

**Redwood Empire Association of Paralegals &
California Alliance of Paralegal Associations**
Present

The 8th Bi-Annual Leadership Conference

The Pick of the Vine: Growing Strong Leadership

Saturday, November 5, 2011
8:30 am – 4:30 pm

Hosted by the Redwood Empire Association of Paralegals



8:30

8:30 – 9:15

9:15 – 9:30

9:30 – 10:45

10:45 – 11:00

11:00 – 12:15

12:15 – 1:30

1:30 – 2:45

2:45 – 3:00

3:00 – 4:15

4:15 – 4:30

Doors Open

Registration and Continental Breakfast

Welcome & Introduction

Is Your Organization Compliant?

Attorneys Catherine Banti and Marilyn Kittleson will discuss non-profit formation and maintenance of corporate non-profit status, role of board of directors in a non-profit corporation, and recommended corporate policies to assist non-profits to comply with principles for good guidance and governmental guidelines.

Break

Conflict Management (Recourse Mediation)

Every non-profit has unique challenges when it comes to its volunteer leadership. In this session a noted mediator will show you ways to resolve conflict before it boils over and negatively affects the mission of your organization. The focus will be on ways the leadership can diagnose conflict between members, spot issues, encourage meaningful conversation, in ways that can help the positive energy surface in the conflict, build levels of trust, and preserve satisfying working relationships for the ongoing success and vitality of the organization.

Lunch; MCLE presentation by Michele T. Pfeiffer, CLA

To ensure proper MCLE credit for program attendees, it is imperative that the State Bar procedures be followed. This session will focus on the correct forms and procedures for MCLE prior to, during, and after your program. In addition, ideas on identifying relevant topics and finding willing speakers will be addressed.

Glossophobia: Only Snakes Are Scarier

As a legal professional, how do you overcome your fear of public speaking? Tips, tricks and ways to not only overcome your fear but to be able to shine when your nerves threaten to take over.

Break

Build a Better Board

An organization's board of directors charts the path for its members. If its board is strong, an organization will be strong, too. This session will focus on steps you can take to make your board more effective, including working with and supporting new board members, using a focused agenda to stay on task and on time, how motions work, the proper and painless way to approve minutes, and techniques to encourage members who are not pulling their weight.

Closing Remarks

"Is Your Organization Compliant?"

Catherine received her undergraduate degree from the University of California at Davis and obtained her law degree from McGeorge School of Law in 2002. Catherine is a director with Anderson, Zeigler, Disharoon, Gallagher and Gray firm.

Catherine is a board member for Public School Success Team (PSST!), a member of Soroptimist International of Healdsburg and the Healdsburg Chamber of Commerce.

She serves clients in the Healdsburg and Santa Rosa offices of Anderson, Zeigler. Catherine's practice areas include General Business Law, Estate Planning, Real Estate and Intellectual Property Law.

Catherine is a fourth generation Sonoma County resident and enjoys working with businesses and individuals in the community she grew up in. Catherine provides clients with highly personalized legal representation that addresses both their estate planning needs and daily business needs. With her diverse legal background, Catherine is able to efficiently assist her clients in today's quickly changing marketplace.

catherine.banti@azdgg.com

"Glossophobia: Only Snakes Are Scarier"

Rita Deo Barber is an Entrepreneur with passion and vision to help organizations flourish and individuals realize their professional potential. Rita is the Lt. Gov. of Marketing for the District 4 Toastmasters International and has over 14 years of in-depth experience in workshop facilitation, speaking to groups of all sizes, conducting courses in various colleges, client training, and working with individuals one-on-one.

Catherine J. Banti



Rita Deo Barber



“Conflict Management (Recourse Mediation)”

Cate Griffiths is Executive Director of RECURSE Mediation Services, the community-based mediation non-profit organization in Sonoma County. She has mediated more than 500 cases since 2004, including litigated civil cases, restorative justice victim-offender cases with juveniles, workplace and family matters. In addition to her work as a mediator, Cate teaches basic mediation skills and victim-offender mediation for RECURSE. She is a mediator on the Sonoma County Superior Court panel of mediators, and is co-chair of Alliance for Law Related Services, a coalition of Court and community-based legal services providers.

Cate is a graduate of University of Technology (Sydney, Australia) and Sonoma State University. She has been recognized by community-based organizations for her work in promoting mediation and consensus building processes in the community.

info@recoursemediation.com

Cate Griffiths



“Is Your Organization Compliant?”

Marilyn received her undergraduate degree from the University of California Davis and obtained her law degree from University of California, Hastings College of Law in 1979. She is an associate with the Santa Rosa based firm of Anderson, Zeigler, Disharoon, Gallagher & Gray.

Marilyn has lived in the town of Sonoma for over thirty years and is a member of the Docent Council of Sonoma/Petaluma State Historic Parks and the Sonoma League for Historic Preservation.

Marilyn’s practice areas include estate planning and trust administration, employment law and non-profit entity formation and guidance.

marilyn.kittleon@azdgg.com

Marilyn G. Kittleon



"Build a Better Board"

Trudy McQuiddy is a litigation paralegal with 17 years experience in the legal field, focusing on government tort liability and construction defect litigation. She holds an A.A. from Santa Rosa Junior College , a B.A. in History in from Sonoma State University , and is a 1994 graduate of the Sonoma State University paralegal program. Currently she serves as President of Redwood Empire Association of Paralegals (REAP) and as Treasurer on the Board of Directors of the California Alliance of Paralegal Associations. While specializing in civil litigation, Ms. McQuiddy is also experienced in general business transactions, real property transactions, estate planning and probate.

TMcQuiddy@sennelaw.com

MCLE presentation

For the past 14 years, Michele assists top firms/attorneys in OC on various cases. Previous to becoming a freelance CLA, she worked in-house with various law firms throughout OC from solo to medium size firms, with most of her work concentrated in the litigation arenas for another 7 years. As a freelance paralegal, this has opened the doors to other areas of law, such as employment/labor law and criminal cases. She also works with several attorneys on the CJA panel assisting them with their cases, projects, and trials. She obtained her ABA Paralegal Certificate through Coastline Community College.

She is currently the President of CAPA and is active locally in OCPA, guest speaker at UCI, a member of several local Bar Association such as: NHBA, WOCBA, Lex Romano, OCTLA, Celtic Bar, & attends other associations' events, fundraisers, etc. She connects attorneys who enjoy speaking on various topics to assist with OCPA for their 10 substantive subsection meetings, conferences, and special events. She is also an active member with NALA for over 15 years and received the NALA Affiliates Award in 2009.

Trudy McQuiddy



Michele T. Pfeiffer
CLA



Location

Empire College | 3035 Cleveland Avenue | Santa Rosa, California 95403

Continental Breakfast and Lunch Included

Hotel Accommodation

Hilton, Sonoma Wine Country - 1.800.HILTONS
Reservation & discount information at www.caparalegal.org.
\$129 per night plus tax, Rate available until October 5, 2011; thereafter the
room rate will increase to \$169 per night plus tax. Free parking.

Hotel easily accessible from Charles M. Schulz-Sonoma County Airport (STS)
via Hilton courtesy shuttle. Public transportation available to the STS from
San Francisco or Oakland Airports by Sonoma County Airport Express.

Registration

Register online for the conference through Affinipay at www.caparalegal.org
or by mailing the following information with a check or money order made
payable to CAPA for \$65.00 to:

CAPA | P.O. Box 1055 | San Leandro, California 94577-0126

Name: _____

Firm: _____

Address: _____

City, State, Zip: _____

E-mail Address: _____

Phone: _____



Redwood Empire Association of Paralegals

REAP was established in 1981 under the name Redwood Empire Legal Assistants as a professional and educational organization for legal assistants and paralegals. (The terms paralegal and legal assistant are interchangeable in the legal profession.) In 2007, the organization changed its name to Redwood Empire Association of Paralegals.

REAP provides educational workshops for continuing education credits, publishes a quarterly newsletter, updates its members on issues, events, and educational opportunities, and awards the Susan I. Perry Scholarship to a qualified student enrolled in any qualified paralegal program.



Empire College, Santa Rosa

Empire College, located in Santa Rosa, California, offers career-focused degree, diploma and certificate programs in a wide variety of fields. Empire's School of Business was founded in 1961 with programs directed toward practical knowledge and career training designed to get graduates on the job in as short a time as possible. The College's School of Law, considered one of the best accredited law schools in California, provides a rigorous and quality Juris Doctor Law program. In addition, Empire features a variety of career training programs such as business administration courses, medical assistant courses, information technology classes and many others.