

OFFICIAL NOTICE
FEBRUARY 2012 CONFERENCE
Legal Secretaries, Incorporated

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

The February 2012 Conference of the 2011-2012 Board of Governors of LEGAL SECRETARIES, INCORPORATED, will be hosted by Mt. Diablo Legal Professionals Association February 24, 25 & 26, 2012, in Concord, California.

HEADQUARTERS:

Concord Hilton Hotel
1970 Diamond Boulevard
Concord, CA 94520
(925) 827-2000 - Telephone
(925) 671-0984 - Facsimile

HOTEL RESERVATIONS:

Make hotel reservations directly with the Concord Hilton Hotel, using the reservation form published in the November 2011 issue of *The Legal Secretary*. Use the following Group Code when booking room: Legal Secretaries, Inc.

DEADLINE FOR HOTEL RESERVATIONS:

February 9, 2012

RATES:

\$99 per night single/double
\$109 per night triple
\$119 per night quad
Rollaway: \$15
Room tax: 10% plus \$.10/per night tourism fee

Self-parking: No charge
Valet Parking: N/A
Check in time is 3 p.m.
Check out time is 11:00 a.m.
Checks are not accepted.

SCRIP TICKET:

\$107 (includes registration, reception, banquet and brunch); \$117 after January 24, 2012
Individual tickets may be purchased as follows:

Registration:	\$ 15.00
Registration after 1/25/11:	\$ 25.00
Reception*:	\$ 20.00
Banquet*:	\$ 51.00
Brunch*:	\$ 27.00

*Registration not required to attend these functions

DEADLINE FOR RESERVATIONS:

January 24, 2012

NO REFUNDS AFTER:

January 24, 2012

LUNCHEON RESERVATIONS:

Governors' Luncheon* \$33.00
*(open to Governors only)

Presidents' Luncheon** \$33.00
**(open to Presidents only)

Membership Luncheon*** \$33.00
*** (open to all LSI members)

TICKET AND LUNCHEON RESERVATIONS:

Use registration form published in the November 2011 issue of *The Legal Secretary*.

Send check made payable to "MDLPA Conference Fund" to:

Diana Dempsey, CCLS
5356 Alonzo Road
Vacaville, CA 95687
Home Phone: (707) 447-3441

TRANSPORTATION:

Flying and renting a car:

Fly into Oakland International Airport

Shuttles From Airport (Advanced Reservations Required):

East Bay Connection – (925) 609-1920
Super Connection – (800) 840-3133
Apollo Shuttle – (888) 882-7656
A-1 Shuttle Service – (925) 676-0565
Preferred Limo – (925) 988-9999
All Vital Transportation – (925) 755-8683
Executive Connection – (707) 552-0811
Leisure Living Transportation – (925) 943-1512

Cab ride from Oakland Airport to Hotel is approximately 30 miles.
Yellow Cab – (510) 326-4100 or (510) 865-3100

Driving:

From Oakland Airport:

Exit Airport onto Airport Drive toward Alan Shepard Way. Stay in left lanes and go under overpass which dumps you onto 98th Avenue. Stay on 98th Avenue until you get to I-880 N ramp (on your right). Merge onto I-880 N toward downtown Oakland, Keep right to take I-980 E toward CA-24/Walnut Creek. On I-980 E, keep left to CA-24 E toward Berkeley/Walnut Creek. Stay on CA-24 E and go through Caldecott Tunnel. Merge onto I-680 N via the exit on the left toward Concord/Sacramento. Take the Willow Pass Road exit, Exit 51. Turn right onto Willow Pass Road. Turn left onto Diamond Boulevard. Hotel is on the right.

BART from Oakland International Airport:

Take BART Shuttle to Coliseum BART Station. BART to Concord Station. Call Hotel for Shuttle from Concord BART to Hotel. (925) 827-2000 (call ahead for reservation)

From North via I-5 South:

From I-5 S to I-505 S to Winters/San Francisco. I-505 S to I-80 W via the exit on the left toward San Francisco. From I-80 merge onto I-680 S via Exit 40 toward Benicia/San Jose. Stay on I-680 S and go over Benicia Bridge. Take the Willow Pass Road exit, Exit 51, toward Taylor Blvd. Turn left onto Willow Pass Road. Turn left onto Diamond Blvd. Hotel is on the right.

From North via US-101 S
(if you are south of Hwy 116):

US-101 S to CA.37 E. Continue on CA.37 to fork in road (stay right continuing on Sears Point Road). Sears Point Road (CA.37) turns into Marine World Parkway. Continue on Marine World Parkway to I-80 W toward San Francisco. Take the I-780 exit toward I-680/Benicia Martinez. Merge onto I-780 E toward I-680/Benicia/Martinez. Merge onto I-680 S via Exit 7B on the left toward Martinez/San Jose. Stay on I-680 S and go over Benicia Bridge. Take the Willow Pass Road exit, Exit 51, toward Taylor Blvd. Turn left onto Willow Pass Road. Turn left onto Diamond Blvd. Hotel is on right.

From North via US-101 S
(if you are north of Hwy 116):

US-101 S to Hwy. 116 E (Lakeville Highway) toward Vallejo/Napa. Stay on Lakeville Highway until you dead-end at CA.37 (Sears Point Road). Turn left onto CA. 37 to fork in road (stay right continuing on Sears Point Road). Sears Point Road (CA.37) turns into Marine World Parkway. Continue on Marine World Parkway to I-80 W toward San Francisco. Take the I-780 exit toward I-680/Benicia Martinez. Merge onto I-780 E toward I-680/Benicia/Martinez. Merge onto I-680 S via Exit 7B on the left toward Martinez/San Jose. Stay on I-680 S and go over Benicia Bridge. Take the Willow Pass Road exit, Exit 51, toward Taylor Blvd. Turn left onto Willow Pass Road. Turn left onto Diamond Blvd. Hotel is on right.

From East via I-80 W:

I-80 W to I-680 S via Exit 40 toward Benicia/San Jose. Stay on I-680 S and go over Benicia Bridge. Take the Willow Pass Road exit, Exit 51, toward Taylor Blvd. Turn left onto Willow Pass Road. Turn left onto Diamond Blvd. Hotel is on right.

From South via I-5 N:

I-5 N to I-580 W toward Tracy/San Francisco. Merge onto I-680 N toward Sacramento.. Take the Willow Pass Road exit, Exit 51, toward Taylor Blvd. Turn left onto Willow Pass Road. Turn left onto Diamond Blvd. Hotel is on right.

From West (San Francisco):

I-80 E to Bay Bridge. Cross Bay Bridge. Exit Bridge (stay in right lanes) to I-580 E toward Walnut Creek. I-580 to Hwy. 24 toward Walnut Creek (exit on the right). Hwy. 24 through Caldecott Tunnel to I-680 N (stay left/Walnut Creek). I-680 N to Willow Pass Road exit, Exit 51, toward Taylor Blvd. Turn right onto Willow Pass Road. Turn left onto Diamond Blvd. Hotel is on right.

Other Means of Transportation Available:

Take Amtrak to Martinez, CA Station. Cab ride from Martinez to Hotel is approximately 8 miles.

*LSI is not responsible for the accuracy of the directions. Please verify with MapQuest or other navigational tools.

SCHEDULE OF EVENTS:

Thursday, February 23, 2012

1:00 p.m. – 5:00 p.m.

Budget Meeting
(EC Members only)
Executive Board Room

7:00 p.m. – 9:00 p.m.

Marketing Committee
Executive Board Room

Friday, February 24, 2012

7:30 a.m. – 5:00 p.m.

Continuing Education Council
(CEC Members only)
Club Room 2I

8:00 a.m. – 5:00 p.m.

Publications Revision Committee Meeting
(PRC Members Only)
Seminar 2

8:30 a.m. – 5:00 p.m.

Executive Committee Meeting
(EC Members Only)
Executive Board Room

12:00 p.m. – 7:00 p.m.	Registration Foyer
1:00 p.m. – 5:00 p.m.	Legal Specialization Section Leaders Meeting (Section Leaders Only) Seminar 3
4:00 p.m. – 8:00 p.m.	Exhibitors Foyer
5:00 p.m. – Completion	Collate Packets Seminar 3
6:30 p.m. – 8:00 p.m.	Reception Golden Gate AB
7:30 p.m. – 9:00 p.m.	Civil Litigation Topic: “Trial Preparation” Baldwin
7:30 p.m. – 9:00 p.m.	Probate/Estate Planning Topic: “Estate Planning Issues and Timely Topics for Our Aging Population” Chabot

Saturday, February 25, 2012

7:30 a.m. – 8:30 a.m.	CCLS Workshop Topic: “Ability to Communicate Effectively” Seminar 2
8:00 a.m. – 4:00 p.m.	Registration Foyer
8:00 a.m. – 4:00 p.m.	Exhibitors Foyer
9:00 a.m. - 10:15 a.m.	Board of Governors Meeting Golden Gate AB
10:15 a.m. - 10:30 a.m.	Coffee Break

10:30 a.m. – 12:00 p.m.	Family Law Topic: “Maneuvering thru Watts & Epstein Credits” Baldwin
10:30 a.m. – 12:00 p.m.	Transactional Law Topic: “Bankruptcy and The Road to Recovery” Chabot
12:15 p.m. - 1:30 p.m.	Governors' Luncheon Club Room 1
12:15 p.m. - 1:30 p.m.	Presidents' Luncheon Seminar 1
12:15 p.m. – 1:30 p.m.	Membership Luncheon Club Room 2
2:00 p.m. – 3:30 p.m.	Board of Governors Meeting Golden Gate AB
3:00 p.m. – 6:00 p.m.	Hospitality Suite
4:00 p.m. – 5:30 p.m.	Law Office Administration Topic: “The Job Search – From the Inside Out” Baldwin
4:00 p.m. - 5:30 p.m.	Criminal Law Topic: “Overview of the Juvenile Justice System” Chabot
6:30 p.m. - 7:30 p.m.	Reception Foyer
7:30 p.m. – 10:00 p.m.	Banquet Golden Gate AB

Sunday, February 26, 2012

9:00 a.m. – 10:30 a.m.

Brunch
Golden Gate AB

CONFERENCE CHAIRMAN:

Maria Bishop, CCLS
3191 Rohrer Drive
Lafayette, CA 94549
Home: (925) 283-5226
Work: (925) 283-7788
Facsimile: (925) 284-7789
E-Mail: maria@mtdiablolpa.info

AGENDA FOR BOARD OF GOVERNORS MEETING

- | | |
|---------------------------------------|-----------------------------------|
| 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 February 2012 Quarterly Conference:

California Certified Legal Secretary
Nominations and Elections
Professional Liaison/Day In Court

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 2011-2012 FISCAL YEAR

MAY 2012 (San Diego, Imperial County LPA and San Diego LSA)

All officers and chairmen are officially called to Annual Conference.

Dated: January 19, 2012

Mary J. Beaudrow, CCLS
LSI Executive Secretary