



To: CSNA Board of Directors
From: Dena England
Date: August 10, 2015

Subject: Executive and Finance Committee, Regional Coordinators and Board Meetings

Saturday September 19, 2015

- The CSNA Board Meeting will be held Saturday September 19 at the Holiday Inn Hotel Oakland Airport, 77 Hegenberger Road in Oakland. 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.
Time: 9:00 am - 3:30 pm (8:30 continental breakfast available)
Location: Holiday Inn Hotel Oakland Airport, 77 Hegenberger Rd ,Oakland, CA 94621
Phone: 510-638-7777

Friday, September 18, 2015 Meetings

- The CSNA Executive Committee meeting will be held for elected officers on Friday, Sept. 18th.
Time: 9:30 am - 3:00 pm
Location: Holiday Inn Hotel Oakland Airport, 77 Hegenberger Rd ,Oakland, CA 94621
Regional Coordinators Meeting (For Regional Coordinators, Membership Director and School Nutrition Representative)
Time: 11:00 am - 5:00 pm
Location: Holiday Inn Hotel Oakland Airport, 77 Hegenberger Rd, Oakland, CA 94621
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.

SUMMARY: DAYS TO ATTEND

Saturday

Committee Chairs
Chapter Presidents

Fri & Saturday

Executive Committee (CSNA's elected officers)
Regional Coordinators

CSNA will host a luncheon for all Board members on Saturday.

## REIMBURSEMENT INFORMATION

CSNA will reimburse Board Members for the following expenses:

*Committee Chairs*  
*Liaisons*  
*Chapter Presidents*

Transportation will be paid at the rate of \$.575 per mile, or the lowest available coach airfare 21 day advance purchase fare, whichever is the lesser of the two. Train or Airline tickets can be purchased on your own and will be reimbursed back to you upon receipt of a completed CSNA Reimbursement form.

*Executive Committee*  
(CSNA's eight elected officers)  
*Regional Coordinators*

Transportation will be paid at the rate of \$.575 per mile, 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 back to you upon receipt of a completed CSNA Reimbursement form. Hotel rooms for Friday night will be paid on the master account, based on double occupancy.

## TRAIN & AIRLINE RESERVATIONS - PLEASE MAKE RESERVATIONS BY AUGUST 27<sup>TH</sup> TO ENSURE THE ADVANCE PURCHASE FARE:

You are free to make airline reservations on your own, and CSNA will reimburse you for the tickets. 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 would like to request advance payment of the tickets rather than a reimbursement, please contact Janine Nichols at the CSNA office, (818) 842-3040 to arrange for the tickets to be charged directly to CSNA. Southwest flies directly from Los Angeles, Burbank, Ontario, and San Diego directly to Oakland. They have internet fares this week beginning at \$59 each way. Please try to book early to take advantage of these fares. If Southwest Airlines does not service your area, please contact Janine Nichols at the CSNA office ASAP so arrangements can be made. (If Janine is not available, have Amber in the office book your tickets.) *Please do not schedule any flight to depart prior to 4:00 pm on Saturday (Those flying back to Ontario and San Diego can book the 4:15pm flight). All locations listed above have flights departing between 4:15 pm and 5:35 pm which will give you time to attend the full meeting and make it to the airport, through security and catch your flight. They also have flights arriving at approximately 8:20 am on Saturday. The Holiday Inn Oakland Airport offers a free shuttle. Just call the Hotel when you arrive and they will send a shuttle for you. The flights available should give you plenty of time to arrive at the meeting on time. 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, 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 September 18<sup>th</sup> (i.e. CSNA Executive Committee (elected officers) and Regional Coordinators). Therefore, please return your **reservation form by August 27<sup>th</sup>** to Janine at the CSNA Headquarters Office, (818) 842-3040 or e-mail [jnichols@calsna.org](mailto:jnichols@calsna.org). 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 \$80 to cover half the room rate and tax. Room rate per double room is \$149 + 12% tax.

## ABOUT THE HOTEL/MEETING LOCATION

The Holiday Inn Hotel Oakland Airport provides a free shuttle service to and from the airport. Once you arrive at the airport, contact the hotel directly at 510-638-7777 and they will send a shuttle to pick you up.



**WHAT TO BRING TO THE BOARD MEETING**

- PLEASE E-MAIL YOUR REPORT TO THE OFFICE BY 5PM, August 27<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 can not e-mail your report by 5PM on August 27<sup>th</sup>, 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.
- 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                       | 13. Editorial                    |
| 2. President-Elect                 | 14. Public Policy & Legislation  |
| 3. Vice President                  | 15. Marketing & Public Relations |
| 4. Secretary                       | 16. Industry Seminar             |
| 5. Treasurer                       | 17. Nominations                  |
| 6. Membership Director             | 18. Nutrition Standards          |
| 7. Executive Director              | 19. Professional Development     |
| 8. Elected Industry Representative | 20. Resolutions & Bylaws         |
| 9. School Nutrition Representative |                                  |
| 10. Regional Coordinators          |                                  |
| 11. Conference                     |                                  |
| 12. Awards & Scholarships          |                                  |

# Board Meeting

**Return by FAX or mail no later than August 27<sup>th</sup> to CSNA Headquarters  
FAX (818) 843-7423**

- I will attend
- I will be unable to attend
- I will attend the dinner on Friday Night

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Chapter \_\_\_\_\_ Position \_\_\_\_\_

I will be driving \_\_\_\_\_. I will be flying \_\_\_\_  
Flight # and Arrival Date/Time \_\_\_\_\_ Arriving from \_\_\_\_\_

Please note any special dietary restrictions: \_\_\_\_\_

I am reserving for additional Chapter Officers on Saturday – No Charge, just please make sure you provide their names in advance.

Names of additional attendees from your chapter

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

**Committee Chairs, Chapter Presidents or other guests wanting to stay overnight will need to book their room directly at <http://www.ihg.com/holidayinn/hotels/us/en/oakland/sfohs/hoteldetail> Or 510-638-7777. Holiday Inn Hotel Oakland Airport, 77 Hegenberger Rd., Oakland, CA 94621**

**Room night is covered Friday for: Executive Committee (elected officers), & Regional Coordinators Only**

Room:           Arrival date: \_\_\_\_\_ # of nights: \_\_\_\_\_  
(if no nights are indicated, a room will not be reserved)

If you do not want to be assigned a room mate and wish to pay for 1/2 the room rate (\$80, please indicate that here \_\_\_\_\_)

Tentative roommate: \_\_\_\_\_

FAX to (818) 843-7423  
OR Mail to CSNA Headquarters  
PO Box 11376, Burbank, CA 91510



# CALIFORNIA SCHOOL NUTRITION ASSOCIATION



Date: September 19, 2015

To: CSNA Board Members

From: Your Name Here

Report #\_\_ – Board Position or Chapter #

Your report goes here. Please provide a few paragraphs outlining what you are working on, and your plans for the coming year.