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To: CSNA Board of Directors and Chapter Presidents
From: Jennifer Davis, President
Date: January 17, 2023

SATURDAY February 4, 2023

CSNA Board Meeting

10:00 am – 4:00 pm

Hyatt House Irvine/John Wayne Airport
2320 Main Street Irvine, CA 92614

(Meeting will start later than normal to accommodate current flight schedules, and those driving in from the desert and central cal. Breakfast is included for all those staying at the hotel Friday night, and we will cover it in restaurant for those arriving early. Hotel serves breakfast from 6am-9:30am)

FRIDAY February 3, 2023

Executive and Finance Committee Meeting

(Elected officers only)

10:00 am – 4:00 pm

Hyatt House Irvine/John Wayne Airport
2320 Main Street Irvine, CA 92614

Regional Coordinators Meeting

FRIDAY February 3, 2023

1:00 pm – 5:00 pm

Hyatt House Irvine/John Wayne Airport
2320 Main Street Irvine, CA 92614

Please [Click on this link](http://www.calsna.org/events/eventReg.php?eID=21) to RSVP <http://www.calsna.org/events/eventReg.php?eID=21>

The CSNA Board Meeting will be held Saturday February 4th at the Hyatt House Irvine/John Wayne Airport, 2320 Main Street Irvine, CA 92614. 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. **Please plan now to attend.** The board meeting will begin on Saturday at 10:00 a.m. and end no later than 4:00 p.m. This meeting will end in time for everyone to catch flights home.

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.

CSNA PAYS TRAVEL FOR THE FOLLOWING TO ATTEND

CSNA Committee Chairs and Co-Chairs 2022/2023 *(Saturday Board Meeting Only)*

All Chapter Presidents 2022/2023 *(Saturday Board Meeting Only)*

Regional Coordinators 2022/2023 *(attending Friday Regional Coordinators meeting as well, 1-5)*

EFC – 2022/2023 *(attending Friday EFC meeting as well, 10:00-4)*

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. Please book your flight early to take advantage of wanna get away 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 BY JANUARY 20TH 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) 842-3040 by January 19th 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 January 19th 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. Rooms are covered for those that need to be at the meeting on February 3rd (i.e. CSNA Executive Committee (elected officers) and Regional Coordinators). Please **RSVP by January 20th** to <http://www.calsna.org/events/eventReg.php?eid=21>. Be prepared to include 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 \$109 to cover half the room rate and tax. Room rate per double room is \$189 + 15% occupancy tax + city fees.

ABOUT THE HOTEL/MEETING LOCATION

For a complimentary shuttle from Hyatt House Irvine, call 949-936-4280. 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.

ATTIRE

Feel free to wear your 2023 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 27th. 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 January 27th, 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.
- 2022/2023 Chapter Goals (Chapter Presidents)
- 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 | 9. School Nutrition Representative | 17. Nominations & Leadership Development |
| 2. President-Elect | 10. Regional Coordinators | 18. Professional Development |
| 3. Vice President | 11. Conference | 19. Chapter Presidents – |
| 4. Secretary | 12. Awards & Scholarships | followed by Chapter # |
| 5. Treasurer | 13. Communications | |
| 6. Membership Director | 14. Public Policy & Legislation | |
| 7. Executive Director | 15. Marketing & Public Relations – Internal | |
| 8. Elected Industry Representative | 16. Marketing & Public Relations – External | |
| Co-Elected Industry Representative | | |