

OFFICIAL NOTICE

November 2009 Quarterly Conference Legal Secretaries, Incorporated

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

The November 2009 Conference of the 2009-2010 Board of Governors of LEGAL SECRETARIES, INCORPORATED, will be hosted by Capitol City Legal Professionals Association and Placer County Legal Professionals Association on November 13, 14 and 15, 2009, in Rancho Cordova, California.

HEADQUARTERS:

Sacramento Marriott Rancho Cordova
11211 Point East Drive
Rancho Cordova, CA 95742
Phone: (916)638-1100 or (888)236-2427
Fax:(916)638-5803

HOTEL RESERVATIONS:

Make hotel reservations directly with the Sacramento Marriott using the reservation form published in the August 2009 issue of *The Legal Secretary*, or directly with the hotel at (916)638-1100.

DEADLINE FOR HOTEL RESERVATIONS:

October 22, 2009

RATES:

\$104 per night single/double
\$104 Triple
\$104 Quad
\$199 Suite
\$ 0 Roll-a-way

Room tax is 12%, plus \$1/day tourism fee,
The hotel accepts checks upon approval.

PARKING:

Free parking.

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

SCRIP TICKET:

\$78 (includes registration, reception, banquet and brunch), \$88 after

October 14, 2009.

Individual tickets may be purchased as follows:

Registration by 10/14/09:	\$ 8.00
Registration after 10/14/09:	\$18.00
Welcome Reception:	\$ 8.00
Banquet*:	\$40.00
Brunch*:	\$28.00

*Registration not required to attend these functions.

DEADLINE FOR RESERVATIONS: October 14, 2009

NO REFUNDS AFTER: October 23, 2009

LUNCHEON RESERVATIONS:

Governors' Luncheon \$29.00
(Open to Governors/Governors Pro Tem only)

Presidents' Luncheon \$29.00
(Open to Association Presidents only)

Membership Luncheon \$29.00
(Open to all LSI members and guests)

**TICKET AND LUNCHEON
RESERVATIONS:**

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

Send check made payable to "**PCLPA/CCLPA
11/09 CONFERENCE FUND**", mail to:
Cheryl Ewing, Registration Chair
1513 Zelda Way
Sacramento, CA 95822
(916)273-1848
cewing@wkblaw.com

TRANSPORTATION

FLYING:

Fly into Sacramento International Airport (27 miles from hotel).

Driving directions: Go toward Airport Exit on Airport Blvd. Take ramp onto I-5 South toward Sacramento/Yuba City and go 9.7 miles. Take the US-50 East exit and go 14.9 miles. Take the Sunrise Blvd exit (South) and go .6 miles. Turn left on Point East Drive. The hotel is on your left.

SuperShuttle is estimated at \$38 first passenger and \$11 additional passengers (one way). Visit website www.supershuttle.com for reservations.

Taxi is estimated at \$75 (one way)

DRIVING FROM NORTH

I-5 South toward Sacramento. Take the US-50 East toward South Lake Tahoe. Take the Sunrise Blvd exit (South) and go .6 miles. Turn Left on Point East Drive. The hotel is on your left.

DRIVING FROM SOUTH

I-80 East or I-5 North toward Sacramento. Take the US-50 East toward South Lake Tahoe. Take the Sunrise Blvd exit (South) and go .6 miles. Turn Left on Point East Drive. The hotel is on your left.

SCHEDULE OF EVENTS:

Friday, November 13, 2009:

7:30 a.m. – 5:00 p.m.	Continuing Education Council (CEC Members Only) Location: Board Room
8:30 a.m. – 5:00 p.m.	Executive Committee Meeting (EC Members Only) Location: Santa Rosa Room
10:00 a.m.– 5:00 p.m.	Publications Revision Committee Meeting (PRC Members Only) Location: Carmel Room
1:00 p.m. – 5:00 p.m.	Legal Specialization Section Leaders Meeting (Section Leaders Only) Location: Newport Room
3:00 p.m. – 8:00 p.m.	Registration Location: Hotel Lobby
3:00 p.m. – 8:00 p.m.	Exhibitors Location: Rancho Cordova Room
5:00 p.m. – Completion	Collate packets (All members and guests welcome) Location: Carmel Room
6:30 p.m. – 8:00 p.m.	Reception Location: California Ballroom Hosted by: Carol Nygard & Associates
7:30 p.m. -- 9:00 p.m.	Marketing Committee Meeting (Marketing Committee Only) Location: Board Room
7:30 p.m. – 9:00 p.m.	<u>Family Law Law Section Workshop</u> Location: San Diego Room <u>Topic: “ICWA- Indian Child Welfare Act”</u> Speaker: Elizabeth Sandoval, Esq.

California Dept of Social Services

7:30 p.m. – 9:00 p.m.

Criminal Law Section Workshop
Location: Santa Barbara Room
Topic: “No Money, No Justice?”
Speaker: Jessie Morris, Jr., Esq.
Sacramento Public Defender’s Office

Saturday, November 14, 2009

8:00 a.m. - 3:00 p.m.

Registration
Location: Hotel Lobby

8:00 a.m. - 3:00 p.m.

Exhibitors
Location: Rancho Cordova Room

9:00 a.m. - 10:15 a.m.

Board of Governors Meeting
California Ballroom

10:15 a.m. - 10:30 a.m.

Coffee Break

10:30 a.m. - 12:00 p.m.

Transactional Law Workshop
Location: San Diego Room
Topic: “Avoiding Rejection By The Secretary Of State
Speakers: Connie Christenson
(Business Entity Filing Unit) and
Terry Sharp (Business Programs Division)
Secretary of State’s Office

10:30 a.m. -12:00 p.m.

Law Office Administration Workshop
Location: Santa Barbara Room
Topic: “Civil Rights - Past, Present & Future”
Speaker: Windie Scott, Chief Deputy Director
Dept. of Fair Employment & Housing

10:30 a.m. - 12:00 p.m.

Local Association Workshop
Location: Santa Rosa Room
Topic: The Nuts & Bolts of Hosting a Conference
LSI Past President (2000-2002)

12:15 p.m. - 1:30 p.m.

Governors' Luncheon
Location: Newport Room

12:15 p.m. - 1:30 p.m.

Presidents' Luncheon
Location: Folsom Room

12:15 p.m. – 1:30 p.m.

Membership Luncheon
Location: Carmel Room

2:00 p.m. – 3:30 p.m.

Board of Governors Meeting
Location: California Ballroom

2:00 p.m. – 6:00 p.m.

Hospitality Suite
Location: TBA
Host: Don Lee & Friends

4:00 p.m. – 5:30 pm.

Probate & Estate Planning Workshop
Location: San Diego Room
Topic: “Qualified Domestic Trust (QDOT)
What It Is and How It Works”
Speaker: John Burghardt, Esq.

4:00 p.m. – 5:30 p.m.

Civil Litigation Section Workshop
Location: Santa Barbara Room
Topic: “CEQA (the California Environmental
Quality Act) - Writ Practice”
Speakers: Howard Wilkins, Esq. and
Jennifer Holman, Esq.

4:00 p.m. - 5:30 p.m.

Location: Santa Rosa Room
Topic: “Legal Terminology & The California
Style Manual”
Moderator: Astrid Watterson, CCLS
LSI CCLS Chairman

CCLS Workshop - Fee: \$5

6:30 p.m. - 7:30 p.m.

Reception
Location: Rancho Cordova Room

7:30 p.m. – 10:00 p.m.

Banquet
Location: California Ballroom

Sunday, November 15, 2009

9:00 a.m. – 10:30 a.m.

Brunch
Location: California Ballroom

GENERAL CO-CONFERENCE CHAIRS:

Michelle Rodgers, CCLS
24740 Oro Valley Road
Auburn, CA 95602
Home: (530)269-1577
Work: (916)442-1298
Fax: (916)341-0849
mrodgers@lawpolicy.com

Gloria Lamm
2700 Gage Lane
Lincoln, CA 95648
Home: (916)645-9134
Work: (916)786-7515
Fax: (916)786-7559
gloria@lammfarm.com

AGENDA FOR BOARD OF GOVERNORS MEETING

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

CHAIRMEN OFFICIALLY CALLED TO NOVEMBER CONFERENCE

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

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
Maria Bishop, 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

Professional Liaison/Day in Court

Debra Clark-Nejak

California Certified Legal Secretary

Astrid Watterson, CCLS

Legal Secretarial Training/Seminar

Cindy Illum Jones

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 FEBRUARY 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

CALL OF CHAIRMEN TO ANNUAL CONFERENCE - MAY 2010

All officers and chairmen are officially called to Annual Conference.

Dated: September 10, 2009

Sandra T. Jimenez
Sandra T. Jimenez, CCLS
Executive Secretary