

# **SAN FERNANDO VALLEY LSA**

## **MINUTES OF APRIL 12, 2016 REGULAR MEETING**

The April 12, 2016, dinner meeting of the San Fernando Valley Legal Secretaries Association was order by President, Annette M. Davis at 7:02 p.m., at Claim Jumper Restaurant in Burbank, CA. Annette M. Davis acted as Secretary Pro Tem for the meeting.

**Quorum.** A quorum of voting members of the Association was in attendance.

**Pledge of Allegiance** was led by Guest, Joe Fergoso.

**Introductions.** Introductions of SFVLSA past presidents were made: Past President Laurelyn Bergfeld, CCLS and Past President Sheila Byers, CCLS were present.

**Speaker Announced.** Annette M. Davis introduced the speaker, Dean Hansell of Hogan Lovells who would be speaking about “How to be an Effective Oral Advocate.”

**Officer Elections.** Elections of Officers for the San Fernando Valley Legal Secretaries Association began:

There being only one candidate for the office of President, Annette M. Davis was named President for the 2016-17 year by acclimation.

There being only one candidate for the office of Vice President, Corinne Dluzak, CCLS was named Vice President for the 2016-17 year by acclimation.

There being only one candidate for the office of Secretary, Laurelyn Bergfeld, CCLS was named Secretary for the 2016-17 year by acclimation.

There being two candidates for the office of Treasurer, ballots were counted. Results of the ballot count revealed that Sheila Byers, CCLS won the majority of votes and was named Treasurer for the 2016-17 year.

There being only one candidate for the office of Governor, Mae Chester, CCLS was named Secretary for the 2016-17 year by acclimation.

There being four candidates listed on the ballot for Delegates/Alternate Delegates for the 2016 Annual Conference, ballots were counted. Results of the ballot count revealed that the Delegates were listed as follows:

Annette M. Davis – Delegate  
Laurelyn Bergfeld, CCLS – Delegate  
Mae Chester, CCLS – Delegate  
Sheila Byers, CCLS – Alternate Delegate

A motion to destroy the ballots was made by Laurelyn Bergfeld, CCLS and seconded by Toni Espinosa. There was no discussion. Motion carried.

**Minutes** The minutes of the March 8, 2016, dinner meeting were not available. Annette M. Davis will have a committee of three review them at the next Board meeting.

**Treasurer's Report** The Treasurer's Report were not available. Therefore the reading of the report was tabled.

**Governor's Report** Governor, Mae Chester, CCLS reported that Directives were due to LSI by Friday, April 22; Encouraged everyone to attend the LSI Annual Conference next month in Santa Rosa, CA; Announced the death of LSI Past President Helen Harney Crittenden (1964-1966) on March 20, 2016.

**Unfinished Business:**

**Standing Rules** Laurelyn Bergfeld, CCLS, Parliamentarian, distributed a redlined version of SFVLSA's Standing Rules for membership review prior to finalizing.

**New Business:**

There was not new business to come before the membership of SFVLSA.

**Announcements:**

There were no announcements for the membership of SFVLSA.

**Adjournment** As there is no further business to come before this association, we are adjourned until May 10, 2106. Thank you for being with us.

**50/50 and Door Prize.** One door prize was available. Tickets were sold and there was a drawing for the door prize and 50/50.

Annette M. Davis  
Secretary Pro Tem