

**MDLPA Governor Pro Tem's Report**  
**November 2024 Second Quarterly Conference**  
**Legal Professionals, Incorporated**  
**November 15-17, 2024**

The Second Quarterly Conference and Board of Governors Meeting of Legal Professionals, Incorporated was held on November 15-17, 2024, at the Embassy Suites in Walnut Creek. Cheryl L. Kent, PLS, CCLS and Natalie J. Chop, CCLS, attended in person. Maria Bishop, CCLS, attended via Zoom.

The Board of Governors Meeting was called to order.

Roll Call - There were 14 Governors present, constituting a quorum.

The Minutes of the August 2024 First Quarterly Conference and Board of Governors Meeting were not available for approval as they are still being prepared by the Executive Secretary. They will be presented for approval at the February 2025 Third Quarterly Conference.

Reports of Elected Officers, Appointed Officers and Committee Chairs

*President*

Donna Day reported that in response to a recent survey of LPI members, we want more education. So, now we have literally over 100+ webinars to choose from in this fiscal year. She advised that she intends to keep our Annual Conference and those traditions the same, but she has appointed an Ad Hoc Committee to gather data and information into tinkering our Quarterly Conferences. The LPI website has been improved to make it more user-friendly. Please remember to promote the Scholarship Program in our legal communities.

*Vice President, Membership & Marketing*

Bettina Jacobson sent a reminder letter to members of LPI and Members-At-Large (MALs) who have not renewed their membership this year. Our current membership is 932; 852 local association members and 80 MALs. The New Member Packet is now available on the LPI website. For marketing, an introductory letter will be sent to the Top 100 Law Firms in California. The Marketing Committee is working on the details for the Sponsor Program and the goal is to start in 2025-2026.

*Executive Secretary and Programs*

Erika Garduno reminded local associations to send our flyers to the LPI Social Media Chair, to have our flyers added to the LPI website and emailed to all LPI contacts. She requested getting added to our Constant Contact if not already on our distribution list.

*Treasurer*

Larry McGrew (aka the "Numbers Guy") presented the income and expenses for the second quarter of fiscal year 2024-2025. Motion that the actions of the Treasurer in paying the routine

bills of LPI during the second quarter of fiscal year 2024-2025 be ratified. **Motion carried.** Some highlights of the actions of the Treasurer this past quarter:

1. Audit - Treasurer's files are being audited for the 2022-2023 fiscal year. Once completed, files for 2023-2024 will be audited and get us back on track.
2. IRS/FTB Filings - Only four associations are currently not in compliance - Beverly Hills/Century City, Desert Palm, Long Beach, and Merced. The Treasurer is working with them to complete their filings so they can seat Governors at future conferences.
3. Tax Finalization - Taxes have been finalized and filed for the 2023-2024 fiscal year.

*Executive Advisor, Nominations and Elections Report and Ad Hoc Committee*

Rod Cardinale, Jr. will be forwarding the Official Nomination of Candidate papers to all LPI Governors to share with each Associations' members by January 15, 2025. Also, as the Ad Hoc Committee Chair, the committee is looking at possible consolidation of local associations and tinkering with the Quarterly Conferences. His committee wants to meet via Zoom with each local association and get their feedback.

*Editor-in-Chief*

Linda Lane, CCLS, announced the royalties received this past quarter:

LOPM:	\$ 5,862.87
LPH:	\$16,467.11
Online:	\$ 5,702.07
TOTAL ROYALTIES:	<u>\$28,032.05</u>

She reported that Rutters wants to make the Legal Professionals Handbook (LPH) an ebook in the future. Price TBD. Next year, it will be soft bound in two volumes. If you have a Westlaw account, search for the LPH online, which is the only publication that is currently on Westlaw. Once you find the LPH, click on the link as many times as your heart desires. The more you click, the more (\$\$\$) money LPI gets.

*Education Director*

Renee Evans, CCLS, asked for creative writers for The Podium, LPI's blog. The Legal Secretary's Reference Guide can be purchased on Amazon. Beginning January 2025, the Guide will be called Legal Professional's Reference Guide.

*CCLS Certifying Board*

Maria Bishop, CCLS, reported two new CCLSs passed the September 21, 2024 CCLS Exam. Email reminders are sent out for those CCLSs with a 9/30/24 deadline to renew. There were 39 members who needed to recertify; 19 recertified, 17 requested extensions, and 3 retired.

### *Scholarship*

Yolanda Gollaz reported that the current Eula Mae Jett Scholarship Plan is in need of revisions. Move the application open date from December to September to start the process earlier. Instead of three letters of recommendation for the applicant, now only one letter of recommendation is required. This will make it easier for applicants to apply. Motion made to accept the Eula Mae Jett Scholarship Plan for 2025-2026 as presented (with those changes). Seconded. **Motion carried.**

### *Social Media*

Benjamin Silowitz reminded us to send our local association announcements in PDF format to [flyers@LegalProfessionalsInc.org](mailto:flyers@LegalProfessionalsInc.org). Our announcements will also be sent in the monthly Local Association Events Constant Contact email that the Communications Chair sends out on or before the first day of the month. Please contact Ron Ackland at [ronaldackland@gmail.com](mailto:ronaldackland@gmail.com) re anything Constant Contact, the Social Media chair no longer handles email communications to membership. Don't forget to follow LPI on social media - Facebook, LinkedIn, Instagram, X (formerly Twitter), YouTube and TikTok. The more people that follow and interact, the more the algorithm will work in our favor! Share away!

Meeting adjourned to Educational Classes and Roundtable Lunch.

### *EC Resume October 16, 2024*

2. Profit/Loss results from August 2024 Conference. Profit \$600-\$800. For future EC Resumes, the profit/ loss numbers will be added.
4. Discussion regarding DAY PASS at November 2024 Conference. Day Passes are available for non-LPI members to attend workshops at conferences in-person for \$99. \$30 for Zoom.
7. Further discussion of quarterly conferences with no bids. Bids have been received for August 2025 (Santa Clara) and November 2025 (Stanislaus). Now accepting bids to host February 2026.
8. 2024-2025 STRATEGIC PLAN - status of progress. The EC has met some of their goals, mostly regarding membership.
10. Status of total number of MALs - new members and renewals. Renewal letter went out by Bettina to MALs and those local association members who have not renewed yet. Some have already renewed due to the success of this letter campaign.
32. Continuing to assist local associations as needed and assist with their Bylaw revisions. The Ad Hoc Committee is researching and will report back soon.

*EC Resume November 15, 2024*

3. Update regarding upcoming conferences. February 21-23, 2025 will be held in Scotts Valley/Santa Cruz. Co-hosted by Santa Clara and LPI.
4. Discussion of Potential Bids for August 2025 Quarterly Conference. Santa Clara will bid to host and location TBD.
5. Discussion of Bid presented for November 2025 Quarterly Conference and accepted. Stanislaus wants to host the November Quarterly Conference at the DoubleTree in Modesto. \$168.61/room, \$12/daily parking and scrip \$230.
9. Update regarding First Legal renewing Sponsorship Contract. Contract ended after two years in August 2024. First Legal paid LPI \$5,000 for exchange of marketing opportunities. Donna will meet with First Legal representative in January 2025 to review the terms of a possible 1-year contract.
10. Status of Audit 2023-2024. Working on 2022-2023 right now. Heather Edwards, CCLS, is the chair for the Audit Committee and will prepare a report once completed.
14. Discussion regarding East Bay Chapter of ALA (Association of Legal Administrators). Donna met with Joy Buchanan last week. EBALA would like to partner with us. Currently, Renee Evans, CCLS, is the liaison of the San Diego ALA. Mike Lewis announced that he is with the Golden Gate ALA.
16. Update regarding Santa Maria's Holiday Lunch. Each year, the Executive Committee (EC) is invited by Santa Maria to attend. The EC will have a LPI marketing table. Donna and Rod will be in attendance.
21. Discussion regarding replacing LPI Banners. These are two tall marketing banners set up at LPI conferences. Unfortunately, one was broken at the CALDA Conference and needs to be replaced. It will cost about \$100.
35. Update regarding the onboarding process with Advantage AMC. Rod introduced Tracy Boothe, the new LPI administrator. She is helping with processing of past per capita, answering the LPI telephone and updating the LPI address on all marketing.

Saturday Night Banquet was a lot of fun. Everyone enjoyed eating the dancing.

Sunday's inspirational speaker was Mike Lewis of San Francisco LPA. He spoke about his transferable skills from the US Coast Guard to joining a San Francisco law firm in the mailroom then legal secretary and now is their office manager. He loves our classes. He reminded us that learning should be constant, don't get comfortable and to keep up our legal skills.

Roll Call - There were 14 Governors present, constituting a quorum.

Unfinished Business

None.

New Business

Stanislaus' bid on the November 2025 Quarterly Conference to be held in Modesto. LPI graciously accepted their bid.

Announcements

President Donna Day announced the winners of the four (4) scrip tickets to the February 2025 Quarterly Conference:

1. Fresno
2. Santa Maria
3. Orange
4. Los Angeles
5. Long Beach - alternate

Meeting adjourned. The next conference will be held on February 21-23, 2025, at Scotts Valley/Santa Cruz. Hosted by Santa Clara and LPI. This event will be in-person, as well as live streamed. Please consider joining the live stream and learn something new about LPI.

Natalie J. Chop, CCLS  
MDLPA Governor Pro-Tem