



To: CSNA Board of Directors and Chapter Presidents
From: Dena England, President
Date: February 11, 2016

SATURDAY March 19, 2016

CSNA Board Meeting

8:30 am – 3:15 pm

Irvine Marriott

18000 Von Karman Ave Irvine, CA 92612

Executive and Finance Committee Meeting

(Elected officers only)

9:00 am – 4:00 pm

Irvine Marriott

18000 Von Karman Ave Irvine, CA 92612

Regional Coordinators Meeting

FRIDAY March 18, 2016

9:00 am – 4:00 pm

Irvine Marriott

18000 Von Karman Ave Irvine, CA 92612

FRIDAY March 18, 2016

The CSNA Board Meeting will be held Saturday March 19th at the Irvine Marriott, 18000 Von Karman Ave Irvine, CA 92612. 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 8:30 a.m. and end no later than 3:15 p.m. This meeting will end in time for everyone to catch flights home. (Sacramento, Oakland and San Jose have return flights between 4:10-4:35 pm on Saturday. No flights should be booked before 4:10 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. If you will be attending the dinner, please mark this on your RSVP form.

DAYS TO ATTEND

Saturday
Committee Chairs
Chapter Presidents

Fri & Saturday
Executive Committee (CSNA's elected officers)
Regional Coordinators

CSNA will host breakfast and lunch for all attendees on Saturday.

REIMBURSEMENT INFORMATION

CSNA will reimburse Board Members for the following expenses:

Committee Chairs
Chapter Presidents

Transportation will be paid at the rate of \$.54 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 \$.54 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.

AIRLINE RESERVATIONS - PLEASE MAKE YOUR RESERVATIONS BY FEBRUARY 19TH 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 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 February 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 4:10 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.*

HOTEL RESERVATIONS

CSNA will provide the rooming list to the hotel. Rooms are covered for those that need to be at the meeting on March 19th (i.e. CSNA Executive Committee (elected officers) and Regional Coordinators). Therefore, please return your **reservation form by February 19th** to Janine at the CSNA Headquarters Office, (818) 842-3040 or e-mail 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 \$76 to cover half the room rate and tax. Room rate per double room is \$139 + 10% 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.

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, March 7th. 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 March 7th, 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.
- 2015/2016 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.

- | | |
|---|--|
| 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. Nutrition Standards |
| 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 # |



Meeting Registration Form

Return by FAX or mail no later than February 19th to CSNA Headquarters

- I will attend the Board of Directors Meeting Saturday March 19th
- I will be unable to attend
- I will attend the dinner on Friday March 19th 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 February 19th 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 8:15 am on Saturday. Others who want to stay overnight will need to pay \$153 to CSNA in order for us to book your room. (\$109 + 10% 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 \$76, please indicate that here _____ If you do not mark a check here, and have not indicated a preferred roommate above, you are agreeing that the CSNA office can match you with a roommate.