

OFFICIAL NOTICE

**August 2014 Conference
Legal Secretaries, Incorporated**

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

The August 2014 Conference of the 2014-2015 Board of Governors of LEGAL SECRETARIES, INCORPORATED, will be hosted by Sacramento Legal Secretaries Association on August 15, 16 and 17, 2014, in Sacramento, California.

HEADQUARTERS: Embassy Suites Sacramento – Riverfront Promenade
100 Capitol Mall
Sacramento, CA 95814
(916) 326-5000 - Telephone
(916) 326-5001 - Facsimile

HOTEL RESERVATIONS: Make hotel reservations directly with Embassy Suites using the reservation form published in the May 2014 issue of *The Legal Secretary* or by using the following link:

<http://embassysuites.hilton.com/en/es/groups/personalized/S/SACESES-LSI-20140814/index.jhtml>

DEADLINE FOR HOTEL RESERVATIONS **July 25, 2014**

RATES: \$144 per night single/double
\$164 per night triple

TAX: 15%

OTHER CHARGES: Additional 10 cents per night room tax fee

CHECK IN/OUT: Check in time is 3 p.m.
Check out time is Noon

PARKING CHARGE PER DAY: \$24/day Public parking
\$18/day Valet with LSI discount

HOTEL AMENITIES: All rooms come with a refrigerator, microwave and a coffee maker. Complimentary breakfast every morning and complimentary happy hour from 5:30 p.m. to 7:30 p.m. every evening (see schedule of events).

SCRIP TICKET: \$116 (includes registration, reception, banquet and brunch); \$126 after July 15, 2014

Individual tickets may be purchased as follows:

Registration:	\$ 15.00
Registration after 7/15/14:	\$ 25.00
Reception*:	\$ 20.00
Banquet*:	\$ 54.00
Brunch*:	\$ 27.00

*Registration not required to attend these functions

DEADLINE FOR RESERVATIONS: July 14, 2014

NO REFUNDS AFTER: August 1, 2014

LUNCHEON RESERVATIONS:

Governors' Luncheon*	\$38.00
*(open to Governors only)	
Presidents' Luncheon**	\$38.00
**(open to Presidents only)	
Membership Luncheon***	\$38.00
*** (open to all LSI members)	

TICKET AND LUNCHEON RESERVATIONS: Use registration form published in the May 2014 issue of *The Legal Secretary*, or online at www.lsi.org.

Send check made payable to:
"SLSA 2014 Conference Fund"

Heather M. Rodriguez, CCLS
c/o Carroll, Burdick & McDonough LLP
980 9th Street, Suite 380
Sacramento, California 95814
Tel: (916) 446-5297; Fax: (916) 448-5047
E-Mail: hrodriguez@cbmlaw.com

TRANSPORTATION:

Embassy Suites offers **a complimentary shuttle** from the Sacramento Airport to the Hotel. We encourage you to utilize this service. Please call the hotel when your plane arrives to schedule the shuttle pick up at (916) 326-5000 as it takes 20 minutes for the shuttle to arrive at the airport.

Guests departing on Sunday should be aware that the shuttle from the Hotel will leave every hour. Guests must sign up at the front desk for a departure time.

FROM THE AIRPORT:

Sacramento International Airport

Directions:

Take I-5 south and exit J Street. Turn right on 3rd Street and turn right on Capitol Mall. Hotel is on the left.

Distance from Hotel: 10 miles

Drive Time: 15 minutes

BUSING FROM THE SACRAMENTO AIRPORT:

Type:	Typical Minimum Charge
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Bus Service	1.25 USD
Limousine	85.00 USD
Super Shuttle	14.00 USD
Taxi	30.00 USD

FROM THE AIRPORT:

San Francisco International Airport

Distance from Hotel: 95 miles

Drive Time: 1.5 hours

FROM THE AMTRAK TRAIN STATION:

Exit the station, turn right onto I Street. Turn left onto 3rd Street and turn right onto Capitol Mall. Hotel is on the left.

DRIVING DIRECTIONS:

From North: Take I-5 going south; exit J Street heading east. Turn right on 3rd Street and turn right onto Capitol Mall. Hotel is on the left.

From South: Take I-5 going north; exit J Street heading east. Make a sharp right onto 3rd Street and turn right onto Capitol Mall. Hotel is on the left.

From East: Take I-80 heading west. Take I-5 south; exit J Street heading east. Turn right on 3rd Street and turn right onto Capitol Mall. Hotel is on the left.

From West: Take I-80 heading east. Take Capitol Freeway. Take I-5 north; exit J Street heading east. Make a sharp right onto 3rd Street and turn right onto Capitol Mall. Hotel is on the left.

SCHEDULE OF EVENTS:

Thursday, August 14, 2014

7:00 p.m. – 9:00 p.m. Marketing Committee
Location: Tower Bridge

Friday, August 15, 2014

7:30 a.m. – 5:00 p.m. Continuing Education Council
(CEC Members only)
Location: Private Dining Room

8:00 a.m. – 5:00 p.m. Publications Revision Committee Meeting
(PRC Members Only)
Location: John Sutter Boardroom

8:30 a.m. – 5:00 p.m. Executive Committee Meeting
(EC Members Only)
Location: Charles Crocker Boardroom

12:00 p.m. - 1:30 p.m. LSI OFFICERS AND CHAIRMEN TRAINING LUNCHEON
Location: Schoolhouse Room

1:00 p.m. – 5:00 p.m. Legal Specialization Section Leaders Meeting
(Section Leaders Only)
Location: Steamboat Room

1:00 p.m. – 8:00 p.m. Registration
Location: Atrium; Hotel Entrance Lobby

3:00 p.m. – 8:00 p.m. Exhibitors
Location: Atrium
Exhibitors will be at Reception

5:15 p.m. to 6:15 p.m. CEC Educational Program
Speaker: Danielle Gsoell, Western Region Technology
Client Solution Specialist, Veritext Legal Solutions
Topic: TechnoEthics
Location: Steamboat Room

Complimentary Happy Hour provided by the hotel.
Therefore, no Hospitality Suite at this conference.
Location: Terrace

6:00 p.m. – 8:00 p.m. Reception
Location: Terrace

- 7:30 p.m. – 9:00 p.m. Probate/Estate Planning LSS Seminar
 Speaker: Jennifer Rouse, Esq.
 Topic: Trust and Estate Accountings
 Location: Steamboat Room
- 7:30 p.m. – 9:00 p.m. Law Office Administration LSS Seminar
 Speaker: Dennis Wade
 Topic: People Development: Managing Multiple Tasks
 Location: River City Ballroom

Saturday, August 16, 2014:

- 7:30 a.m. - 8:30 a.m. CCLS Workshop
 Topic: Legal Terminology – LOPM Glossary
 Location: Charles Crocker Boardroom
- 8:00 a.m. – 3:00 p.m. Registration
 Location: Atrium; Hotel Entrance Lobby
- 8:00 a.m. – 3:00 p.m. Exhibitors
 Location: Atrium
- 9:00 a.m. - 10:15 a.m. Board of Governors Meeting
 Location: Central/Pacific Steamboat
- 10:15 a.m. - 10:30 a.m. Coffee Break
 Location: Atrium
- 10:30 a.m. – 12:00 p.m. Family Law LSS Seminar
 Speaker: Victoria S. Linder, Esq.
 Topic: Same-Sex Family Law Issues
 Location: Schoolhouse
- 10:30 a.m. – 12:00 p.m. Civil Law LSS Seminar
 Speaker: Colette M. Bruggman, Assistant Clerk/Administrator
 Anne Maas, Supervising Deputy Clerk
 Topic: Nuts and Bolts of Filing in the Court of Appeal,
 Third Appellate District
 Location: River City Ballroom
- 12:15 p.m. - 1:30 p.m. Governors' Luncheon
 Location: River City Ballroom
- 12:15 p.m. - 1:30 p.m. Presidents' Luncheon
 Location: Private Dining Room
- 12:15 p.m. – 1:30 p.m. Open Luncheon
 Location: Terrace

2:00 p.m. – 3:00 p.m. Board of Governors Meeting
Location: Central/Pacific Steamboat

4:00 p.m. – 5:30 p.m. Criminal Law LSS Seminar
Speaker: Quirina Orozco, Deputy District Attorney
Sacramento County District Attorney's Office
Topic: Sexual Assault: The Evolution of a Case From
Beginning to Trial
Location: River City Ballroom

4:00 p.m. - 5:30 p.m. Transactional Law LSS Seminar
Speaker: Kristina Reed, Esq.
Topic: Commercial Leasing: Nuts & Bolts and Pitfalls
Location: Schoolhouse

Complimentary Happy Hour provided by the hotel.
Therefore, no Hospitality Suite at this conference.

6:30 p.m. – 7:30 p.m. Reception
Location: Terrace

7:30 p.m. – 10:00 p.m. Banquet
Location: Old Sacramento Ballroom

Sunday, August 17, 2014

9:00 a.m. – 11:00 a.m. Brunch
Location: Old Sacramento Ballroom

CONFERENCE CHAIRMAN:

Chair: Astrid B. Watterson, CCLS
3363 Willowbrook Circle
Stockton, California 95219
Cell: 209-406-9984
E-Mail: astrid.watterson@gmail.com

Co-Chair: Dawn R. Forgeur, CCLS
c/o Stoel Rives
500 Capitol Mall, 16th Floor
Sacramento, California 95814
Work: 916-319-4786
E-Mail: drforgeur@stoel.com

AGENDA FOR BOARD OF GOVERNORS MEETING

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|---------------------------------------|-----------------------------------|
| 1. Call to Order | 8. Reports of Elected Officers |
| 2. Pledge of Allegiance | 9. Reports of Appointed Officer |
| 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 email, 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 BOARD OF GOVERNORS MEETING at the LSI August 2014 Quarterly Conference:

Advertising Chair
Career Promotion/Scholarship Chair
Marketing Committee Coordinator
Social Media Chair
All Members of the CEC
All Members of the PRC
All Legal Specialization Section Leaders

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 REMAINDER OF 2014-2015 FISCAL YEAR

**November Quarterly Conference – November 7-9, 2014 – Location: Palm Springs, CA
Host: Desert Palm LPA:**

All members of the CEC
All members of the PRC
All Legal Specialization Section Leaders
Professional Liaison/Day in Court
Legal Secretary Training/Seminar
Liaison to the LPMT Section of the State Bar of California

**February Quarterly Conference - February 27-29, 2015 – Location: Studio City, CA
Host: San Fernando Valley LSA:**

All members of the CEC
All members of the PRC
All Legal Specialization Section Leaders
2015 Annual Conference
California Certified Legal Secretary
Legal Procedure
Nominations & Elections

**MAY 80th Annual Conference – May 14-17, 2015 – Location: San Diego, CA
Host: San Diego LSA:**

All officers and chairmen are officially called to Annual Conference.

Dated: July 14, 2014

Heather Edwards

Heather Edwards
LSI Executive Secretary