OFFICIAL NOTICE

November 2014 Conference
Legal Secretaries, Incorporated

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

The November 2014 Conference of the 2014-2015 Board of Governors of LEGAL SECRETARIES, INCORPORATED, will be hosted by Desert Palm Legal Professionals Association on November 7, 8 and 9, 2014, in Palm Springs, California.

HEADQUARTERS: Palm Springs Hilton Hotel
400 E. Tahquitz Canyon Way
Palm Springs, California 92262
(760) 320-6868 - Telephone
(760) 318-8595 - Facsimile

HOTEL RESERVATIONS: Make hotel reservations directly with Palm Springs Hilton using the reservation form published in the August 2014 issue of *The Legal Secretary,* or online at www.lsi.org. You may also use the following link:

http://www.hilton.com/en/hi/groups/personalized/P/PSPPSHF-LGI-20141106/index.jhtml?WT.mc_id=POG

FIRST NIGHT ROOM DEPOSIT REQUIRED: Each reservation must be accompanied by a one-night room revenue deposit. Please contact the hotel for further details.

GROUP NAME: Legal Secretaries, Inc. 2014 Fall Conference

GROUP CODE: **"LGI"** (not LSI)

DEADLINE FOR HOTEL RESERVATIONS October 23, 2014

RATES: $119 per night single/double/triple/quad

TAX: 15.6%

RESORT FEE: Resort fee is included in room rate**.**
(**Includes**: free airport shuttle, self-parking, high speed internet, local calls, 24-hr fitness center, 15% discount on services at Elements Spa and 2-for-1 dinner coupons in the Terrace Restaurant).

OTHER CHARGES:

Utility User Fee $1.14 per night
Check in time is 4 p.m.
Check out time is Noon
(Contact the hotel for any early arrival/late departure)

PARKING CHARGE PER DAY: Self-parking is complimentary at this conference.

SCRIP TICKET:

$125 (includes registration, reception, banquet and brunch); $135 after October 3, 2014.

Individual tickets may be purchased as follows:

Registration:	$ 15.00
Registration after 10/03/14:	$ 25.00
Reception*:	$ 20.00
Banquet*:	$ 66.00
Brunch*:	$ 30.00

*Registration not required to attend these functions

DEADLINE FOR RESERVATIONS: October 3, 2014

NO REFUNDS AFTER: October 17, 2014

LUNCHEON RESERVATIONS:

Governors' Luncheon* *(open to Governors only)	$28.00
Presidents' Luncheon** **(open to Presidents only)	$28.00
Open Luncheon*** ***(open to all LSI members)	$28.00

TICKET AND LUNCHEON RESERVATIONS:

Use registration form published in the August 2014 issue of *The Legal Secretary,* or online at www.lsi.org.

Send check made payable to:

"DPLPA 2014 Conference"

Mary Carter
c/o SBEMP
1800 E. Tahquitz Canyon Way
Palm Springs, CA 92262
Tel: (760) 322-2275
Fax: (760) 322-2107
E-Mail: carter@sbemp.com

TRANSPORTATION:

Palm Springs International Airport is approximately 2 miles from the hotel. The hotel provides complimentary shuttle service to and from the airport.

Ontario International Airport is approximately 65 miles from the hotel. Rental cars are available at the airport. The hotel **does not** provide shuttle service from the Ontario Airport.

Driving:

From the North:
Take the I-10E to exit 111 for California 111 toward Palm Springs. Merge onto CA-111S/Highway 111. Turn left onto West Vista Chino. Turn right onto North Avenida Caballeros and right onto East Tahquitz Canyon Way. Hotel will be on your right.

From the South:
Take the I-15N to I-215N to I-10E exit 111 for California 111 toward Palm Springs. Merge onto CA-111S/Highway 111. Turn left onto West Vista Chino. Turn right onto North Avenida Caballeros and right onto East Tahquitz Canyon Way. Hotel will be on your right.

****** For more specific driving directions, you may consult www.mapquest.com or www.yahoo.com.

Other Means of Transportation
Available: Greyhound – 800-231-2222/www.greyhound.com. Greyhound bus is available into Palm Springs. The stop is 5.3 miles from the hotel and you will need to get a taxi from the bus stop to the hotel.

SCHEDULE OF EVENTS:

Thursday, November 6, 2014

7:00 p.m. – 9:00 p.m.	Marketing Committee Location: Executive Board Room

Friday, November 7, 2014

7:30 a.m. – 5:00 p.m.	Continuing Education Council (CEC Members only) Location: Tapestry Room
8:00 a.m. – 5:00 p.m.	Publications Revision Committee Meeting (PRC Members Only) Location: Whitewater Room
8:30 a.m. – 5:00 p.m.	Executive Committee Meeting (EC Members Only) Location: Executive Board Room
1:00 p.m. – 5:00 p.m.	Legal Specialization Section Leaders Meeting (Section Leaders Only) Location: Palm Canyon A
3:00 p.m. – 8:00 p.m.	Registration Location: Hotel Lobby
3:00 p.m. – 8:00 p.m.	Exhibitors Location: Plaza A & B Exhibitors will be at Reception
4:00 p.m. – 6:00 p.m.	Hospitality Suite **HOSTED BY DON LEE, LSI Honorary Member** Location: TBA
5:15 p.m. to 6:15 p.m.	CEC Educational Program Speaker: Christoffer Thomsen, Esq. Topic: Indian Real Property Leases and Sales on the Agua Caliente Indian Reservation Location: Oasis II Room
6:30 p.m. – 8:00 p.m.	Reception Location: Plaza Ballroom (Parlor Area)

7:30 p.m. – 9:00 p.m.	Criminal Law LSS Seminar Speaker: John Patrick Dolan, Esq. Topic: Negotiating for Criminal Lawyers Location: Palm Canyon A
7:30 p.m. – 9:00 p.m.	Family Law LSS Seminar Speaker: Natalie Keller, Esq. Topic: Three Parent Law Location: Palm Canyon B

Saturday, November 8, 2014:

7:30 a.m. - 8:30 a.m.	CCLS Workshop Topic: "Legal Computations – Calendaring" Location: Oasis II Room
8:00 a.m. – 3:00 p.m.	Registration Location: Hotel Lobby
8:00 a.m. – 3:00 p.m.	Exhibitors Location: Plaza A & B
9:00 a.m. - 10:15 a.m.	Board of Governors Meeting Location: Horizon Ballroom
10:15 a.m. - 10:30 a.m.	Coffee Break Location: Horizon Ballroom (Parlor Area)
10:30 a.m. – 12:00 p.m.	Law Office Administration LSS Seminar Speaker: Linda Mitchell Topic: Forensic Document Analysis – Determining the Validity of a Document Using Technology Location: Palm Canyon A
10:30 a.m. – 12:00 p.m.	Transactional Law LSS Seminar Speaker: Matthew Marianno, Esq. Topic: Corporate Filings & Corporate Minute Books Location: Palm Canyon B
12:15 p.m. - 1:30 p.m.	Governors' Luncheon Location: Tapestry Room
12:15 p.m. - 1:30 p.m.	Presidents' Luncheon Location: Plaza C
12:15 p.m. – 1:30 p.m.	Open Luncheon Location: Plaza D

2:00 p.m. – 4:00 p.m.	Board of Governors Meeting Location: Horizon Ballroom
4:00 p.m. – 5:30 p.m.	Civil Litigation LSS Seminar Speaker: Kathy Miller, ACP, Senior Paralegal, FedEx Topic: California Civil Cases: Differences in Federal and State Court; Procedures from Beginning through Appeals Location: Palm Canyon A
4:00 p.m. - 5:30 p.m.	Probate/Estate Planning LSS Seminar Speaker: Valerie A. Powers Smith, Esq. Topic: Handling Debts and Creditor's Claims in Trust Administration Location: Palm Canyon B
4:00 p.m. – 6:00 p.m.	Hospitality Suite **HOSTED BY DON LEE, LSI Honorary Member** Location: TBA
6:30 p.m. – 7:30 p.m.	Reception Location: Lobby of the Horizon Ballroom **(Photo Booth provided by DPLPA)**
7:30 p.m. – 10:00 p.m.	Banquet Location: Horizon Ballroom **(Masks to be provided by DPLPA)**

Sunday, November 9, 2014

9:00 a.m. – 10:30 a.m.	Brunch Location: Horizon Ballroom

CONFERENCE CHAIRMEN:

Co-Chairs: Erika Garduno and Kathleen Gorham
1800 E. Tahquitz Canyon Way
Palm Springs, CA 92262

Erika Cell:	(760) 777-0380
Kathleen Cell:	(760) 641-1424
Work:	(760) 322-2275
Facsimile:	(760) 322-2107
E-Mail:	garduno@sbemp.com
E-Mail:	gorham@sbemp.com

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 Officer
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 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 November 2014 Quarterly Conference:

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

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

February Quarterly Conference - February 20-22, 2015 – Studio City, CA:

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

MAY 80th Annual Conference – May 14-17, 2015 – San Diego, CA

All officers and chairmen are officially called to Annual Conference.

Dated: September 24, 2014

Heather Edwards

Heather Edwards
LSI Executive Secretary