:	Jennifer Page, CCLS Cindy Illum Jones Astrid Watterson, CCLS Margaret Tovar, CCLS
All members of the PRC:	Lugene Borba, CCLS Ann Boccia Rosado Karen J. Jones Diane M. Mecca Annie Parrish, CCLS Lisa De La O Carol Karwatt

All Legal Specializations Section
Leaders:

Elizabeth Adame, CCLS
Cheryl Kent, PLC, CCLS
Stephanie Harrison
Jan Vornkahl, CCLS
Leslie Ames, CCLS
Mae Brooks, CCLS

ALL officers and chairmen, with the exception of the Legal Specialization Section Leaders and the Publications Revision Committee Assistant Editors **MUST** submit a written report for this meeting. See the accompanying letter regarding your report and reimbursement of expenses during this quarter.

CALL OF CHAIRMEN FOR REMAINDER OF 2009-2010 FISCAL YEAR

November 2009 Conference

The following chairmen are officially called to the BOARD OF GOVERNORS MEETING at the LSI November 2009 Quarterly Conference:

Professional Liaison/Day in Court
California Certified Legal Secretary
Legal Secretarial Training/Seminar
Editor, *The Legal Professionals' Handbook*
All members of the CEC
All members of the PRC
All Legal Specialization Section Leaders

February 2010 Conference

The following chairmen are officially called to the BOARD OF GOVERNORS MEETING at the LSI February 2010 Quarterly Conference:

2010 Annual Conference Chair
Advertising
Nominations and Elections
Liaison to Law Practice Management & Technology Section of the State Bar
of California
All members of the CEC
All members of the PRC
All Legal Specialization Section Leaders

Annual Conference - May 2010

All officers and chairmen are officially called to Annual Conference.

Dated: June 29, 2009

SANDRA T. JIMENEZ
Sandra T. Jimenez, CCLS
LSI Executive Secretary