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www.calsna.org

To: CSNA Board of Directors and Chapter Presidents  
Date: January 17, 2019

**SATURDAY February 16, 2019**

**CSNA Board Meeting**

10:00 am – 5:00 pm (breakfast 9:30)

[Burbank Marriott](#)

2500 North Hollywood Way, Burbank 91505

**FRIDAY February 15, 2019**

**Executive and Finance Committee Meeting**

*(Elected officers only)*

9:00 am – 1:00 pm

[Burbank Marriott](#)

2500 North Hollywood Way, Burbank 91505

**Regional Coordinators Meeting**

**FRIDAY February 15, 2019** 12:00 pm – 5:00 pm

[Burbank Marriott](#)

2500 North Hollywood Way, Burbank 91505

Please [Click on this link](#) to RSVP <http://www.calsna.org/events/eventReg.php?eID=10>

The CSNA Board Meeting will be held Saturday February 16th at the Burbank Marriott Hotel. This is an important business meeting for CSNA. Regional Coordinators, CSNA Committee Chairs, Chapter Presidents, and the CSNA elected officers should all be in attendance. **Please plan now to attend.** The board meeting will begin on Saturday at 10:00 a.m. and end no later than 5:00 p.m. This meeting will end in time for everyone to catch flights home. (Sacramento, San Francisco and San Jose have return flights between 5:45-6:55 pm on Saturday. No flights should be booked before 5:00 pm without prior approval or travel will not be reimbursed. Oakland has a flight back at 4:45pm which can be booked since it is the last flight out. The hotel is across the street from the airport, and it is a small airport so everyone should be able to make their flights)

**Dinner will be hosted on Friday evening for the Executive Committee, Regional Coordinators, and others who are in the area and would like to attend, as a “thank you” to our volunteers. We do not cover a hotel night for those wanting to come up for this dinner, if they are not already required to attend meetings on Friday. If you will be attending the dinner, please mark this on your RSVP form.**

**CSNA PAYS TRAVEL FOR THE FOLLOWING TO ATTEND**

CSNA Committee Chairs and Co-Chairs 2018/2019 (*Saturday Board Meeting Only*)

All Chapter Presidents 2018/2019 (*Saturday Board Meeting Only*)

Regional Coordinators 2018/2019 (*attending Friday Regional Coordinators meeting as well, 12-5*)

EFC – 2018/2019 (*attending Friday EFC meeting as well, 10-5*)

Reimbursement Information

**For those listed above, CSNA will reimburse travel costs attend the Board Meeting.** Others are welcome to attend, but will not be reimbursed for travel or expenses. Transportation will be paid at the current IRS mileage rate or the lowest available coach airfare 21 day advance purchase fare, whichever is the lesser of the two. Airline tickets can be purchased on your own and will be reimbursed (up to reimbursable level) back to you upon receipt of a completed CSNA Reimbursement form. **We will not reimburse late or full-fare flights unless circumstances are approved to justify the late booking. Currently flights are available from SMF, SFO, SJC and OAK for as low as \$95 from some airports, but all under \$180. Please book your flight early to take advantage of wanna get away fares. Again, we will not reimburse late or full fare flights over the discount fares available, unless circumstances are approved to justify the late booking.**

**AIRLINE RESERVATIONS - PLEASE MAKE YOUR RESERVATIONS BY JANUARY 25<sup>TH</sup> TO ENSURE THE ADVANCE PURCHASE FARE. FULL FARE WILL ONLY BE REIMBURSED IN CASES OF EMERGENCY:**

You are free to make airline reservations on your own, and CSNA will reimburse you for the tickets. I suggest you contact Southwest at [www.southwest.com](http://www.southwest.com) to book your tickets on-line, or at 1-800-435-9792 to make reservations over the phone. If you can't wait for the reimbursement to go through to purchase your tickets, please contact Janine Nichols at the CSNA office, (818) 842-3040 to arrange for the tickets to be charged directly to CSNA. If Southwest Airlines does not service your area, please contact Janine Nichols at the CSNA office before January 25<sup>th</sup> so arrangements can be made. We will not reimburse full-fare flights unless circumstances are approved to justify the late booking. *Please do not schedule any flight to depart prior to 5:30 pm, unless you are returning on the 4:45pm flight to OAKLAND. The Association is paying for you to be at the meeting and would like everyone to attend the entire meeting. If you book an earlier flight without prior authorization, we will not reimburse your expenses.*

**HOTEL RESERVATIONS**

CSNA will provide the rooming list to the hotel. Rooms are covered for those that need to be at the meeting on February 15<sup>th</sup> (i.e. CSNA Executive Committee (elected officers) and Regional Coordinators). Please **RSVP by January 25<sup>th</sup>** to <http://www.calsna.org/events/eventReg.php?eID=10>. Be prepared to tell Janine the name of your roommate. If you do not have a preference, please indicate "no preference." We will assign you a roommate. If you prefer to room alone please write "prefer to room alone" on your reservation form. You will be charged \$108 to cover half the room rate and tax. Room rate per double room is \$195 + 11.5% occupancy tax + city fees.

**ABOUT THE HOTEL/MEETING LOCATION**

For a complimentary shuttle from Burbank Marriott, call 818-843-6000. They will pick you up across the road from baggage claim. The shuttle does not run on a regular basis so you will need to call for a pick up. You can also walk out of the terminal, turn left, to go to Hollywood Way, and cross the street to the Marriott if you do not want to wait for the shuttle. It is about a 5 minute walk from the airport terminal.

**ATTIRE**

Feel free to wear your 2019 Conference Shirt. Otherwise, business casual is appropriate.

**WHAT TO BRING TO THE BOARD MEETING**

- PLEASE E-MAIL YOUR REPORT TO THE OFFICE BY 5PM, January 25<sup>th</sup>. This will enable the office to compile the reports into a PDF file and e-mail them out to the board of directors prior to the meeting. Please, make every attempt to e-mail your report by the deadline so the board has a chance to review the report prior to the meeting.**
- IF you absolutely cannot e-mail your report by 5PM on February 1<sup>st</sup>, please bring 40 copies of your written report, plus 1 clean copy, on white paper of your report for the office for duplicating purposes.
- Dates to be added to the Master Calendar.
- Changes to your Officers List (Chapter Presidents)

**Number your report as indicated below.**

**Your report should contain a summary of activities to date, and/or future plans.**

- |                                    |  |
|------------------------------------|--|
| 1. President                       | 11. Conference                                 |
| 2. President-Elect                 | 12. Awards & Scholarships                      |
| 3. Vice President                  | 13. Communications                             |
| 4. Secretary                       | 14. Public Policy & Legislation                |
| 5. Treasurer                       | 15. Marketing & Public Relations – Internal    |
| 6. Membership Director             | 16. Marketing & Public Relations - External    |
| 7. Executive Director              | 17. Nominations & Leadership Development       |
| 8. Elected Industry Representative | 18. Professional Development                   |
| Co-Elected Industry Representative | 19. Chapter Presidents – followed by Chapter # |
| 9. School Nutrition Representative |  |
| 10. Regional Coordinators          |  |