



PO Box 11376
Burbank, CA 91510
(818) 842-3040
(818) 843-7423 Fax
www.calsna.org

To: CSNA 2019/2020 Board of Directors and Chapter Presidents
From: Polly Houston, President-Elect
Date: March 19, 2019

SATURDAY April 27, 2019

**CSNA Leadership Workshop
& Short board meeting**

10:00 am – 4:45 pm (Breakfast available starting at 9:30)

Hilton Oakland Airport

One Hegenberger Rd ,Oakland, CA 94621

Please [click on this link](http://www.calsna.org/events/eventReg.php?eID=11) to RSVP <http://www.calsna.org/events/eventReg.php?eID=11>

The CSNA Leadership Workshop will be held Saturday April 27th at the Hilton Oakland Airport. April 27th will include all incoming Board of Directors and all incoming Chapter Presidents, Pres-Elect or Vice President (we will cover travel for up to 2 leaders per chapter. If you have both a President-Elect and a Vice President, we recommend you bringing the one who will be first in line for the President position). **Please plan now to attend.** 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 4:45 p.m. This meeting will end in time for everyone to catch flights home. The hotel is about 5 minutes from the airport, so please don't book a return flight home before 5:10 pm.

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 and Regional Coordinators who will be attending meetings all day Friday. Others who are in the area and would like to attend are welcome to join us, 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.

CSNA PAYS TRAVEL FOR THE FOLLOWING TO ATTEND

CSNA Committee Chairs and Co-Chairs 2019/2020 (*Saturday Leadership Only*)

All Chapter Presidents 2019/2020 (*Saturday Leadership Only*)

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

Regional Coordinators 2019/2020 (*attending Friday Regional Coordinators meeting as well, 12-5*)

EFC – 2019/2020 (*attending Friday EFC meeting as well, 10-2*)

ADDITIONAL INFORMATION

CSNA will host breakfast and lunch on Saturday. Additional guests attending the CSNA Leadership Workshop are welcome but will not be reimbursed for travel or expenses.

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 all Southern California airports for under \$175. We will reimburse up to this amount only, unless there are special circumstances, approved in advance.**

AIRLINE RESERVATIONS - PLEASE MAKE YOUR RESERVATIONS BY APRIL 4TH TO ENSURE THE ADVANCE PURCHASE FARE. FARES OVER \$200 WILL ONLY BE REIMBURSED IN CASES OF EMERGENCY OR SPECIAL CIRCUMSTANCES AND NEED PRIOR APPROVAL:

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 chose "Please make my flight arrangements" on the online reservation form and complete ALL fields on the related to flights and the flight will be booked for you. If Southwest Airlines does not service your area, please contact Janine Nichols at the CSNA office before April 4th 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 5:10 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 HOTEL/MEETING LOCATION

The Hilton Oakland Airport provides a free shuttle service to and from the airport. Once you arrive at the airport, contact the hotel directly at 510-635-5000 and they will send a shuttle to pick you 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