

## Officers and Chairmen Workshops of Legal Secretaries, Incorporated

May 21, 2010

Moderator: Jennifer L. Page, CCLS, Educational Program Coordinator

Schedule:      8:30 a.m.                      Introductions and Workshop Overview – Shasta A & B  
                     9:00 - 10:15 a.m.              First Session  
                     10:15 -10:30 a.m.              Coffee Break  
                     10:30 - 11:45 a.m.              Second Session

President’s Roundtable (Incoming/Outgoing Presidents Only)      9:00 a.m. to 11:45 a.m.
Moderator:      Mary S. Rocca, CCLS
Location:      Zinfandel Room

First Session	Second Session
9:00 a.m. - 10:15 a.m.	10:30 a.m. – 11:45 a.m.-
<u>Minutes/Notes/Correspondence</u> Moderator:      Sandra Jimenez, CCLS LSI Executive Secretary Location:      Natomas Room	<u>Newcomer’s Workshop</u> Moderator:      Jennifer L. Page, CCLS LSI Educational Program Coordinator Location:      Cabernet Room
<u>Treasurer’s Duties/Corporate Office</u> Moderators:      Mary Beaudrow, CCLS, LSI Treasurer Catherine Culver, CCLS, LSI Administrator Location:      Sonoma Room	<u>Governor’s Workshop:</u> Moderator:      Lorraine M. Bettencourt, PLS, CCLS LSI Executive Advisor Location:      Sonoma Room
<u>CCLS Throwdown: How to and Mini Version</u> Moderator:      Brandon Wai Location:      Merlot Room	<u>Membership</u> Moderator:      Brooke Atherton, CCLS LSI Vice President Location:      Natomas Room
<u>Legal Secretarial Training/Seminars</u> Moderator:      Dawn Forgeur, CCLS LSI Legal Secretarial Training/Seminar Chair Location:      Cabernet Room	<u>Parliamentarian</u> Moderator:      Kay Bliss, PLS, CCLS LSI Parliamentarian Location:      Merlot Room
<u>Ways and Means – Successful Local Association Events</u> Moderator:      Leisel Hart, Joyce Purvis Location:      Napa Room	<u>Co-hosting Annual or Quarterly Conferences</u> Moderators:      Michelle Rodgers, CCLS, Gloria Lamm, Belinda Owens, Michelle Tice Location:      Napa Room

Please note: Locations are subject to change.