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To: CSNA Board of Directors and Chapter Presidents
Date: January 4, 2024

Courtyard Long Beach Airport

3841 N Lakewood Blvd, Long Beach, CA

Executive and Finance Committee Meeting

FRIDAY February 2, 2024

(Elected officers only)

9:30 am – 12:30 pm

Area Coordinators Meeting

FRIDAY February 2, 2024

12:30 pm – 5:00 pm

CalSNA Board (Including Committee Chairs & Chapter Presidents)

FRIDAY February 2, 2024

4:00 pm – 6:00 pm

Board Dinner

FRIDAY February 2, 2024

6:30 pm – 8:30 pm

SATURDAY February 3, 2024

CSNA Board Meeting

9:15 am – 3:30 pm (breakfast 8:45)

Please [Click on this link](http://www.calsna.org/events/eventReg.php?eID=23) to RSVP <http://www.calsna.org/events/eventReg.php?eID=23>

The CSNA Board Meeting will be held Friday February 2-Saturday February 3 at the [Courtyard Long Beach Airport](#). This is an important business meeting and training for CSNA. Area 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 9:15 a.m. and end no later than 3:30 p.m. This meeting will end in time for everyone to catch flights home. (No flights should be booked before 4:30 pm without prior approval or travel will not be reimbursed.)

Dinner will be hosted on Friday evening for the all members in attendance, as a “thank you” to our volunteers. 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 2023/2024
All Chapter Presidents 2023/2024
Area Coordinators 2023/2024
Executive & Finance Committee (EFC) – 2023/2024

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. Please book your flight early to take advantage of Wanna Get Away/Wanna Get Away Plus 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 BEFORE JANUARY 12TH 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 the flight times and/or pricing doesn't work, also try <https://www.google.com/flights> to see what other airlines fly to/from your city pair.

If you can't wait for the reimbursement to go through to purchase your tickets and want the office to purchase your tickets for you, please choose YES on the registration form to Please make my flight arrangements and COMPLETE THE FLIGHT info, or contact Janine Nichols at the CSNA office, (818) 497-8015 by 12th 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 4:30 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.***

HOTEL RESERVATIONS

CSNA will provide the rooming list to the hotel. For this meeting, Rooms are covered for Friday night for CalSNA elected officers, Area Coordinators, Committee Chairs and Chapter Presidents (or their designee) Please **RSVP by January 12th** to <http://www.calsna.org/events/eventReg.php?eID=23>. 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 \$100 to cover half the room rate and tax. Room rate per double room is \$209 + 12% occupancy tax + city fees.

ABOUT THE HOTEL/MEETING LOCATION

The hotel has a free shuttle, so if you are flying into the Long Beach Airport, call the hotel at 1 562-570-2600 for the shuttle to come pick you up. The hotel is 1 mile from the airport. Self Parking will be included in your hotel room rate for those driving in.

ATTIRE

Feel free to wear your 2024 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 26th. 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.

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