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FEBRUARY 2018 CONFERENCE
BOARD OF GOVERNORS MEETING
BUENA PARK, CALIFORNIA

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MINUTES OF FEBRUARY 2018 CONFERENCE MEETING OF BOARD OF GOVERNORS OF LEGAL SECRETARIES, INCORPORATED

The February 2018 Conference Meeting of the Board of Governors of Legal Secretaries, Incorporated, was called to order by President Jennifer L. Page, CCLS, on Saturday, February 24, 2018, at 9:00 a.m., at the Knott’s Berry Farm Hotel in Buena Park, California.

The Colors were presented by the Buena Park High School Junior ROTC. The Pledge of Allegiance was led by Sean Peterson, President of Fresno County LPA. The LSI Code of Ethics was read by Tanya Tate, President of San Mateo County LPA. The inspirational message was given by Kathleen Gorham, President of Desert Palm LPA.

The President asked for a moment of silence in memory of those that have passed, those whom have experienced loss, and for those experiencing difficult times since our last meeting.

The President recognized Sylvia Marsh, President of Orange County LSA, who introduced the guest speaker, Virginia Vaughn, Mayor of Buena Park.

INTRODUCTION OF SPECIAL AND HONORED GUESTS:

The President introduced the following LSI Past Presidents and Honorary Members: Diana E. Estabrook, PLS, Sonoma County LSA, (1984-1986); Patricia E. Miller, PLS, CCLS, Santa Cruz County LPA, (1998-200); Kay J. Thornburg, San Diego LSA, (2002-2004); Mary S. Rocca, CCLS, Alameda County LSA (2004-2006); Mary J. Beaudrow, CCLS, Mt. Diablo LPA (2014-2016); and, Honorary Member Don Lee of Merced County LPA.

ROLL CALL:

ELECTED OFFICERS:

PRESIDENT .............................................................. JENNIFER L. PAGE, CCLS
VICE PRESIDENT ..................................................... HEATHER EDWARDS
EXECUTIVE SECRETARY ............................................. LYNNE PRESCOTT, CCLS
TREASURER .................................................................... ROD CARDINALE, JR.

APPOINTED OFFICERS:

EXECUTIVE ADVISOR ................................................. MARY J. BEAUDROW, CCLS
PARLIAMENTARIAN ................................................... KRISTI L. EDWARDS, CCLS
EDITOR-IN-CHIEF ...................................................... KAREN J. JONES
EDITOR, THE LEGAL SECRETARY .............................. BARBARA BARREGAR
EDUCATIONAL PROGRAM COORDINATOR .................... J. CORI MANDY, CCLS
HISTORIAN ................................................................ BRYANA SCHRODER, CCLS
LEGAL SPECIALIZATION SECTIONS COORDINATOR .... DAWN R. FORGEUR, CCLS

CHAIRMEN:

ADVERTISING .............................................................. LARRY MCGREW
CALIFORNIA CERTIFIED LEGAL SECRETARY .................. TERRIE QUINTON, CCLS
CAREER PROMOTION/SCHOLARSHIP ............................... SYLVIA MARSH
EDITOR, LSI LEGAL PROFESSIONAL’S HANDBOOK ........................................ LINDA LANE, CCLS
EDITOR, LAW OFFICE PROCEDURES MANUAL ........................................ LISA DE LA O
LEGAL PROCEDURE ........................................................................ BECKY J. NEIDHARDT, CCLS
LEGAL PROFESSIONAL TRAINING/SEMINARS ...................................... SHAYLENE CORTEZ, CCLS
PROFESSIONAL LIAISON/DAY IN COURT ........................................... RACHEL MALERBI (ABSENT)
PRC ASSISTANT EDITORS ........................................................................ JUDY JOHNS, CCLS
                                                                                   NORMA MARQUEZ
                                                                                   PAMELA S. SCHULD, CCLS
                                                                                   BETTY J. THOMAS
LEGAL SPECIALIZATION SECTION LEADERS ........................................ DONNA DAY
                                                                                   MARY LOU FLOYD, CCLS
                                                                                   BETTINA JACOBSON
                                                                                   TAMMY L. HUNT, CCLS
                                                                                   CARMEN VASQUES
                                                                                   DIANE MECCA, CP, CBA
                                                                                   RENEE EVANS, CCLS
SOCIAL MEDIA ......................................................................................... ERIKA GARDUÑO

SPECIAL COMMITTEE:

LIAISON TO THE LAW PRACTICE MANAGEMENT AND TECHNOLOGY SECTION OF THE STATE BAR
OF CALIFORNIA .......................................................................................... MARY S. ROCCA, CCLS

GOVERNORS:

ALAMEDA COUNTY .................................................................................. CYNTHIA SAUCEDA
BEVERLY HILLS/CENTURY CITY ............................................................... MARIA TERESA BRAVO
CONEJO VALLEY ...................................................................................... SHIRLEY LIPKIN
CONTRA COSTA COUNTY ....................................................................... WENDY GRAVES (ABSENT)
DESERT PALM ......................................................................................... ERIKA GARDUÑO
FRESNO COUNTY ................................................................................... CHRISTINE K. BANKS, CCLS
HUMBOLDT COUNTY ............................................................................... UNABLE TO SEAT A GOVERNOR
IMPERIAL COUNTY ............................................................................... LIDIA GANDEVIA (ABSENT)
LIVERMORE-AMADOR VALLEY ................................................................. LAURA DRIEOANE (ABSENT)
LONG BEACH ......................................................................................... LEQUITA HODGE, CCLS
LOS ANGELES ......................................................................................... PATRICIA BANKS, PLS, CCLS
MARIN COUNTY ...................................................................................... AMBER KENNEDY
MERCED COUNTY .................................................................................. DOROTHY KNOX, PRO TEM
MT. DIABLO ............................................................................................... CHERYL L. KENT, PLS, CCLS
NAPA COUNTY ......................................................................................... ANNA M. McCLELLAN
ORANGE COUNTY .................................................................................... HEATHER NOWAK
PLACER COUNTY .................................................................................... BETTINA JACOBSON
RIO HONDO DISTRICT ........................................................................... BLANCA GRIJALVA
RIVERSIDE ............................................................................................... ANNA BROWNSON, CP, CCLS, PRO TEM
SACRAMENTO .......................................................................................... JAN AINSWORTH
SAN DIEGO ............................................................................................... LEANNA PIERCE
SAN FERNANDO VALLEY ................................................................. MAE CHESTER, CCLS
SAN FRANCISCO .................................................................................... CHRISTINE J. FLORES, CBA
SAN GABRIEL VALLEY ........................................................................ BETTY J. THOMAS
SAN MATEO COUNTY ........................................................................... TANYA TATE
SANTA BARBARA .................................................................................... TERRI COLLIER-STRINGER, CCLS
The Executive Secretary announced that 26 Governors and Governors Pro Tem were in attendance, constituting a quorum.

**INTRODUCTION OF TIMEKEEPER:**

Kim Oreno of California Advocates Management Services, LSI Administrator, was introduced as the timekeeper for this meeting.

**INTRODUCTION OF PAGES:**

Mary Lynn Genova and Norma Marquez of Orange County LSA were introduced as the pages for the morning session.

**APPROVAL OF MINUTES:**

The President announced that the Minutes of the November 2017 Board of Governors Meeting were timely distributed and corrections were received. There being no further corrections, the Minutes were approved as corrected.

**CORRESPONDENCE:**

President Jennifer L. Page, CCLS, read correspondence from Executive Secretary Lynne Prescott, CCLS, thanking the members of LSI for their expressions of sympathy and condolences on the passing of her father. The Executive Secretary read correspondence from Virginia Vaughn, Mayor of Buena Park, welcoming the members of LSI to Buena Park for LSI’s February 2018 Quarterly Conference.

**REPORTS OF ELECTED OFFICERS AND CHAIRMEN:**

The President announced that, pursuant to Standing Rule 2.15, the oral reports of the officers and chairmen would be limited to two minutes, with the exception of the Treasurer, whose report would be read in its entirety.

The original reports of the elected officers, appointed officers, and committee chairmen are attached to the Official Minutes of this meeting. All reports were posted on the LSI website seven days prior to conference. Copies were filed with the President, and distributed to the LSI Past Presidents and all Members-at-Large.

The following officers reported orally at the morning session:

President.............................................................................................................Jennifer L. Page, CCLS
RESUME OF THE EXECUTIVE COMMITTEE MEETING:

Executive Secretary Lynne Prescott, CCLS, read the Executive Committee Resume, which is a brief summary of the matters considered by the Executive Committee at its meeting on Friday, February 23, 2018. A copy of the Executive Committee Resume is attached to the Official Minutes of this meeting, and copies were distributed to those in attendance. The President announced that voting on any recommendations would take place during the afternoon session.

Vice President (Membership/Programs/Marketing Committee) .................. Heather Edwards

Treasurer ................................................................. Rod Cardinale, Jr.

Treasurer Rod Cardinale, Jr., read the income and expense totals from the Unaudited Statement of Revenues and Expenses for the Third Quarter ending January 31, 2018. The original report is attached to the Official Minutes and incorporated herein by reference. Set forth below is a recapitulation of said report:

<table>
<thead>
<tr>
<th>Current Period Actual</th>
<th>2017-2018 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income: $ 24,254</td>
<td>$ 178,960</td>
</tr>
<tr>
<td>Expenses: $ 34,030</td>
<td>$ 178,514</td>
</tr>
<tr>
<td>Income &lt;Deficiency&gt;</td>
<td>$ &lt;9,777&gt;</td>
</tr>
<tr>
<td>Over Expenses: $</td>
<td>$ 446</td>
</tr>
</tbody>
</table>

The Treasurer made the following motion, which was duly seconded:

**MOTION: That the actions of the Treasurer in paying the routine bills during the third quarter of fiscal year 2017-2018 be ratified.**

**MOTION ADOPTED**

Executive Advisor (Nominations & Elections).........................Mary J. Beaudrow, CCLS

The following candidates for office have submitted their credentials for the 2018-2019 fiscal year:

Treasurer...............................................................Diane M. Mecca, CP, CBA
Stanislaus County LPA

Executive Secretary..................................................Rod Cardinale, Jr.
Santa Clara County LPA

Vice President...................................................... Lynne Prescott, CCLS
Sacramento LSA

President............................................................... Heather Edwards
San Fernando Valley LSA

Further nominations can be made from the floor at the 2018 Annual Conference to be held May 19, 2018, hosted by San Fernando Valley LSA, at The Garland Hotel in North Hollywood, California.
RECESS AT 10:22 A.M. FOR EDUCATIONAL WORKSHOPS, FOLLOWED BY LUNCHEONS

RECONVENING OF THE MEETING:

The President called the meeting to order at 1:59 p.m.

ROLL CALL:

ELECTED OFFICERS:

PRESIDENT ................................................................. JENNIFER L. PAGE, CCLS
VICE PRESIDENT ......................................................... HEATHER EDWARDS
EXECUTIVE SECRETARY ............................................ LYNNE PRESCOTT, CCLS
TREASURER ............................................................... ROD CARDINALE, JR.

APPOINTED OFFICERS:

EXECUTIVE ADVISOR ................................................... MARY J. BEAUDROW, CCLS
PARLIAMENTARIAN ..................................................... KRISTI L. EDWARDS, CCLS
EDITOR-IN-CHIEF ....................................................... KAREN J. JONES (ABSENT)
EDITOR, THE LEGAL SECRETARY .................................. BARBARA BARREGAR
EDUCATIONAL PROGRAM COORDINATOR ....................... J. CORI MANDY, CCLS
HISTORIAN ................................................................. BRYANA SCHRODER, CCLS
LEGAL SPECIALIZATION SECTIONS COORDINATOR .......... DAWN R. FORGEUR, CCLS

CHAIRMEN:

ADVERTISING ............................................................. LARRY MCGREW
CALIFORNIA CERTIFIED LEGAL SECRETARY ...................... TERRIE QUINTON, CCLS
CAREER PROMOTION/SCHOLARSHIP ................................. SYLVIA MARSH (ABSENT)
EDITOR, LSI LEGAL PROFESSIONAL’S HANDBOOK ............. LINDA LANE, CCLS
EDITOR, LAW OFFICE PROCEDURES MANUAL .................. LISA DE LA O
LEGAL PROCEDURE ..................................................... BECKY J. NEIDHARDT, CCLS
LEGAL PROFESSIONAL TRAINING/SEMINARS ..................... SHAYLENE CORTEZ, CCLS
PROFESSIONAL LIAISON/DAY IN COURT .......................... RACHEL MALERBI (ABSENT)
PRC ASSISTANT EDITORS ............................................... JUDY JOHNS, CCLS
................................................................. NORMA MARQUEZ
................................................................. PAMELA S. SCHULD, CCLS
................................................................. BETTY J. THOMAS
LEGAL SPECIALIZATION SECTION LEADERS ...................... DONNA DAY
................................................................. MARY LOU FLOYD, CCLS
................................................................. BETTINA JACOBSON
................................................................. TAMMY L. HUNT, CCLS
................................................................. CARMEN VASQUES
................................................................. DIANE MECCA, CP, CBA
MINUTES OF FEBRUARY 2018 BOG MEETING

GOVERNORS:

ALAMEDA COUNTY .............................................................................. CYNTHIA SAUCEDADA
BEVERLY HILLS/CENTURY CITY ................................................................. MARIA TERESA BRAVO
CONEJO VALLEY .................................................................................. SHIRLEY LIPKIN
CONTRA COSTA COUNTY ....................................................................... WENDY GRAVES (ABSENT)
DESSERT PALM ...................................................................................... ERIKA GARDUNO
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HUMBOLDT COUNTY ................................................................................ UNABLE TO SEAT A GOVERNOR
IMPERIAL COUNTY ................................................................................ LIDIA GANDEVIA (ABSENT)
LIVERMORE-AMADOR VALLEY ................................................................. LAURA DRIOANE (ABSENT)
LONG BEACH .......................................................................................... LeQUITA HODGE, CCLS
LOS ANGELES .......................................................................................... PATRICIA BANKS, MLS, CCLS
MARIN COUNTY ...................................................................................... AMBER KENNEDY
MERCE COUNTY ..................................................................................... DOROTHY KNOX, PRO TEM
MT. DIABLO ............................................................................................ CHERYL L. KENT, MLS, CCLS
NAPA COUNTY .......................................................................................... ANNA M. McCLELLAN
ORANGE COUNTY .................................................................................... HEATHER NOWAK
PLACER COUNTY .................................................................................... BETTINA JACOBSON
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RIVERSIDE .............................................................................................. ANNA BROWNSON, CP, CCLS, PRO TEM
SACRAMENTO ........................................................................................... JAN AINSWORTH
SAN DIEGO ............................................................................................. LEANNA PIERCE
SAN FERNANDO VALLEY ......................................................................... MAE CHESTER, CCLS
SAN FRANCISCO ..................................................................................... CHRISTINE J. FLORES, CBA
SAN GABRIEL VALLEY ............................................................................. BETTY J. THOMAS
SAN MATEO COUNTY ............................................................................... TANYA TATE
SANTA BARBARA ..................................................................................... TERRI COLLIER-STRINGER, CCLS
SANTA CLARA COUNTY ............................................................................ LINDA NEUMAN
SANTA CRUZ COUNTY ............................................................................... NO REPRESENTATIVE
SANTA MARIA ............................................................................................ CARMEN VASQUES, PRO TEM
SONOMA COUNTY ................................................................................... DIANA E. ESTABROOK, MLS
SOUTHERN BUTTE COUNTY ...................................................................... GLORIA MILLER (ABSENT)
STANISLAUS COUNTY ............................................................................ LINDA BROWN, CCLS
STOCKTON-SAN JOAQUIN COUNTY ......................................................... LEISEL HART (ABSENT)
TRINITY COUNTY .................................................................................... UNABLE TO SEAT A GOVERNOR
VENTURA COUNTY ................................................................................. UNABLE TO SEAT A GOVERNOR

The Executive Secretary announced that 26 Governors and Governors Pro Tem were in attendance, constituting a quorum.
**INTRODUCTION OF PAGES:**

Mary Lynn Genova and Norma Marquez of Orange County LSA were introduced as the pages for the morning session.

**EXECUTIVE COMMITTEE RESUME/EXECUTIVE COMMITTEE RECOMMENDATIONS/BYLAW AMENDMENTS:**

The President asked for questions concerning the Executive Committee Resume, and several questions were asked and responded to.

Cyndee Sauceda, Governor of Alameda County LSA, moved that voting on the Proposed Bylaw Amendments be postponed to the Pre-Annual Board of Governors Meeting in May 2018. The motion was seconded. After discussion and further explanation regarding the purpose of the proposed amendments, the motion was withdrawn by the maker of the motion.

**PROPOSED BYLAW AMENDMENTS**

The following proposed amendments were presented to the Governors without prior notice under LSI Bylaw Article XIX, Section 2(b). The Governors unanimously voted to recommend adoption by the Local Associations.

Proposed Bylaw Amendment Numbers 1 and 2 are recommended by the LSI Treasurer to conform the bylaws to current procedure.

**PROPOSED BYLAW AMENDMENT NO. 1:**

Article Six, Section 4 currently reads:

Transmission to LSI Treasurer. The treasurer of each Local Association shall hold in trust that portion of the dues collected from each active member which constitutes LSI per capita tax until such time as the next required report is to be made to LSI, at which time such per capita taxes shall be transmitted to the LSI Treasurer.

The recommendation is to strike the word “Treasurer” in the title of the Section and after “LSI” at the end and insert “Administrator” in both places. If adopted by a 2/3 vote, the bylaw would be effective immediately and read as follows:

Transmission to LSI Administrator. The treasurer of each Local Association shall hold in trust that portion of the dues collected from each active member which constitutes LSI per capita tax until such time as the next required report is to be made to LSI, at which time such per capita taxes shall be transmitted to the LSI Administrator.

***BYLAW AMENDMENT RECOMMENDED FOR ADOPTION***

**PROPOSED BYLAW AMENDMENT NO. 2:**

Article Six, Section 5 currently reads:
Reports, Roster Information. The first report and LSI per capita taxes, together with the required roster information, shall be transmitted to the LSI Treasurer no later than June 15. Thereafter, LSI per capita taxes, roster information and report shall be transmitted to the LSI Treasurer as received monthly, with the final report due no later than April 1.

The recommendation is to strike the word “Treasurer” and insert “Administrator” in two places. If adopted by a 2/3 vote, the bylaw would be effective immediately and read as follows:

Reports, Roster Information. The first report and LSI per capita taxes, together with the required roster information, shall be transmitted to the LSI Administrator no later than June 15. Thereafter, LSI per capita taxes, roster information and report shall be transmitted to the LSI Administrator as received monthly, with the final report due no later than April 1.

***BYLAW AMENDMENT RECOMMENDED FOR ADOPTION***

Proposed Bylaw Amendment Numbers 3 and 4 are recommended by the Executive Committee to reflect that Instructor Guides are no longer being offered.

PROPOSED BYLAW AMENDMENT NO. 3:

Article Twelve, Section 2 (g), Legal Professional Training/Seminar, subsection (2) currently reads:

The Committee shall produce and update materials for use by training course coordinators and instructors in conjunction with the publications edited by the Publications Revision Committee, which may be sold at a price to be determined by the Board of Governors. The Committee shall disseminate information to Local Associations regarding training courses and continuing education seminars of interest to members of LSI. Upon the Chairman's recommendation, the LSI President may appoint two LSI members to assist this Committee.

The recommendation is to delete the first sentence in its entirety. If adopted by a 2/3 vote, the bylaw would be effective immediately and read as follows:

The Committee shall disseminate information to Local Associations regarding training courses and continuing education seminars of interest to members of LSI. Upon the Chairman's recommendation, the LSI President may appoint two LSI members to assist this Committee.

***BYLAW AMENDMENT RECOMMENDED FOR ADOPTION***

PROPOSED BYLAW AMENDMENT NO. 4:

Article Twelve, Section 2 (m) currently reads, in part:

Publications Revision. This Committee shall consist of: (1) the Editor-in-Chief, as Chairman; (2) Editor, LSI Legal Professional's Handbook, who shall be responsible for coordinating the
revision of the Handbook; (3) Editor, Law Office Procedures Manual, who shall be responsible
for coordinating the revision of the Manual; and, (4) six Assistant Editors. The duties of the
Committee shall be to revise the LSI Legal Professional’s Handbook and Law Office Procedures
Manual as required by changes in legislation and Judicial Council forms, and revisions of the

The proposal is to delete the words: “and revisions of the Law Office Procedures Manual
Instructor’s Guides.” If adopted by a 2/3 vote, the bylaw would be effective immediately
and read, in part, as follows:

(m) Publications Revision. This Committee shall consist of: (1) the Editor-in-Chief, as Chairman;
(2) Editor, LSI Legal Professional’s Handbook, who shall be responsible for coordinating the
revision of the Handbook; (3) Editor, Law Office Procedures Manual, who shall be responsible
for coordinating the revision of the Manual; and, (4) six Assistant Editors. The duties of the
Committee shall be to revise the LSI Legal Professional’s Handbook and Law Office Procedures
Manual as required by changes in legislation and Judicial Council forms.

The rest of Bylaw Article Twelve, Section 2 (m) would remain unchanged.

***BYLAW AMENDMENT RECOMMENDED FOR ADOPTION***

EXECUTIVE COMMITTEE RECOMMENDATION:

The recommendation by the Executive Committee is to amend LSI Standing Rule 13.1 – Items
Available Through Corporate Office -- to reflect that LOPM Instructor Guides are no longer
being produced.

Standing Rule Section 13.1 currently includes sale of the Law Office Procedures Manual
Instructor Guides for $7 and the Teacher’s Training Chapter for $4.

The recommendation is to delete the words “Law Office Procedures Manual Instructor
Guides - $7” and “Teacher’s Training Chapter - $4.” If adopted, the Standing Rule would
read, in part:

13.1 The following items shall be sold through Corporate Office, at the prices indicated, plus
applicable sales tax, plus 15% of the total cost of the order for handling and shipping:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brass Tacks</td>
<td>$ 5</td>
</tr>
<tr>
<td>CCLS Study Guide</td>
<td>25</td>
</tr>
<tr>
<td>CCLS Pin</td>
<td>35</td>
</tr>
<tr>
<td>CCLS Study Kit</td>
<td>199</td>
</tr>
<tr>
<td>Guidelines for Preparation of a History Book</td>
<td>5</td>
</tr>
<tr>
<td>Guidelines for Preparation for a Legal Education Program</td>
<td>5</td>
</tr>
<tr>
<td>Guidelines for Hosting LSI Conference</td>
<td>5</td>
</tr>
<tr>
<td>Legal Secretary’s Reference Guide</td>
<td>30</td>
</tr>
</tbody>
</table>
The rest of Standing Rule 13.1 would remain unchanged.

An amendment to a standing rule requires a majority vote.

***RECOMMENDATION ADOPTED***

REPORTS OF COMMITTEE CHAIRMEN:

The following Committee Chairmen were called to Conference, submitted written reports, and presented oral reports:

2018 Annual Conference ........................................ Mae Chester, CCLS, and Annette Davis California Certified Legal Secretary ......................................................... Terrie Quinton, CCLS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Bids to Host Conference:

Notice was previously sent by the LSI Executive Secretary for bids to host the November 2019, February 2020, May 2020, and August 2020 conferences.

There being but one bid to host the November 2019 Quarterly Conference, the bid from San Francisco LPA was accepted. Proposed conference date is November 21-24, 2019, to be held at the Hilton San Francisco Financial District in San Francisco, California. Proposed scrip ticket is $165, and projected room rate is $185 single or double. The nearest major airport is San Francisco International Airport.

Jan Ainsworth, Governor of Sacramento LSA, moved that LSI Standing Rule 3.4 (a) be suspended for this conference only, in order to allow Sacramento LSA the opportunity to submit their bid to host the May 2020 Annual Conference. The motion was seconded by Brenda Bracy, CCLS, of Sacramento LSA.

Standing Rule 3.4 (a) reads: "Notice of intention to bid shall include (a) tentative dates, which shall be after May 10."

***MOTION CARRIED***

There being but one bid to host the May 2020 Annual Conference, the bid from Sacramento LSA was accepted. Proposed conference date is May 7-10, 2020, to be held at the Hilton Arden-West in Sacramento, California. Proposed scrip ticket is $138, and projected room rate is $149 single or double. The nearest major airport is Sacramento International Airport.
There being but one bid to host the August 2020 Quarterly Conference, the bid from Stockton-San Joaquin County LPA was accepted. Proposed conference date is August 21-23, 2020, to be held at the Stockton Hilton in Stockton, California. Proposed scrip ticket is $135, and projected room rate is $149 single or double. The nearest major airport is Sacramento International Airport.

The deadline to submit bids for the February 2020 Quarterly Conference is extended to April 30, 2018.

**Appointments:**

President Jennifer L. Page, CCLS, announced the following appointments:

April Ignaitis, CCLS, Santa Clara County LPA – Chair, CCLS Certifying Board

Mae Chester, CCLS, San Fernando Valley LSA – Member, CCLS Certifying Board

Laurelynn Bergfeld, CCLS, San Fernando Valley LSA – Member, CCLS Certifying Board

CCLS Certifying Board Attorney Member Nellie Amjadi has resigned from the CCLS Certifying Board. Attorney Emily Morissette has been appointed to the CCLS Certifying Board as an attorney member to fill the vacancy left by Ms. Amjadi.

Sue Sampley, CCLS, San Fernando Valley LSA – Assistant Editor, Publications Revision Committee

Carol Romo, San Francisco LPA – Chair, Committee to Approve Minutes of the 2018 Annual Conference

Amber Kennedy, Marin County LPA – Member, Committee to Approve Minutes of the 2018 Annual Conference

Danielle Frederick, Orange County LSA – Member, Committee to Approve Minutes of the 2018 Annual Conference

**Fourth Quarter Directives and Reports:**

The President announced that the only directives that will be distributed in April 2018 will be from the Bulletin Editor and the Programs Chair. All Chairmen must still prepare a report.

**ANNOUNCEMENTS:**

None.

**RECESS:**

There being no further business to come before the corporation, the meeting was recessed at 2:59 p.m.
RECONVENING OF MEETING ON SUNDAY, FEBRUARY 25, 2018:

Heather Nowak of Orange County LSA introduced guest speaker Cristi Czuleger, Esq., of Davidson & Czuleger, LLP.

The President called the meeting to order at 9:53 a.m., on Sunday, February 25, 2018.

UNFINISHED BUSINESS:

There was no unfinished business to come before the corporation.

NEW BUSINESS:

The President recognized Barbara Barregar, Conference Chairman, who presented the LSI President with a gift on behalf of Orange County LSA.

The President recognized Sylvia Marsh, President of Orange County LSA, who presented Conference Chairman Barbara Barregar with a gift of appreciation from Orange County LSA.

ANNOUNCEMENTS:

None.

ADJOURNMENT:

There being no further business to come before the Board of Governors, the meeting was adjourned by President Jennifer L. Page, CCLS, at 10:06 a.m., until the Pre-Board of Governors Meeting at the 84th Annual Conference, to be held May 19, 2018, at The Garland Hotel in North Hollywood, California, hosted by San Fernando Valley Legal Secretaries Association.

Respectfully submitted,

Lynne Prescott, CCLS
LSI Executive Secretary