

## **OFFICIAL NOTICE**

### **November 2022, Second Quarterly Conference Legal Professionals, Incorporated**

TO: Governors, LPI Officers, LPI Committee Chairs, Members-at-Large, LSI/LPI  
Past Presidents, and LPI Honorary Members

The Second Quarterly Conference and Board of Governors Meeting of LEGAL PROFESSIONALS, INCORPORATED, will be hosted by Placer County Legal Professionals Association and Sacramento Legal Secretaries Association, from November 11, 2022, through November 13, 2022, in Sacramento, California.

**HEADQUARTERS:** Hilton Arden West  
2200 Harvard Street,  
Sacramento, CA 95815  
Telephone (916) 922-4700  
<https://www.hilton.com/en/>

**HOTEL RESERVATIONS:** By Phone: 916-922-4700 or 800-445-8667  
Online: [Hotel Reservations](#)  
  
Group Code: LPI

**ROOM DEPOSIT  
REQUIRED:** Guests may be responsible for submitting the first night's deposit at the time reservations are made. Refunds will be issued if reservations are canceled 48 hours in advance of arrival date.

**DEADLINE FOR HOTEL  
RESERVATIONS:** October 26, 2022 (no room rate guarantee after this date)

**RATES:** \$139.00 per night (single/double)  
Tax and Fees for room rates 13.30% plus 25% tourism assessment fee, per room per night = \$161.42 per night

**PARKING CHARGE PER  
DAY:** Self-Parking - \$4 per day

**CHECK-IN/OUT** Check-in time is 3:00 p.m.; Check-out time is 12:00 p.m.

**HOTEL AMENITIES:** Free WiFi, Fitness Center, Business Center, Outdoor Pool, On-Site Dining and Room Service.

Rooms include refrigerators and coffee makers.

**ON-SITE DINING OPTIONS:** Cameo Lounge, Harvard Street Grille, Herb N' Kitchen

**NEAREST AIRPORT:** Sacramento International Airport 20 minute drive and 13.5 miles to Hilton Arden West  
This Conference **has not** been designated as a remote location.

**SCRIP TICKET:** \$176 (includes registration, Saturday and Sunday Continental Breakfast, Saturday Roundtable Luncheon, and Saturday Banquet); \$186 after October 11, 2022.

The Friday Night Optional Event will be Extreme Game Night. The fee will be \$25. Includes Nacho Bar.

Individual tickets may be purchased as follows:

Registration:	\$ 30.00
Registration after 10/11//22:	\$ 40.00
*Saturday Continental Breakfast:	\$ 33.00
Roundtable Luncheon:	\$ 35.00
*Banquet:	\$ 60.00
* Sunday Continental Breakfast:	\$ 33.00

\*Registration is not required to attend these functions  
All online registrations include a convenience fee.

**DEADLINE FOR REGISTRATION:** **Postmarked by October 11, 2022**

**NO REFUNDS AFTER:** **5 pm on October 11, 2022**

**REGISTRATION INFORMATION:** Registration and payment available online at:  
<https://www.slsa.org/november-11-13-2022-conference-registration/>

## TRANSPORTATION

Hotel is located off the Capital City Freeway, in the center of the Point West Business District and within 10 minutes of Cal Expo events and downtown Sacramento.

### Flying and Renting a Car:

Sacramento International Airport is approximately 13.5 miles (Approx. 20 minutes) from the conference location. There is no hotel shuttle service. Super Shuttle is available, with roundtrip prices starting at \$75.00 for the first passenger. Check online for rates for additional passengers, services, and additional information. <https://www.supershuttle.com/>

### Train:

Amtrak: <https://www.amtrak.com/home.html>

### DRIVING DIRECTIONS:

#### From the North:

Via Interstate-5 South to Garden Highway, Exit 521. Left on Garden/Arden Garden Connector/Arden Way. Left on Harvard Street. The hotel is on the right.

#### From the South via I-5:

Via Interstate-5 North to US-50 East, Merge onto I-80 Business Loop. Exit Arden Way West, Exit 9B. Right on Harvard Street. The hotel is on the right.

#### From the South via CA-99:

Via CA-99 Exit Arden Way West, Exit 9B. Right on Harvard Street. The hotel is on the right.

### Schedule of Events for November 2022 Quarterly Conference

Friday, November 11, 2022		
Time	Event	Location/Notes
8:30 AM – 12:00 PM	Executive Committee Meeting	Presidential Parlor
8:30 AM – 12:00 PM	Education Council Meeting (CEC, LSS, and Webinar Committees)	Sonoma
9:30 AM – 12:00 PM	Publications Revision Committee Meeting	Chardonnay
1:30 PM – 5:00 PM	Joint Leadership Meeting	Tahoe-Shasta
1:00 PM – 5:00 PM	Registration	Atrium

3:00 PM – 6:00 PM	Exhibitors	Atrium
6:00 PM – 7:00 PM	Welcome Reception	Brandywine
7:00 PM – 9:30 PM	Optional Game Night (Nacho Bar included and No-Host Bar)	Berryessa
<b>Saturday, November 12, 2022</b>		
<b>Time</b>	<b>Event</b>	<b>Location/Notes</b>
8:00 AM – 3:00 PM	Registration	Atrium
8:00 AM – 2:00 PM	Exhibitors	Atrium
8:00 AM – 9:00 AM	Continental Breakfast (anytime between 8:00 and 9:00)	Tahoe-Shasta
9:00 AM – 10:30 PM	Board of Governors Meeting (First Session)	Tahoe-Shasta
11:00 AM – 12:00 PM	<b>Legal Specialization Section Seminar – Criminal/Family Law:</b> “Ethics-California Rules of Professional Conduct: Competence, Scope of Representation, Diligence, Communications, Fees” Speaker: Diane Mecca, CP, CBA Owner 1 <sup>st</sup> Class LeGals	Brandywine
11:00 AM – 12:00 PM	<b>Legal Professionals Training Workshop –</b> eDiscovery 101 Speaker: June Hunter	Zinfandel
12:15 PM – 1:15 PM	Roundtable Luncheon and EC Resume Discussion (doors open at 12:00)	Tahoe-Shasta
1:45 PM – 2:45 PM	<b>Legal Specialization Section Seminar – Federal:</b> “Ethics-California	Brandywine

	Rules of Professional Conduct: Confidentiality of Information, Conflicts of Interest, Safekeeping Property, Duties to Prospective Clients, Legal Advice, Safeguards Speaker: Diane Mecca, CP, CBA, Owner 1 <sup>st</sup> Class LeGals	
1:45 PM – 2:45 PM	<b>Legal Professionals Training Workshop –</b> eDiscovery 102 Presented by: June Hunter	Zinfandel
3:15 PM – 4:15 PM	<b>Legal Professionals Training Workshop –</b> LPT: TBD Presented by: June Hunter	Brandywine
3:15 PM – 4:15 PM	<b>Legal Specialization Section Seminar – Civil/LOA:</b> “Calendaring/Time Computations” Speaker: Carla Clark, CCLS, Owner Alexander’s Legal Seminars & Publications	Zinfandel
6:00 PM – 6:30 PM	Pre-Banquet Reception (No Host Bar)	Folsom
6:30 PM – 8:30 PM	Banquet	Folsom
8:30 PM – 10:00 PM	Music/Dancing and Networking (Toast Hosting Association)	Folsom
<b>Sunday, August 14, 2022</b>		
<b>Time</b>	<b>Event</b>	<b>Location/Notes</b>
8:00 AM – 9:00 AM	Continental Breakfast (anytime between 8:00 and 9:00)	Tahoe-Shasta

9:00 AM – 10:30 AM	Board of Governors Meeting (Second Session) Vote on Noticed Recommendations	Tahoe-Shasta
--------------------	--	--------------

### **GENERAL CONFERENCE CO-CHAIRS:**

Rachel Malerbi (916) 293-4027  
[Rachel@purcellstowell.com](mailto:Rachel@purcellstowell.com)

Crystal Rivera (916) 952-5718  
[crivera@somachlaw.com](mailto:crivera@somachlaw.com)

Corene Rodder (916) 469-3814  
[crodder@somachlaw.com](mailto:crodder@somachlaw.com)

### **REPORTS OF OFFICERS AND CHAIRS**

**All** officers and chairmen **must** submit a written report for this meeting. E-mail your report in MS Word format to LPI Administrator Kim Oreno, CAE, and LPI President Rod Cardinale, Jr., by **Thursday, October 20, 2022.**

### **OFFICIAL CALL TO LPI OFFICERS AND CHAIRS**

### **DETERMINATION OF QUORUM**

In order to determine whether a quorum will be present at the meeting, each Governor must advise the LPI Executive Secretary in writing or by e-mail whether the local association will be represented by a Governor or Governor Pro Tem.

### **OFFICERS AND CHAIRS OFFICIALLY CALLED**

**Only the four elected officers are required to give an oral report. If any appointed officer or Chair wants to give an oral report, please advise the LPI President before November 1, 2022.**

Second Quarterly Conference – November 11-13, 2022 – Sacramento, CA

All Elected and Appointed Officers  
All Members of the CEC  
All Marketing Committee Members  
All Legal Specialization Section Leaders  
All Members of the Webinar Team

Editor-in-Chief, PRC .....Linda Lane, CCLS  
Editor, The Legal Professionals Handbook ..... Lisa De La O  
Editor, Law Office Procedures Manual..... Elizabeth Adame, CCLS

Submit Expense Claims to LPI Treasurer, Rita Burnett, CCLS  
([treasurer@legalprofessionalsinc.org](mailto:treasurer@legalprofessionalsinc.org)) no later than Thursday October 27, 2022.

Dated: September 14, 2022

*Bettina Jacobson*

Bettina Jacobson, LPI Executive Secretary