



CALIFORNIA SCHOOL NUTRITION ASSOCIATION

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www.calsna.org

To: CSNA Board of Directors and Chapter Presidents
Date: August 9, 2016

SATURDAY September 24, 2016

CSNA Board Meeting

*(Chapter Presidents, Standing Committee
Chairs and Co-Chairs, Regional
Coordinators and EFC.)*

9:30 am – 4:30 pm

Embassy Suites Glendale

800 N. Central Ave., Glendale, CA 91203

FRIDAY September 23, 2016

Executive and Finance Committee Meeting

(Elected officers only)

9:00 am – 4:00 pm

Embassy Suites Glendale

800 N. Central Ave., Glendale, CA 91203

Regional Coordinators Meeting

FRIDAY September 23, 2016

9:00 am – 4:00 pm

Embassy Suites Glendale

800 N. Central Ave., Glendale, CA 91203

Please [Click on this link](http://www.calsna.org/events/eventReg.php?eID=3) to RSVP <http://www.calsna.org/events/eventReg.php?eID=3>

The CSNA Board Meeting will be held Saturday September 24th at the Embassy Suites Glendale. This is an important business meeting for CSNA. Regional Coordinators, CSNA Committee Chairs & Co-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 9:30 a.m. and end no later than 4:30 p.m. This meeting will end in time for everyone to catch flights home. (Sacramento, Oakland and San Jose have return flights between 5:10-5:55 pm on Saturday. No flights should be booked before 5:00 pm without prior approval or travel will not be reimbursed.)

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. 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 2016/2017 *(Saturday Leadership Only)*

All Chapter Presidents 2016/2017 *(Saturday Leadership Only)*

Chapter Pres-Elect or Vice President (one additional representative from each chapter – max 2 including Pres.)
(Saturday Leadership Only)

Regional Coordinators 2016/2017 *(attending Friday Regional Coordinators meeting as well, 9-4)*

EFC – 2016/2017 *(attending Friday EFC meeting as well, 9-4)*

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 Sacramento, San Jose, San Francisco and Oakland for under \$150. We will reimburse up to this amount only, unless there are special circumstances, approved in advance.**

AIRLINE RESERVATIONS - PLEASE MAKE YOUR RESERVATIONS BY AUGUST 26TH 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 (up to the reimbursable level). 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 August 26th 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.*

HOTEL RESERVATIONS

CSNA will provide the rooming list to the hotel. Rooms are covered only for those that need to be at the meeting on September 23rd (i.e. CSNA Executive Committee (elected officers) and Regional Coordinators). Please **RSVP by August 26th** to <http://www.calsna.org/events/eventReg.php?eID=3>. If a room is covered per the above guidelines, 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. If your room is not covered by CSNA but you would like us to reserve a room for you at our group rate, that you will pay for upon arrival, the room rate per double room is \$184 + 10% occupancy tax + city fees.

ABOUT THE HOTEL/MEETING LOCATION

We will try to arrange car-pools from the Burbank Airport to the Embassy Suites Glendale, so be sure to put the date and time of your flight on your reservation form, along with the flight number.

ATTIRE

Feel free to wear your 2016 Conference Shirt (Green, Pink or Orange.) Otherwise, business casual is appropriate.

WHAT TO BRING TO THE BOARD MEETING

- PLEASE E-MAIL YOUR REPORT TO THE OFFICE BY 5PM, September 12th. 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 September 12th, please bring 40 copies of your written report (Committee Chairs, Officers & Regional Coordinators), plus 1 clean copy, on white paper of your report for the office for duplicating purposes.
- 2016/2017 Chapter Goals.
- 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. Editorial |
| 4. Secretary | 14. Public Policy & Legislation |
| 5. Treasurer | 15. Marketing & Public Relations |
| 6. Membership Director | 16. Nominations |
| 7. Executive Director | 17. Communications |
| 8. Elected Industry Representative/ Industry Summit Recap | 18. Professional Development |
| 9. School Nutrition Representative | 19. Resolutions & Bylaws |
| 10. Regional Coordinators | 20. Chapter Presidents – followed by Chapter # |