

# LEGAL SECRETARIES, INCORPORATED

ORGANIZED 1934



OFFICE OF: Executive Secretary  
Mary J. Beaudrow, CCLS  
939 Hough Avenue, Apt. 22  
Lafayette, CA 94549  
Cell: (415) 717-5675  
Work: (415) 268-7281  
E-mail: marybeau@comcast.net

January 19, 2012

## TO THE FOLLOWING CHAIRMEN:

Diana Dempsey, CCLS.....Career Promotion/Scholarship  
Colleen Young .....Legal Secretary Training/Seminar  
Elizabeth Adame, CCLS .....2012 Annual Conference Co-Chair  
Rod Cardinale Jr.....Legal Procedure  
Michelle Tice, CCLS.....Advertising  
Heather Edwards.....Liaison to Law Practice Management & Technology Section of the  
State Bar

The Executive Committee has NOT officially called you to attend the LSI February 2012 Conference and Board of Governors Meeting to be held February 24, 25, and 26, 2012, in Concord, California.

All Chairmen **MUST** submit a written report for this meeting. Chairmen are required to do the following:

1. Deliver **125** copies of our report to Catherine Culver, CCLS, LSI Administrator, in care of the hosting association's registration table marked, "HOLD FOR CATHERINE CULVER, CCLS", before 5 p.m., **Friday, February 24, 2012**. Please include your chairmanship title on the outside of your package. It is highly recommended that you leave a voice mail message to inform Catherine that a package is waiting for her at the registration table.
2. If you're attending conference, but you will be shipping your **125** copies of your report to the hotel, please do the following: On the outside of the package include, "hold for – insert your name-, hotel guest".
3. Deliver the original of your report to me by **9 a.m., Saturday, February 25, 2012**.

4. By Thursday, **February 24, 2012**, send Catherine Culver, CCLS, LSI Administrator your report in Word or WordPerfect format.
5. Complete your Expense Claim (with applicable logs and vouchers) and submit it in duplicate to LSI Treasurer, Jennifer L. Page, CCLS, no later than **7 p.m. on Friday, February 24, 2012**.

If for any reason you will not be unable to attend this conference, you should:

1. Forward the original of your report to be received by me no later than **February 17, 2012**.
2. Send **125** copies of your report to the hotel to be received no later than **Thursday, February 23, 2012**, marked "HOLD FOR CATHERINE CULVER, CCLS, LSI ADMINISTRATOR." Catherine will pick up the reports for safekeeping until they are collated. Please remember to indicate your chairmanship title on the outside of the package. Please contact Catherine to advise her that you will be sending a package to the hotel in her name.
3. Complete your Expense Claim and mail it to LSI Treasurer, Jennifer L. Page, CCLS. If you have any questions about your expense Claim, please contact Jennifer L. Page, CCLS.

We hope to see you in February!

Sincerely,

Mary J. Beaudrow, CCLS

cc: Brooke Mansfield-Atherton, CCLS, LSI President