



# SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

A Member of Legal Secretaries, Incorporated ("LSI®")

P.O. Box 90509  
San Jose, CA 95109-3627  
Organized 1940  
[www.sccolpa.org](http://www.sccolpa.org)

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## Executive Board 2019-2020

**President:**  
VP - Membership  
VP - Marketing  
Executive Secretary:

Shannon Quigley  
Jessica Urioste  
Sheryl Boardman  
M'Liss Bounds

**Governor:**  
Executive Advisor:  
Parliamentarian:  
Treasurer:

Elena Schneider  
Elise Dresser  
Elise Dresser  
Rod Cardinale, Jr

## February 26, 2020 GOVERNOR'S REPORT LSI's THIRD QUARTERLY CONFERENCE February 21 – 23, 2020 – Modesto, California

LSI's 3rd Quarterly Conference was held February 21 – 23, 2020, at the Doubletree Hotel in beautiful downtown Modesto, California. The theme for the weekend was "Game Night." Attending and representing SCCoLPA were:

Rod Cardinale, Jr. LSI Executive Secretary and SCCoLPA Treasurer  
Elise Dresser, CCLS, Assistant PRC Editor and SCCoLPA Executive Advisor,  
Parliamentarian and Inter-Association Chair  
April Ignaitis, CCLS, LSI CCLS Certifying Board Chair  
Vivian Shreve, CCLS, LSI CCLS Certifying Board Member  
Sheryl Boardman, SCCoLPA VP of Marketing  
Jessica Urioste, SCCoLPA VP of Membership  
M'Liss Bounds, SCCoLPA Executive Secretary and Governor Pro Tem  
Amy Ramos, SCCoLPA Social Media Chair  
Reyna Cornell, first time conference goer!

Before the Welcome Reception the LSI CEC Council offered a workshop entitled "Utilizing Drone Technology to Improve Public Safety."

### Friday Night Reception

The Friday Night Reception was held in the Napa Room where conference attendees played a lively game of Jeopardy between teams Northern California, Southern California and Central California. Team Northern California won (of which SCCoLPA was a part). Go Team SCCoLPA!

Bright and early on Saturday morning at 7:30 a.m. LSI's CCLS Chair April Ignaitis, CCLS, presented a CCLS Q&A workshop for those considering taking the CCLS exam.

## **Saturday:**

### **FIRST SESSION OF BOARD OF GOVERNORS MEETING**

The Board of Governors meeting was called to order on Saturday morning, February 22, 2020, at 9:00 a.m. by LSI President Heather Edwards, San Fernando Valley LSA. The Pledge of Allegiance was led by Judy Johns, President, San Diego LSA. The National Anthem was sung by Kaleea Jackson, Grand Price Winner, The Valley Talent Project. The Code of Ethics was read by Maureen Harity, President, Stanislaus County LPA. The President asked for a moment of silence in memory of those that have passed, those who have experienced loss, and for those experiencing difficult times since our last meeting. The inspirational message, which brought some tears, was delivered by Sean Petersen, President, Fresno County LPA. His message introduced us to Best Buddies, a non-profit organization serving children and parents of children with autism. Linda Brown, CP, CCLS, Stanislaus County LPA introduced the Welcome Speaker, The Honorable Hurl William Johnson, Judge Retired, Stanislaus County Superior Court. Judge Johnson gave a welcoming speech on the importance of the legal support staff. He is currently serving as a mediator throughout Stanislaus County.

Following the introduction of the Executive Committee, LSI Executive Secretary Rod Cardinale, Jr. called the roll. 24 governors were present, constituting a quorum.

Kim Oreno, LSI Administrator was introduced as the official timekeeper and Linda Fischer, CCLS, Stanislaus County LPA was introduced as the page for the morning and afternoon sessions.

President Heather introduced the following LSI Past Presidents: Patricia E. Miller, PLS, CCLS, of Santa Cruz County LPA, LSI Past President (1998-2000); Mary S. Rocca, CCLS, of Alameda County LSA, LSI Past President (2004 – 2006); Jennifer L. Page, CCLS, of Marin County LPA, LSI Past President (2016-2018).

Executive Secretary, Rod Cardinale, Jr. read correspondence received the past quarter including a notice from Southern Butte County LPA of their intent to dissolve their association effective March 1, 2020.

The Minutes of the November 2019 Conference Board of Governors Meeting were timely mailed and were approved as distributed.

### **REPORTS OF ELECTED OFFICERS**

#### **President Heather Edwards San Fernando Valley LSA**

Heather reported that eight Presidents are staying on for another term as President, four Presidents may continue as President and eight Presidents will not be staying on as President. Heather noted that this is the perfect time to take a minute to reflect on the past 9 months, reflect on the goals you set for yourself and your association. LSI has many opportunities for Associations to host a conference. LSI is still accepting bids to host conference in February 2021; May 2021; November 2021; February 2022; May

2022; and August 2022. Heather encouraged us to go back to your members and look into hosting conference. It is a rewarding experience and a great opportunity to make some money for your association.

Heather reported that at the Annual Conference in May 2020 in Sacramento, LSI will experience a “changing of the guards” - new LSI Officers will be elected on Saturday, May 9, 2020 and installed on Sunday, May 10, 2020. If you have been toying with the idea of being a chairman, now is the time to speak up. If you would like to be a member of the 2020-2021 Board, let any member of the Executive Committee know you are interested. LSI needs YOU!

### **Executive Secretary Rod Cardinale, Jr. Santa Clara County LPA**

LSI Executive Secretary Rod Cardinale, Jr. read the Resume of the Executive Committee, which is a brief summary of the matters considered by the Executive Committee at its meeting on Friday, February 21, 2020. The President announced that voting on any recommendations would take place during the afternoon session. Rod also reported on the following:

**Programs:** Rod received 17 responses to his Program Directive. Many associations are having incredible programs during this current quarter. Rod’s report is attached.

### **Vice President, Membership & Marketing Committee Coordinator Lynne Prescott, CCLS Sacramento LSA**

**Membership Report** – Lynne thanked the 14 associations that responded to her Directive. Lynne asked what you believe is working for your association when it comes to attracting and retaining new members, and what you believe is not working so well for your association. The top three answers for what seems to be working are: 1. Education, Education, Education; 2. Social Media Presence; 3. Personal Connection – in person; e-mails, telephone calls. The top answers for what does not seem to be working are: 1. New generation of professionals seem to have no desire to join or become involved; 2. Lack of speakers; 3. Doing things the way we have always done it or same people running things – need new ideas; 4. Discord among Board members, and 5. Meeting locations and costs.

**Marketing** – Lynne thanked the associations for letting her know what events are coming up where you market your association. Lynne reported that it is critical in today’s technology-driven world that people be able to find you on social media including Instagram, Twitter, Facebook, LinkedIn, etc. Lynne’s report is attached.

### **Treasurer Donna Day Alameda County LSA**

Treasurer Donna Day presented a Summary of Revenue and Expenses for the Third Quarter of Fiscal Year 2019-2020, along with the Summary of Cash Balances and the Chart of Assets in addition to individual snapshots of CCLS Income and Expenses, LSS Income and Expenses, CEC Income and Expenses, Corporate Office, Officer Visitation, and the LSI Membership List as of January 31, 2020. All of these snapshots are available on the LSI website.

The Executive Committee (EC) met on Thursday February 20, 2020 to discuss and prepare the upcoming budget for fiscal year 2020-2021. The proposed budget will be mailed to the Governors in March and presented at Post-Annual Conference Board of Governors meeting in May for discussion and vote.

**Motion:** Treasurer Donna Day moved that the actions of the Treasurer in paying the routine bills of LSI during the Third quarter of fiscal year 2019-2020 be ratified. **Motion Carried.**

### **Executive Advisor and Nominations and Elections Jennifer L. Page, CCLS Marin County LPA**

The President and Governor of each local association and the LSI elected officers were provided with an official call for nomination of officers for Legal Secretaries, Incorporated on January 3, 2020. To date the following nominations have been received:

President: Lynne Prescott, CCLS Sacramento LSA  
Vice President: Rod Cardinale, Jr. Santa Clara County LPA  
Executive Secretary: Donna Day Alameda County LSA  
Treasurer: No nominations received.

Original Nomination of Candidates received no later than March 5, 2020, will be accepted and included on the official slate. Nominations can be made from the floor at LSI's Third Quarterly Conference; however, nominees must have proper credentials. Properly credentialed nominations may also be made from the floor at the Annual Conference in Sacramento on May 9, 2020. Prior to April 1, 2020, Jennifer will furnish each Governor with the slate of candidates, including a brief biographical sketch of each nominee, along with a statement that each nominee has been properly nominated and the necessary documents are on file. If not received by March 5, 2020, said nominee shall not be included on the official slate.

### **Parliamentarian Krisi L. Edwards, CCLS Marin County LPA**

Kristi's report addressed the procedures we will follow for the upcoming votes on changing the name of the corporation. I asked that each parliamentarian share the directive with their governor and all but two clearly responded that they had done so. Some indicated they had shared it with their board and/or membership which is great. In addition, the directive was sent by the LSI President to all local association presidents and it is posted on the LSI website. The word is out.

### **Editor-in-Chief, Editor, Legal Professional's Handbook Linda Lane, CCLS Los Angeles LSA and Lisa De La O, Editor, Law Office Procedures Manual San Fernando Valley LSA**

The report contained information on the various chapters of the Law Office Procedures Manual and Legal Professional's Handbook that were updated, as well as a report on the royalties received. The report is attached.

### **Editor, The Legal Secretary Barbara Barregar Orange County LSA**

Barbara's 3<sup>rd</sup> Quarter report is attached to this report.

### **Educational Program Coordinator J. Cori Mandy, CCLS San Diego LSA**

The CEC is gearing up for the Officer/Chair workshops to be conducted at Annual Conference. LSI's Legal Professional Training/Seminars Chair, Becky J. Neidhardt, CCLS and NextGen Legal will be starting a new online Beginning Legal Secretary Training class and online Discovery class on March 17, 2020. For a schedule of upcoming online classes and webinars, check out the LSI website. See Cori's attached report.

### **Historian Linda Brown, CCLS, Stanislaus County LPA**

There are seven associations who will not be preparing a book for their President. There are eight associations who are planning to do a scrapbook, one history book and one possible electronic scrapbook.

### **Legal Specialization Sections Coordinator Dawn R. Forgeur, CCLS Sacramento LSA**

The following LSS Section Workshops were offered at this conference:

Probate and Estate Planning: Probate/Trust Admin Calendaring, Leslie Kalim McHugh of Berliner Cohen LLP; Criminal and Family Law: The Anatomy of a Murder (Warning: Graphic Material), Jeff Mangar, Chief Deputy District Attorney, Stanislaus County; Civil Litigation: Both Sides of Calendaring, Richard D. Moths, Esq. of Arata, Swingle, et al.; Specialty Law: DISBARRED – The Main Reasons WHY, and How to Protect Yourself, Diane M. Mecca, CP, CBA, LDA of 1st Class LeGals; Federal Law: Bankruptcy 101: E-filing Basics, Cecilia Jimenez, Team Leader USBC Eastern District; Law Office Administration: Microsoft Office Tips and Tricks for the Legal Professional Part 1: Outlook and Word – Solve Your Frustrations and Boost Your Efficiency, Marni Beach of Legal Support Solutions.

The following LSS Webinars are scheduled:

March 12 – Overview of Business Entities and Formation. Chad R. Ensz, Esq., Dentons US LLP;

March 19 – Diversity & Inclusion: What Every Employee Needs to Know! Vida Thomas, J.D., AWICH, Law Offices of Amy Oppenheimer

April 2 – A Practical Guide to FRCP 26: Disclosure & Cooperation. Jill Williams, Esq., Rothans & Dumont LLP

The Board of Governors meeting was recessed at 10:15 a.m.

## **Governors' Luncheon:**

I attended the Governor's Luncheon, where we reviewed the Executive Committee Resume. The following EC Resume items were discussed:

1. Why LSI is not on the State Bar website – LSI is on the website as a single MCLE provider.
2. Mini Membership Workshop Series – are the handouts available on line – the handouts are available on line in the Members Only section.
3. Discussion on the creation of an LSI “Tech Committee.” This committee is potentially going to be created because LSI’s social presence is too much for one person to manage.
4. Joint venture with First Legal – First Legal has donated \$5,000 to LSI to use as the Association sees fit in exchange for advertising, table at conferences, and other marketing perks.
5. New name reservations with Secretary of State – Rod reserved both Legal Professionals, Incorporated and California Legal Professionals, Incorporated. (Much discussion regarding the name change issue summarized below)
6. Total members numbers 1,061 including 57 MALS, 8 students and 12 associate members.
7. Discussion regarding moving money from the CD and savings account. – This is necessary because LSI is running out of money. Discussion regarding if the Association is doing anything to figure out why we are losing money. Rod is of the opinion that changing the name will be beneficial to increasing revenue, among many other things.
8. Postponed bylaw amendment procedure to “go green” and eliminate wet signature requirement – This item was postponed because of the work of the parliamentarian was focused on name change issues.
9. Change fee for online discovery classes and better ways to market the CEC webinars and Online Classes – Discussion regarding raising the discovery classes to the beginning legal secretary course rate.
10. Discussion regarding adding more online classes and webinars – More classes and webinars will be added to increase revenue stream.
11. Discussion regarding LSI hosting February 2021 conference – LSI will be hosting the February 2021 conference because no local association submitted a bid. This conference will look very different from current conferences.

There was a lengthy discussion at this time regarding changing the name of LSI. There were very passionate arguments on both sides of the issue. LSI Executive Secretary Rod Cardinale, Jr. spoke at length regarding the need to change the name. He initially brought this to the Board of Governors in 2009. Changing the name from Legal Secretaries to Legal Professionals will be more inclusive of who we actually are and will include paralegals, attorneys, docket specialists, etc. The hope and belief is that changing the name will also bring new, younger members to the association. Two governors were instructed to bring a motion to postpone the vote on the name change and were instructed to vote against the name change. We took a mock vote at this time. 20 of the 24 Governors voted in favor of the name change.

## **SECOND SESSION OF BOARD OF GOVERNORS MEETING**

The afternoon session of the Board of Governors reconvened at 1:45 p.m. LSI Executive Secretary Rod Cardinale, Jr. called the roll. 24 governors were present, constituting a quorum.

LSI President Heather Edwards asked for questions or comments on the Resume of the Executive Committee which was read by LSI Executive Secretary Rod Cardinale, Jr. prior to the recess of the First Session of Board of Governors Meeting. All of the items previously mentioned under the Governors Lunch were discussed in front of the entire LSI membership.

Executive Secretary Rod Cardinale, Jr. read the following:

### **Ad Hoc Committee on the Name Change Recommendations:**

**Ad Hoc Committee Recommendation No. 1:** The name of this corporation shall be **LEGAL PROFESSIONALS, INCORPORATED**, effective May 1, 2020.

**Ad Hoc Committee Recommendation No. 2:** The name of this corporation shall be **CALIFORNIA LEGAL PROFESSIONALS INCORPORATED** effective May 1, 2020.

**Ad Hoc Committee Recommendation No. 3:** The name of this corporation shall be \_\_\_\_\_, effective May 1, 2020.

## **AMENDMENT OF ARTICLES OF INCORPORATION**

If one of the proposed names receives a majority vote it will be necessary to amend the Articles of Incorporation. A two-thirds vote is required. The Governors in attendance will vote by a standing vote. There are 32 local associations but 4 are not in voting compliance for lack of payment of per capita taxes or non-compliance with tax reporting. Therefore, 28 local associations may vote and 19 affirmative votes are necessary to change the name in the Articles of Incorporation.

## **RESOLUTION TO AMEND ARTICLES OF INCORPORATION**

RESOLVED that the FIRST Section of the Articles of Incorporation of Leal Secretaries, Inc. be amended as follows:

FIRST: That the name of this corporation is: \_\_\_\_\_, with the proviso that the LSI Executive Secretary be authorized to effect this change as of May 1, 2020.

## **AMENDMENT OF LSI BYLAWS**

If one of the names receives a majority vote and the Articles of Incorporation are amended, it will be necessary to amend the LSI Bylaws. An affirmative vote of 2/3 of the Governors voting is required for the adoption of the amendment.

The recommendation is to amend the Bylaws of this corporation to conform to the votes just recorded to change the name of the corporation.

ARTICLE 1. NAME currently reads:

The name of this non-profit benefit corporation shall be LEGAL SECRETARIES, INCORPORATED, also known as LSI.

If adopted the Bylaws would be effective May 1, 2020 and read as follows:

ARTICLE 1. NAME

The name of this non-profit mutual benefit corporation shall be \_\_\_\_\_, also known as \_\_\_\_\_, effective May 1, 2020 with the proviso that the Parliamentarian is authorized to change the corporate name and acronym wherever it appears in these Bylaws.

### **AMENDMENT OF LSI STANDING RULES**

If one of the proposed names received a majority vote and the Articles of Incorporation and Bylaws are amended, it will be necessary to amend the LSI Standing Rules. A majority vote of the Governors voting is required for the adoption of the amendment.

The recommendation is to amend the Standing Rules of the corporation to conform to the votes just recorded to change the name of the corporation, effective May 1, 2020 with the proviso that the Parliamentarian is authorized to change the corporate name and acronym wherever it appears in the Standing Rules of Legal Secretaries, Incorporated.

### **AT THIS TIME AN HISTORIC VOTE OF THE BOARD OF GOVERNORS WAS CALLED. THE VOTE WAS AS FOLLOWS:**

- 1. THE NAME OF THIS CORPORATION SHALL BE LEGAL PROFESSIONALS, INCORPORATED.**
- 2. RECOMMENDATION TO CHANGE THE NAME OF THIS CORPORATION TO LEGAL PROFESSIONALS, INCORPORATED ADOPTED.**

### **REPORTS OF COMMITTEE CHAIRMEN**

#### **2020 Annual Conference Co-Chairs, Crystal Rivera and Corene Rodder, Sacramento LSA**

Sacramento LSA is excited to be hosting LSI's 86th Annual Conference on MAY 7-10, 2020, at the Hilton Arden-West, 2200 Harvard Street, Sacramento. The theme is "Sweet Home Alabama." The hotel finished its interior renovations and it looks fabulous. Scrip ticket price is \$141 (\$151 for late registrations). Luncheons are \$36. Room rate is \$129 ingle/double (plus taxes, etc.). \$4/day discounted parking. See attached report.



## **Advertising, Deborah Schmidt, CCLS, Orange County LSA**

Deborah announced two new advertisers this quarter - Direct Legal Support, Inc. and L & L Legal Assistance LLC and their ads were premiered in our February 2020 issue of The Legal Secretary and on the LSI website. Please remember to support our advertisers and tell them how much you appreciate them supporting LSI. A list of our current advertisers include:

Direct Legal Support, Inc.  
First Legal Support  
Janney & Janney  
L & L Legal Assistance LLC  
Macro Pro, Inc.  
One Legal  
Redroman Creative  
The Rutter Group

## **California Certified Legal Secretary, Terrie Quinton, CCLS San Diego LSA**

Terri was absent from the conference and her report is attached.

## **Career Promotion/Scholarship Rachel A. Malerbi**

Approximately eight associations have indicated that they intend to submit scholarship applications to LSI and four associations indicated that they will offer a local scholarship.

## **Legal Procedure Becky J. Neidhardt, CCLS**

Becky was not called to this conference. Her report is attached.

## **Legal Professional Training/Seminar Becky J. Neidhardt, CCLS**

Becky was not called to this conference. Her report is attached.

## **Day in Court and Professional Liaison Heather Nowak**

Heather was not called to this conference. Her report is attached.

## **Social Media Chair Erika Garduno**

Social Media has been very busy this past quarter with LSI's social media presence as well as assisting local associations with their social media presence. Erika's report is attached.

**The actual reports of the officers, appointed officers, committee chairmen and remaining chairs not called to conference are all available on the LSI website.**

The Board of Governors meeting was recessed at 4:00 p.m. At this time the afternoon LSS seminars were held.

### **Saturday Night Banquet**

The theme for the conference was Game Night. We were welcomed to the Saturday Night Banquet with a rousing game of Clue! Each table had a member of Stanislaus County LPA sit with them to help with the game. Each table proceeded to play the Clue game to figure out whodunnit. A good time was had by all.

### **Sunday Morning Brunch**

On Sunday morning, Brunch Chairman Maureen Harrity notified the group that the guest speaker was unable to attend as he was last night's victim. Just kidding.

President Heather Edwards called the meeting to order at 10:00 a.m. and immediately dispensed with the roll call.

### **UNFINISHED BUSINESS**

The EC granted Past President Jennifer L. Page, CCLS request for lifetime membership in LSI.

### **NEW BUSINESS**

None

### **ANNOUNCEMENTS:**

President Heather Edwards made the following announcements:

LSI received one bid to host the May 2020 Annual Conference from Santa Clara County LPA. There being only one bid, the Executive Committee graciously accepted their bid.

There being no further business to come before this Association, the 3<sup>rd</sup> Quarterly Conference of LSI was adjourned at 10:20 a.m. to the May 2020 Annual Conference May 7-10, 2020 at Hilton Arden-West, Sacramento, California hosted by Sacramento LSA.

Respectfully submitted,  
M'Liss Jarvis Bounds  
Governor Pro Tem of SCCoLPA