



**CALIFORNIA  
SCHOOL NUTRITION  
ASSOCIATION**

210 N. Glenoaks Blvd. Ste C  
Burbank, CA 91502  
(818) 842-3040  
(818) 843-7423 Fax  
www.calsna.org

To: CSNA Board of Directors and Chapter Presidents  
From: Agnes Lally, President-Elect  
Date: March 30, 2014

**SATURDAY May 3, 2014**

**CSNA Leadership Workshop  
& Short board meeting**

10:00 am – 4:15 pm  
Irvine Marriott  
18000 Von Karman Ave Irvine, CA 92612

**FRIDAY May 2, 2014**

**Executive and Finance Committee Meeting**

*(Elected officers only)*  
10:00 am – 1:00 pm  
Irvine Marriott  
18000 Von Karman Ave Irvine, CA 92612

**Regional Coordinators Meeting**

**FRIDAY May 2, 2014**  
2:00 pm – 5:00 pm  
Irvine Marriott  
18000 Von Karman Ave Irvine, CA 92612

The CSNA Leadership Workshop will be held Saturday May 3rd at the Irvine Marriott, 18000 Von Karman Ave Irvine, CA 92612. May 3<sup>rd</sup> will include all incoming Board of Directors and all incoming Chapter Presidents/Leaders. **Please plan now to attend.** The Executive Committee will be bringing a lot of great ideas back from SNA’s leadership workshop so this promises to be a wonderful program and will be well worth your time. We may hold a short board meeting to approve the budget and finalize some association business at the end of the leadership workshop, so please make sure you plan to stay for the entire meeting. The leadership meeting will begin on Saturday at 10:00 a.m. and end no later than 4:15 p.m. This meeting will end in time for everyone to catch flights home. (Sacramento, San Jose and Oakland all have return flights between 5:20-5:50pm on Saturday)

The Leadership Workshop will focus primarily on the training of the Officers, Regional Directors, Chairs and Chapter Presidents with the emphasis on equipping them to assist local chapters to plan and conduct meetings that will keep current members excited and attract new members.

**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. If you will be attending the dinner, please mark this on your RSVP form.**

**DAYS TO ATTEND**

**Saturday CSNA Leadership Workshop May 3**  
EFC – 2014/2015  
Regional Coordinators 2014/2015  
CSNA Committee Chairs 2014/2015  
All Chapter Presidents 2014/2015

**Friday Meetings May 2**  
EFC Meeting – 2013/2014  
Regional Coordinators Meeting – 2014/2015

**ADDITIONAL INFORMATION**

CSNA will host breakfast and lunch for all the Executive and Finance Committee, Regional Coordinators, Committee Chairs, as well as Chapter Presidents or leaders on Saturday. Additional guests attending the CSNA Leadership Workshop are welcome but will not be reimbursed for travel or expenses.

## REIMBURSEMENT INFORMATION

*EFC  
Regional Coordinators*

CSNA will reimburse CSNA's Elected Officers and Regional Coordinators for the following 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. Hotel for Friday night (*based on double occupancy*).

Airline tickets can be purchased on your own and will be reimbursed back to you upon receipt of a completed CSNA Reimbursement form. The meeting has been scheduled so that you can fly into and out of Orange County Airport on Saturday if you are attending just the Leadership Workshop. Currently flights are available for \$69 each way on Southwest into Orange County Airport from Oakland and San Jose and \$77 each way into Orange County Airport from Sacramento. We will not reimburse full-fare flights unless circumstances are approved to justify the late booking.

*Committee Chairs  
Chapter Presidents  
(Or 1 representative)*

**CSNA will reimburse the costs for Committee Chairs and up to one representative from each chapter to attend the leadership workshop.** 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 back to you upon receipt of a completed CSNA Reimbursement form. Currently flights are available for \$69 each way on Southwest into Orange County Airport from Oakland and San Jose and \$77 each way into Orange County Airport from Sacramento. We will not reimburse full-fare flights unless circumstances are approved to justify the late booking.

### **AIRLINE RESERVATIONS - PLEASE MAKE YOUR RESERVATIONS BY APRIL 11<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. Currently flights are available for \$69 each way on Southwest into Orange County Airport from Oakland and San Jose and \$77 each way into Orange County Airport from Sacramento. If Southwest Airlines does not service your area, please contact Janine Nichols at the CSNA office before April 11<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 5:00 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, we may not be able to 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 May 2nd (i.e. CSNA Executive Committee (elected officers) and Regional Coordinators). Therefore, please return your **reservation form by April 11<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 \$68 to cover half the room rate and tax. Room rate per double room is \$119 + 14% occupancy tax + city fees.

### **ABOUT THE HOTEL/MEETING LOCATION**

For a complimentary shuttle from Irvine Marriott, call 949-553-0100. They will pick you up outside Baggage claim. The shuttle does not run on a regular basis so you will need to call for a pick up.

### **WHAT TO BRING TO THE CSNA LEADERSHIP WORKSHOP**

- ✓ Dates to be added to the Master Calendar
- ✓ A complete Officers List & list of School Districts covered by your chapter



## Meeting Registration Form

Return by FAX or mail no later than April 11<sup>th</sup> to CSNA Headquarters

- I will attend the Leadership Workshop Saturday May 3<sup>rd</sup>
- I will be unable to attend
- I will attend the dinner on Friday May 2<sup>nd</sup> for Elected Officers, Regional Coordinators and others in the area who would like to attend

**PLEASE – EVERYONE - Return by FAX or mail no later than April 11<sup>th</sup> to CSNA Headquarters**

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

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

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 \_\_\_\_\_

Room night (double occupancy) is covered for Executive and Finance Committee and Regional Coordinators only (those attending meetings on Friday) or those who don't have a flight option to arrive at Orange County Airport by 10am on Saturday. Others who want to stay overnight will need to pay \$135 to CSNA in order for us to book your room. (\$119 + 14% occupancy tax + city fees)

### For CSNA Executive and Finance Committee and Regional Coordinators Only:

Room: Arrival date: \_\_\_\_\_ # of nights: \_\_\_\_\_

(If no nights are indicated, a room will not be reserved)

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

\*\*If you do not want to be assigned a roommate and wish to pay for 1/2 the room rate \$68, please indicate that here \_\_\_\_\_