

**AGENDA**

**Third Quarterly Conference Board of Governors Meeting  
February 21-23, 2025  
Hilton Santa Cruz/Scotts Valley – Santa Cruz, CA**

**Co-hosted by: Legal Professionals, Incorporated and Santa Clara County  
Legal Professionals Association**

**SATURDAY, February 21, 2025**

**CALL TO ORDER (First Session)**..... 9:00 a.m.  
Donna Day  
LPI President  
Alameda County LSA

**Pledge of Allegiance** .....George Siambis  
President  
San Mateo County LPA

**Code of Ethics\*** ..... Tanya Tate  
Governor  
San Mateo County LPA

\* Dedicated to the Memory of Joan M. Moore, PLS, CCLS, LSI President 1980-1982

**INTRODUCTIONS**

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\_\_\_\_\_

**ROLL CALL** ..... Erika Garduño  
LPI Executive Secretary  
Riverside LPA

\_\_\_\_\_ of \_\_\_\_\_ LSA/LPA

\_\_\_\_\_ of \_\_\_\_\_ LSA/LPA

Number Present: \_\_\_\_\_ Quorum:  Yes  No

**CORRESPONDENCE** ..... Erika Garduño  
LPI Executive Secretary  
Riverside LPA

**INTRODUCTION OF TIMEKEEPER** ..... Elise Dresser, CCLS  
LPI Parliamentarian  
Santa Clara County LPA

**INTRODUCTION OF PAGE** ..... Elise Dresser, CCLS  
LPI Parliamentarian  
Santa Clara County LPA

**APPROVAL OF MINUTES**

The Minutes of the August 2024 Board of Governors Conference Meeting have been distributed.

Are there any corrections?  Yes  No

[ ] Approved as distributed.  
[ ] Approved as corrected.

The Minutes of the November 2024 Board of Governors Conference Meeting have been distributed.

Are there any corrections?  Yes  No

[ ] Approved as distributed.  
[ ] Approved as corrected.

**REPORTS OF ELECTED OFFICERS**

President ..... Donna Day  
Alameda County LSA

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\_\_\_\_\_  
\_\_\_\_\_

Vice President  
Membership & Marketing Committee Coordinator ..... Bettina Jacobson  
Placer County LPA

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Executive Secretary/Programs ..... Erika Garduño  
Riverside LPA

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Treasurer ..... Larry McGrew  
San Francisco LPA

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**MOTION:** The actions of the Treasurer in paying the routine bills of LPI during the third quarter of fiscal year 2024-2025 be ratified.

- [     ] Motion carried.
- [     ] Motion defeated.

**REPORTS OF APPOINTED OFFICERS AND CHAIRS**

(The appointed officers and committee chairs listed below will be delivering oral reports. Written reports of all elected officers, appointed officers, and committee chairs are included in the conference agenda binder.)

Executive Advisor/Nominations and Elections Chair ..... Rod Cardinale, Jr.  
Santa Clara County LPA

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Editor-in-Chief ..... Linda Lane, CCLS  
Los Angeles LSA

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Education Council Director ..... Renee Evans, CCLS  
San Diego LSA

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LPI Legal Procedure Chair, LPI Blog Editor ..... Christine Flores, CBA  
San Francisco LPA

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**2025 Annual Conference Chair** ..... Elizabeth Adame, CCLS  
San Diego LSA

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**UNFINISHED BUSINESS**

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**NEW BUSINESS**

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**ANNOUNCEMENTS**

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**RECESS UNTIL SECOND SESSION, SUNDAY, February 23, 2025** ..... 9:00 a.m.

**ADJOURNMENT** ..... Time: \_\_\_\_\_ a.m.

**ROUNDTABLE LUNCH** ..... 12:15 p.m. (doors open at 12:00 p.m.)

**EXECUTIVE COMMITTEE RESUME DISCUSSION** (time approximate) ..... 12:15 p.m.

Executive Secretary ..... Erika Garduño  
LPI Executive Secretary  
Riverside LPA

**SUNDAY, February 23, 2025**

**INTRODUCTION OF INSPIRATIONAL SPEAKER** ..... Donna Day  
LPI President  
Alameda County LSA

**INSPIRATIONAL SPEAKER** ..... Lynne Prescott, CCLS  
Sacramento LPA

**CALL TO ORDER** (Second Session) (time approximate) .....9:00 a.m.  
Donna Day  
LPI President  
Alameda County LSA

**ROLL CALL** ..... Erika Garduño  
LPI Executive Secretary  
Riverside LPA

\_\_\_\_\_ of \_\_\_\_\_ LSA/LPA

\_\_\_\_\_ of \_\_\_\_\_ LSA/LPA

\_\_\_\_\_ of \_\_\_\_\_ LSA/LPA

Number Present: \_\_\_\_\_

Quorum:  Yes  No

**INTRODUCTION OF TIMEKEEPER** ..... Elise Dresser, CCLS  
LPI Parliamentarian  
Santa Clara County LPA

**INTRODUCTION OF PAGE** ..... Elise Dresser, CCLS  
LPI Parliamentarian  
Santa Clara County LPA

**NOTICED MOTIONS/RECOMMENDATIONS** ..... Erika Garduño  
LPI Executive Secretary  
Riverside LPA

**UNFINISHED BUSINESS**

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**NEW BUSINESS**

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**ANNOUNCEMENTS**

[Please line up at the floor microphone; introduce yourself and what association you belong to.]

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President Announcement – The winners of the four (4) scrip tickets to the 91<sup>st</sup> Annual Conference, May 15-18, 2025 hosted by San Diego LSA to be held in El Cajon, CA at the Sycuan Casino Resort in El Cajon, California, are: ***(please note we removed the 4 previous winners from this drawing)***

- 1. \_\_\_\_\_ LSA/LPA
- 2. \_\_\_\_\_ LSA/LPA
- 3. \_\_\_\_\_ LSA/LPA
- 4. \_\_\_\_\_ LSA/LPA

**ADJOURNMENT**

Time: \_\_\_\_\_ a.m.

**LPI’s 91<sup>st</sup> Annual Conference May 15-18, 2025  
Sycuan Casino Resort, El Cajon, CA  
Hosted by: San Diego Legal Secretaries Association**