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To: CSNA Board of Directors and Chapter Presidents
Date: January 20, 2020

SATURDAY February 8, 2020

CSNA Board Meeting

10:00 am – 4:00 pm (breakfast 9:30)
Lennox USD
Room PDC
10319 Firmona Ave
Lennox, CA

Please [Click on this link](http://www.calsna.org/events/eventReg.php?elD=13) to RSVP <http://www.calsna.org/events/eventReg.php?elD=13>

The CSNA Board Meeting will be held Saturday February 8th at Lennox USD, 10319 Firmona Ave, Lennox, CA. 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 4:00 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 following flights can be booked, depending on availability and cost

From SMF – Southwest depart 7:04am – arrive 8:35am	Return to SMF – United flight Dept 5:01 pm \$59 or Southwest 7:50 pm \$78
From SFO – Southwest depart at 7:30am arrive 9:05am	Return to SFO – Delta flight Dept 5:50pm \$68
From SJC – Southwest depart 7:00am arrive 8:25am	Return to SJC – American Flight at 5:05pm \$103 or Southwest 6:30pm \$58
From OAK – Southwest depart 6:50 am arrive 8:20am	Return to OAK - Southwest 6:15pm \$69

CSNA PAYS TRAVEL FOR THE FOLLOWING TO ATTEND

CSNA Committee Chairs and Co-Chairs 2019/2020
All Chapter Presidents 2019/2020
Regional Coordinators 2019/2020
EFC – 2019/2020

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 \$200. 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 25TH 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 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 25th 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 5:00 pm. 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.*

ABOUT THE MEETING LOCATION

Lennox USD is very close to LAX. Those coming in together on a flight can share an Uber, Lyft or Taxi to Lennox USD. Since we will not have any meetings on Friday, we do not have a hotel block. The 10am start time should be late enough for everyone to be able to travel in that morning.

ATTIRE

Feel free to wear your 2020 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 29th. 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 1st, 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.

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|------------------------------------|--|
| 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 | |