

OFFICIAL NOTICE

PRE-ANNUAL CONFERENCE BOARD OF GOVERNORS MEETING SEVENTY-SIXTH ANNUAL CONFERENCE AND POST-ANNUAL CONFERENCE BOARD OF GOVERNORS MEETING OF LEGAL SECRETARIES, INCORPORATED

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

The Pre-Annual Conference Board of Governors Meeting, the Seventy-Sixth Annual Conference, and the Post-Annual Conference Board of Governors' meeting of LEGAL SECRETARIES, INCORPORATED, will be hosted by Butte County LPA and Sacramento LSA on May 20, 21, 22, and 23, 2010, in Sacramento, California.

HEADQUARTERS:

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815
Tel:(916) 922-4700 or (800)344-4321
Fax:(916)649-1311

HOTEL RESERVATIONS:

Make hotel reservations directly with the Hilton using the attached reservation form directly with the hotel at (916)922-4700, or online at:
www.hilton.com/en/hi/groups/personalized/SMFHIHF-ALG-20100516/index.jhtml

DEADLINE FOR HOTEL RESERVATIONS:

April 19, 2010

RATES:

\$119 per night, single/double
\$129 per night, triple/quad
Standard two queen beds or one king bed
Limit of four persons per room
Occupancy Tax - 12% per night, per room
Service charge - 22%
Local tax - 8.75%
Room deposit required for first night, or guaranteed with major credit card; hotel accepts personal checks on checkout.

Self-Parking: Free
Valet-Parking: None

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

SCRIP TICKET: **\$115.00** (includes registration, reception, banquet and brunch), \$125.00 after April 20, 2010.

Individual tickets may be purchased as follows:

Registration by 4/20/10:	\$ 20
Registration after 4/20/10:	\$ 30
Governors Luncheon (Friday, May 21): (Open to Governors Only)	\$ 31
Presidents Luncheon (Friday, May 21): (Open to Presidents Only)	\$31
Newcomers' Luncheon (Friday, May 21): (Open to LSI Members and Guests)	\$ 31
Welcome Reception (Friday, May 21):	\$ 25
CCLS Luncheon (Saturday, May 22): (Open to LSI Members and Guests)	\$ 31
Banquet (Saturday, May 22):	\$ 50
Brunch (Sunday, May 23):	\$ 26

DEADLINE FOR RESERVATIONS: **April 20, 2010**

NO REFUNDS AFTER: **April 30, 2010**

**TICKET AND LUNCHEON
RESERVATIONS:**

Use the attached registration form; or
download online at LSI website: www.lsi.org.

Send check made payable to "*BUTTE COUNTY
LPA (BCLPA)*" to:

Astrid Watterson, CCLS
c/o Somach Simmons & Dunn
500 Capitol Mall, #1000
Sacramento, CA 95814
Phone: (916)446-7979
Cell: (209)406-9984
E-mail: awatterson@somachlaw.com

TRANSPORTATION

FLYING:

Fly in to Sacramento International Airport.
Super Shuttle 1(800)258-3826 (One way is \$19)
<http://www.supershuttle.com>

Do not rent a car from the airport. You will not need it.

DRIVING:

FROM THE NORTH

Take I-5 South to Garden Highway (Exit 521) 0.3 miles, take the ramp toward University of Phoenix, turn left onto Garden Highway (1.5 miles) turn slight right onto Arden-Garden Conn. this becomes Arden Way, turn left onto Harvard (0.2 miles) the hotel is on the rights.

FROM SAN FRANCISCO

Take I-80 East toward Oakland (portions toll \$4) 81 miles, keep left and take US-50E/Capital City Freeway toward Sacramento/South Lake Tahoe 5.3 miles, take I-80-BR exit toward Reno, 0.9 miles, merge onto Capital City Freeway, miles, take the Arden Way exit (Exit 9B) toward CA-160, 0.5 miles, turn slight left to take the Arden Way West ramp, 4 miles, keep left at the fork in the ramp, turn slight right onto Arden Way, 0.1 miles, turn right onto Harvard Street, 0.2 miles, hotel is on the right.

FROM THE SOUTH

Take I-5 North merge onto US-50E/Capital City Freeway/CA-99 South toward South Lake Tahoe, 2.2 miles, take the I-80-BR exit toward Reno, 0.9 miles merge onto Capital City Freeway, 3.0 miles, take the Arden Way exit (Exit 9B) toward CA-160, 0.5 miles, turn slight left to take the Arden Way West ramp, 0.4 miles, keep left at the fork in the ramp, turn slight right onto Arden Way, 0.1 miles, turn right onto Harvard Street, 0.2 miles, hotel is on the right.

OTHER MEANS OF TRANSPORTATION

Amtrak Train Station, Station Building (with waiting room), 401 I Street, Sacramento, CA 95814 (800)872-7245,
www.amtrak.com .

HOTEL SHUTTLE:

The hotel shuttle runs hourly only to and from the Arden Fair Mall.

SCHEDULE OF EVENTS:

Thursday, May 20, 2010:

- 7:30 a.m. to 5:00 p.m. Continuing Education Council
(CEC Members Only)
Location: Cabernet
- 8:30 a.m. to 5:00 p.m. Executive Committee
(EC Committee Members Only)
Location: Sierra
- 10:00 a.m. to 5:00 p.m. Publications Revision Committee:
(PRC Members Only)
Meeting Room: Eureka
- 1:00 p.m. to 5:00 p.m. Legal Specialization Section Leaders:
(Section Leaders Only)
Location: Natomas
- 4:00 p.m. to 7:00 p.m. Registration
Location: Lobby
- 4:00 p.m. to 7:00 p.m. Set up for History Books and Bulletins:
Location: Chardonnay

Friday, May 21, 2010:

- 7:30 a.m. to 8:00 p.m. Registration
Location: Lobby
- 8:00 a.m. to 5:00 p.m. History Book Display
Location: Chardonnay
Closed for Judging at 5:00 p.m.
- 8:00 a.m. to 5:00 p.m. Bulletin Display
Location: Chardonnay
Closed for Judging at 5:00 p.m.
- 8:00 a.m. to 5:00 p.m. CCLS Certifying Board
(CCLS Board members only)
Location: Eureka
- 8:00 a.m. to 9:00 p.m. Exhibitors
Location: Atrium-Solarium

- 8:30 a.m. to 9:00 a.m. Officer/Chairman Workshops
Moderator: Jennifer Page, CCLS
LSI Educational Program Coordinator
(Introduction and Instructions)
Location: Shasta A-B
- 9:00 a.m. to 11:45 a.m. Presidents' Roundtable
Moderator: Mary S. Rocca, CCLS
LSI Past-President 2004-2006
(Incoming & Outgoing Presidents only)
Location: Zinfandel
- 9:00 a.m. to 10:15 a.m. Minutes /Notes/Correspondence
Moderator: Sandra T. Jimenez, CCLS
LSI Executive Secretary
Location: Natomas
- 9:00 a.m. to 10:15 a.m. Treasurer's Duties/Corporate Office
Moderators: Mary Beaudrow, CCLS, LSI
Treasurer and Catherine Culver, CCLS,
LSI Administrator
Location: Sonoma
- 9:00 a.m. to 10:15 a.m. CCLS Throw Down: How To & Mini Version
Moderator: Brandon Wai, Alameda County LSA
President
Location: Merlot
- 9:00 a.m. to 10:15 a.m. Ways & Means - Successful Local Association
Events
Moderators: Leisel Hart, Joyce Purvis
Location: Napa
- 9:00 a.m. to 10:15 a.m. Legal Secretarial Training/Seminars
Moderator: Dawn Forgeur, CCLS
Location: Cabernet
- 10:15 to 10:30 a.m. Refreshment Break
Location: Solarium
- 10:30 a.m. to 11:45 a.m. Newcomer's Workshop
Moderator: Jennifer Page, CCLS
LSI Educational Program Coordinator
Location: Cabernet
- 10:30 a.m. to 11:45 a.m. Membership
Moderator: Brooke Atherton, CCLS
LSI Vice President
Location: Natomas

- 10:30 a.m. to 11:45 a.m. Governors' Workshop
Moderator: Lorraine Bettencourt, PLS, CCLS
LSI Executive Advisor, Past President 2006-2008
Location: Sonoma
- 10:30 a.m. to 11:45 a.m. Parliamentary Procedure
Moderator: Kay J. Bliss, PLS, CCLS
LSI Parliamentarian
Location: Merlot
- 10:30 a.m. to 11:45 a.m. Co-Hosting Annual or Quarterly Conferences
Moderators: Michelle Rodgers, CCLS, Gloria Lamm; Belinda Owens, and Michelle Tice
Location: Napa
- 12:00 p.m. to 1:30 p.m. Governors' Luncheon
Moderator: Sandra T. Jimenez, CCLS
LSI Executive Secretary
(Incoming and Outgoing Governors Only)
Location: Shasta A-B
- 12:00 p.m. to 1:30 p.m. Presidents Roundtable Luncheon
Moderator: Mary S. Rocca, CCLS
LSI Past-President 2004-2006
(Incoming & Outgoing Presidents only)
Location: Brandywine
- 12:00 p.m. to 1:30 p.m. Newcomers' Luncheon
Moderator: Jennifer Page, CCLS
LSI Educational Program Coordinator
(Open to those attending first Annual Conference)
Location: Tahoe
- 1:30 p.m. to 3:30 p.m. Transactional Law Section Workshop
Topic: Patents & Trademarks
Speaker: John Costello, Esq.
Location: Eagle
(Please use attached Registration Form.)
- 1:30 p.m. to 3:30 p.m. Criminal Law Section Workshop
Topic: "Sentencing Alternatives"
Speaker: Dayle C. Carlson, Correctional Consultant
Location: Berryessa
(Please use attached Registration Form.)
- 2:00 p.m. to Completion LSI Administrator/Collating Packets
Location: Natomas

2:00 p.m. to 4:00 p.m.	Marketing Committee Meeting (Marketing Committee Members Only) Location: <u>Cabernet</u>
2:00 p.m. to 6:00 p.m.	Hospitality Suite - Hosted by Don Lee Location: TBA
4:00 p.m. to 6:00 p.m.	Family Law Section Workshop Topic: "Calculating Support & Hardship Deductions" Speaker: Valerie Miller, Esq., Persons & Miller Location: <u>Berryessa</u> (Please use attached Registration Form.)
4:00 p.m. to 6:00 p.m.	Law Office Administration Section Workshop Topic: "Disaster Preparation & Relief" Speaker: Robert Persons, Esq., Persons & Miller Location: <u>Eagle</u> (Please use attached Registration Form.)
6:30 p.m. to 8:00 p.m.	Welcome Reception/Campaign Party: Location: <u>Shasta A-B-Atrium</u>

Saturday, May 22, 2010:

7:30 a.m. – 2:00 p.m.	Registration Location: <u>Lobby</u>
8:00 a.m. – 3:00 p.m.	Exhibitors Location: <u>Atrium-Solarium</u>
8:00 a.m. – 9:00 a.m.	Pre-Annual Conference Board of Governors Meeting Location: <u>Tahoe</u>
8:30 a.m. - 9:30 a.m.	Delegates Register Location: <u>Solarium</u>
9:30 a.m. - 12:00 p.m.	General Assembly - First Session Location: <u>Eagle-Berryessa</u>
9:00 a.m. - 5:00 p.m.	History Books and Bulletin Display Location: <u>Chardonnay</u>
10:15 a.m. - 10:30 a.m.	Refreshment Break Location: <u>Solarium</u>

- 12:00 p.m. - 1:30 p.m. CCLS/Open Luncheon
Moderator: Astrid Watterson, CCLS
LSI CCLS Chairman
(Open to all LSI Members and Guests)
Location: Shasta A-B & Tahoe
- 12:00 p.m. - 1:30 p.m. Past Presidents' Luncheon
(Off Site - By invitation only)
- 1:30 p.m. - 2:00 p.m. Delegates Register
Location: Solarium
- 2:00 pm. - 4:00 p.m. General Assembly - Second Session
Location: Eagle -Berryessa
- 4:00 p.m. – 6:00 pm. (Joint) Civil Litigation/Probate
Section Workshop
Topic: Wills & Trusts Litigation
Speaker: Tracy Potts, Esq., Legacy Law Group
Location: Shasta A-B
(Please use attached Registration Form)
- 4:00 p.m. – 6:00 p.m. Executive Committee/CCLS Certifying Board
Meeting - (EC and CCLS Board Members only)
Location: Brandywine
- 4:00 p.m. - 6:00 p.m. Hospitality Suite - Hosted by Don Lee
Location: TBA
- 6:30 p.m. - 7:30 p.m. Reception
Location: Atrium-Solarium
- 7:30 p.m. - 9:30 p.m. Banquet
Location: Eagle -Berryessa - Tahoe

Sunday, May 23, 2010:

- 8:30 a.m. – 9:00 a.m. Eyeopener
Location: Eagle - Berryessa
- 8:30 a.m. - 9:00 a.m. Delegates Register
Location: Solarium
- 9:00 a.m. - 11:00 a.m. Brunch
Installation of Officers
Location: Eagle-Berryessa

Followed by:

Post Annual Conference
Board of Governors' Meeting
Location: Folsom

ANNUAL CONFERENCE CHAIRMAN:

Julie Edsill, CCLS
6 Westminster Court
Chico, CA 95928

(530) 892-1249 - Home
(530) 893-0717 - Work

E-mail: juleeone@sbcglobal.net

REPORTS OF OFFICERS AND CHAIRMEN

ALL officers and chairmen must submit a written report for this meeting. Therefore, you are required to do the following:

1. Deliver **200** copies of your report to Catherine Culver, CCLS, LSI Administrator, by 12 noon, Friday, May 21, 2010; and
2. Submit the **original** of your report to LSI Executive Secretary, Sandra T. Jimenez, CCLS, no later than 9:00 a.m., Saturday, May 22, 2010.

All officers and chairmen are required to be present at to this meeting. If you are unable to attend, you are requested to do the following:

1. Forward the **original** of your report to the LSI Executive Secretary, no later than Friday, May 14, 2010; and
2. Mail **200** copies of your report to the hotel, attention Catherine Culver, CCLS, Administrator, Legal Secretaries, Incorporated. Please mail your package in sufficient time to ensure it reaches the hotel no later than Wednesday, May 19, 2010. Also, please indicate on the outside of your envelope the title of your office/chairmanship and contact Catherine Culver, CCLS, LSI Administrator to let her know that you are mailing your report so that she can expect it.

OFFICIAL CALL TO LSI CHAIRMEN

All LSI Chairmen are officially called and requested by the Executive Committee to attend the Annual conference. The 2011 Annual Conference Chairman is officially called to the Annual Conference. The 2010 Annual Conference Chairman is not officially called to the Annual Conference, but will be reimbursed for a scrip ticket.

Submit your Expense Claim to LSI Treasurer, Mary Beaudrow, CCLS, by 7:00 p.m. on Friday evening, May 21, 2010.

Dated: April 1, 2010

Sandra T. Jimenez

Sandra T. Jimenez, CCLS
LSI Executive Secretary