

Hilton OFFICIAL NOTICE

November 2019 Quarterly Conference Legal Secretaries Incorporated

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

The November 2019 Quarterly Conference of the 2019-2020 Board of Governors of LEGAL SECRETARIES INCORPORATED will be hosted by San Francisco Legal Professionals Association on November 22, 23, and 24, 2019, in San Francisco, California.

HEADQUARTERS: HILTON FINANCIAL DISTRICT SAN FRANCISCO
750 Kearney Street
San Francisco, California 94108
Telephone:(800) 444-5866 or (415) 433-6600
Fax: (415) 765-7890

HOTEL RESERVATIONS: By Phone: (800) 424-8292

Via Internet:
www.hilton.com/en/hi/groups/personalized/S/SFOFDHF-SFLPA-20191121/index.jhtml?WT.mc_id=POG

Group Code: SFLPA

DEADLINE FOR HOTEL RESERVATIONS: October 31, 2019

RATES: \$159.00 / Double or King
\$25.00/Third or fourth person
Group rate extended to December 1, 2019 for conference attendees

ROOM DEPOSIT REQUIRED: Valid credit card required to reserve room

TAX/RESORT FEE: California State and San Francisco City Hotel Tax: 14.20 %
SF TID Assessment: 2.25%
(Rates are subject to change.)

OTHER CHARGES: Late Checkout (after 2:00 pm): Half room rate
Food/Beverage Gratuity: 23%
Sales Tax: 8.50 % State

CHECK IN/OUT: Check in: 3:00 p.m.
Check out: Noon
Courtesy Late Checkout with pre-notice: 2:00 pm

PARKING CHARGE PER DAY:

- Onsite self-parking: \$55/per day
- Valet parking: \$60/per day

HOTEL AMENITIES:

- Bar and Restaurant onsite
- Room Service from 6:00 am to 11:00 pm
- Free Internet in guest rooms
- Free use of printer in lobby for Boarding Passes
- Shuttle Service available by reservation (415) 755-5121 or <http://airportexpresssf.com>
- Discounted signature cocktail for \$10 (show lanyard to server)

SCRIP TICKET: \$190.00 for: Registration, Welcome Reception, Banquet, and Farewell Brunch: After October 23, 2019: \$200.00

Individual Tickets: \$25.00 Registration
\$30.00 After October 23, 2019
\$30 Welcome Reception
\$80.00 Formal Banquet
\$55.00 Farewell Brunch

REGISTRATION DEADLINE: November 14, 2019

NO REFUNDS AFTER: October 23, 2019

LUNCHEON RESERVATIONS:

Governors' Luncheon:	\$55.00
Presidents' Luncheon:	\$55.00
Open Luncheon:	\$55.00

TICKET AND LUNCHEON RESERVATIONS: To register for the Conference and purchase tickets go to www.sflpa.org and 1) pay by credit card for a small service fee, or 2) print out and complete the Conference Registration Form, make check payable to *SFLPA Conference*, and mail to SFLPA, P.O. Box 2582, San Francisco, California 94126.

Reservations for the Cable Car Bus Tour scheduled for Friday following the Welcome Reception must be made prior to Conference either online or by U.S. mail for \$35.00 per person. See instructions on the Bus Tour flyer at www.sflpa.org

Please Note: There Is No Hospitality Suite At This Conference.

TRANSPORTATION:

(This conference has not been designated as a remote location.)

Flying and Renting a Car: San Francisco International Airport (SFO) is 15 miles from hotel
Oakland International Airport (OAK) is 25 miles from hotel

Train / Busing:

From SFO:	Limo	\$65.00
	Super Shuttle	\$17.00
	Subway/Rail	\$8.65
	Taxi	\$50.00

(Note: Prices may vary.)

From OAK:	Limo	\$110.00
	Super Shuttle	\$30.00
	Subway/Rail	\$4.05
	Taxi	\$65.00

(Note: Prices may vary.)

DRIVING DIRECTIONS:

From North: Follow 101 South across the Golden Gate Bridge. Take Lombard St. exit and continue on Lombard St. to Van Ness Ave. Turn right onto Van Ness Ave. and continue to Clay St. Turn left onto Clay St. and continue to Kearny St. Turn left onto Kearny St. and continue half a block. Hotel is on the right side (corner of Washington St. & Kearny St.). Valet parking guests may access our garage via our driveway on Kearny Street. All other visitors, please continue past Washington St. and take a right on Jackson St. Take your first right on Columbus Ave., and another immediate right on Washington. The entrance to our self-parking garage will be on your left side.

From South: Take 101 North to San Francisco. Follow signs to Oakland Bay Bridge I-80 East. Take the 4th St. exit straight to 3rd St. and turn left. Follow to Market St. and crossover - changes to Kearny St. Hotel is 7 blocks down on right side (corner of Washington St. & Kearny St.). Valet parking guests may access our garage via our driveway on Kearny Street. All other visitors, please continue past Washington St. and take a right on Jackson St. Take your first right on Columbus Ave., and another immediate right on Washington. The entrance to our self-parking garage will be on your left side.

From East: Take I-80 West to San Francisco and continue across Bay Bridge. Take first exit (Fremont St.), turn left on Mission St to 3rd St., and Turn right. Follow to Market St. and crossover - changes to Kearny St. Hotel is 7 blocks down on right side (corner of Washington St. & Kearny St.). Valet parking guests may access our garage via our driveway on Kearny Street. All other visitors, please continue past Washington St. and take a right on Jackson St. Take your first right on Columbus Ave., and another immediate right on Washington. The entrance to our self-parking garage will be on your left side.

SCHEDULE OF EVENTS

THURSDAY, NOVEMBER 21, 2019

7:00 p.m. – 9:00 p.m. **Marketing Committee Meeting**
Location: Mason II Room, 2nd Floor

FRIDAY, NOVEMBER 22, 2013

8:30 a.m. – 5:00 p.m. **Executive Committee Meeting**
Location: Jackson Room, 2nd Floor

8:30 a.m. – 5:00 p.m. **Continuing Education Council Meeting**
Location: Washington Room, 2nd Floor

8:00 a.m. – 5:00 p.m. **Publications Revision Committee Meeting**
Location: Montgomery Room, 2nd Floor

1:00 p.m. – 5:00 p.m. **Legal Specialization Section Leaders Meeting**
Location: Mason II Room, 2nd Floor

1:00 pm – 6:00 p.m. **Registration Check-in**
Location: Ballroom Foyer, 3rd Floor

1:00 p.m. – 6:30 p.m. **Prize Ticket Sales and Display Room**
Location: Mason I Room, 2nd Floor

1:00 p.m. – 6:30 p.m. **Exhibitors Tables**
Location: 2nd Floor

1:00 p.m. – 6:30 p.m. **Retailer Tables**
Location: Ballroom Foyer, 3rd Floor

5:15 p.m. – 6:15 p.m. **Continuing Education Council (CEC) Program**
Speaker: TBD
Topic: TBD
Location: Sansome Room, 2nd Floor

6:00 p.m. – 7:30 p.m. **Welcome Reception – Theme: Chinatown**
Dim Sum Appetizers and No-Host Bar
Location: Hotel Restaurant, 1st Floor

7:30 p.m. – 8:00 p.m. **Load Cable Car Buses for tour of S.F.**
Location: 1st Floor at Hotel Entrance

8:00 p.m. – 9:30 p.m. **Cable Car Bus Tour**
RSVP required prior to conference

SATURDAY, NOVEMBER 23, 2019

7:30 a.m. – 8:30 a.m.	CA Certified Legal Secretary (CCLS) Workshop Location: Washington Room, 2 nd Floor
8:00 a.m. – 3:00 p.m.	Registration Check-in Location: Ballroom Foyer, 3 rd Floor
8:00 a.m. – 5:00 p.m.	Prize Drawing Ticket Sales and Display Room Location: Mason I Room, 2 nd Floor
8:00 a.m. – 5:00 p.m.	Exhibitors Tables Location: 2 nd Floor
8:00 a.m. – 5:00 p.m.	Retailer Tables Location: Ballroom Foyer, 3 rd Floor
9:00 a.m. – 10:30 a.m.	Board of Governors Meeting (Session 1) Guest Speaker: Hon. Richard Kramer (<i>Retired</i>) Location: Grand Ballroom, 3 rd Floor
10:30 a.m. – 11:00 a.m.	Coffee Break Location: Ballroom Foyer, 3 rd Floor
11:00 a.m. - Noon	Legal Specialization Section (LSS) Workshop Probate and Estate Planning Speaker: Deborah L. Fox, Esq., Fox Probate Group Topic: Estate Planning for the Other 99% Location: Sansome Room, 2 nd Floor
11:00 a.m. - Noon	Legal Specialization Section (LSS) Workshop Civil Litigation Speaker: Scott Herndon, Esq. Topic: Client Interactions for Personal Injury and Employment Cases Location: Jackson Room, 2 nd Floor
12:15 p.m. – 1:15 p.m.	Governors’ Luncheon Location: Columbus I Room, 4 th Floor
12:15 p.m. – 1:15 p.m.	Presidents’ Luncheon Location: Pine Room, 4 th Floor
12:15 p.m. – 1:15 p.m.	Open Luncheon Location: Columbus III Room, 4 th Floor
1:45 p.m. – 3:00 p.m.	Board of Governors Meeting (Session 2) Location: Grand Ballroom, 3 rd Floor

- 3:00 p.m. -4:00 p.m. **Legal Specialization Section (LSS) Workshop**
Criminal and Family Law
Speaker: Jane Aceituno, Esq. of The Law Offices of Jane Aceituno
Topic: Impact of Divorce When a PreNup Exists
Location: Sansome Room, 2nd Floor
- 3:00 p.m. -4:00 p.m. **Legal Specialization Section (LSS) Workshop**
Law Office Administration
Speaker: Diane L. Camacho, CLM
Topic: Working with Difficult People in a Law Firm
Location: Jackson Room, 2nd Floor
- 4:30 p.m. - 5:30 p.m. **Legal Specialization Section (LSS) Workshop**
Federal Law
Speaker: Jim Wagstaff, Esq.
Topic: TBD
Location: Sansome Room, 2nd Floor
- 4:30 p.m. - 5:30 p.m.** **Legal Specialization Section (LSS) Workshop**
Specialty Law
Speaker: TBD
Topic: TBD
Location: Jackson Room, 2nd Floor
- 6:30 p.m. – 7:30 p.m. **Pre-Banquet Social**
No Host Bar, Photo Booth
Location: Ballroom Foyer, 3rd Floor
- 7:30 p.m. – 9:00 p.m. **Formal Banquet – Theme: City Lights**
Master of Ceremonies: Christa Davis, LSI Past President
Karaoke / Dancing
Location: Grand Ballroom, 3rd Floor
- 9:00 p.m. – 10:00 p.m.

SUNDAY, NOVEMBER 24, 2019

- 9:00 a.m. – 10:30 a.m. **Farewell Brunch – Theme: Beach Blanket Babylon**
Guest Speaker: Stephen Lanctot, Esq.
Plated Breakfast / No-Host Mimosas
Location: Grand Ballroom, 3rd Floor

CONFERENCE CO-CHAIRMEN

Carol E. Romo
c/o Crowell & Moring LLP

Larry McGrew
c/o First Legal

3 Embarcadero Center, 26th Floor
San Francisco, California 94111
Cell: 530-988-6914 Ofc: 415-365-7471
Email: Conference@sflpa.org

2920 N. Green Valley Parkway, #514
Henderson, Nevada 89014
Cell: 725-223-2995
Email: Conference@sflpa.org

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.

CHAIRMEN OFFICIALLY CALLED

The following chairmen are officially called to the
November Quarterly Conference – November 22-24, 2019 – San Francisco, CA All members of the
CEC All members of the Marketing Committee (Except Career Promotion/Scholarship; LPMT Chair;
Professional Liaison/Day in Court; and TLS Editor) All Legal Specialization Section Leaders

Legal Secretary Training/Seminars.....	Becky J. Neidhardt, CCLS
Marketing Committee Coordinator	Lynne Prescott, CCLS
Editor-in-Chief	Linda Lane, CCLS
Editor, LPH	Linda Lane, CCLS
Editor, LOPM.....	Lisa De La O

CALL OF CHAIRMEN FOR THE REMAINDER OF THE 2019-2020 FISCAL YEAR

February Quarterly Conference – February 21-23, 2020 – Modesto, CA

All members of the CEC

All Legal Specialization Section Leaders
All members of the Marketing Committee
(Except Career Promotion/Scholarship; CCLS Certifying Board Representative; LPMT Chair;
Professional Liaison/Day in Court and *TLS* Editor)

2020 Annual Conference Co-Chairs Crystal Rivera & Corene Rodder
Editor-in-Chief Linda Lane, CCLS
Editor, LPH Linda Lane, CCLS
Editor, LOPM..... Lisa De La O
Nominations and Elections Jennifer L. Page, CCLS

May 86th Annual Conference – May 7-10, 2020 – Sacramento, CA

All officers and Chairmen are officially called to the May 2020 Annual conference

Dated: March 21, 2019

Rod Cardinale Jr.
LSI Executive Secretary