

**California State Retirees
Board of Directors Meeting**

**Wednesday, February 1, 2022
09:00 a.m. – 3:00 p.m.**

**Embassy Suites
3663 E Guasti Rd,
Ontario, CA, 91761**

**Board of Directors Meeting
Agenda**

1. Call to order by President Stephanie Hueg at 9:00 a.m.
2. Salute to the Flag
3. Roll Call:

**Stephanie Hueg, President, Chapter 21
Elnora Hunter-Fretwell, Executive Vice President, Chapter 2
Mary McDonnell, Vice President, Chapter 03
Gerald “Jerry” Fountain, Chief Financial Officer, Chapter 11
Sharon Stoltzman, District A Director, Chapter 20
Manijeh Fatollahi, District B Director, Chapter 31
Ron Franklin, District C Director, Chapter 21
Vincent Herrera, District D Director, Chapter 14
Keith Umemoto, District E Director, Chapter 15
Tim Behrens, District F Director, Chapter 35
Patsy Jimenez, District G Director, Chapter 6**

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4. Introductions, Agenda Changes/Corrections and Unscheduled Items	Oral
5. Review Board Meeting Minutes September 14, 2022	3
6. Approval of September 14 2022 Board meeting minutes	Oral
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9. Chief Financial Officer Report - Jerry Fountain	Oral
10. Swearing in of District A, B & C Directors	Oral
11. Committee Reports	
a. Finance Committee—David Okumura	Oral
b. Membership Committee—Merilee Colton	Oral
c. Health Benefits Committee—Larry Woodson	Oral
d. Bylaws and Governing Rules Committee—Marilyn Hamilton	Oral
e. PAC Committee—Arlene Espinoza	Oral
12. Legislative Report – Ted Toppin, Blanning & Baker	Oral
13. CalPERS Presenter:	
Zoraya Van Buren, Senior Retirement Counselor <i>(1:00pm Time Certain)</i>	Oral
14. Headquarters Report	Oral
15. Upcoming Meetings:	
• June 26-28, BOD Statewide Meeting (San Jose CA)	
• October 23-25, BOD Statewide Meeting (Sacramento)	
16. Adjourn	

This meeting will be recorded.

**California State Retirees
Board of Directors Meeting
Minutes**

September 14, 2022

1. Call to order

The meeting was called to order at 10 a.m. by President Stephanie Hueg.

2. Salute to the Flag

The pledge of allegiance to the flag was recited.

3. Rules of Engagement

Be considerate of others.

Use a respectful tone.

No interruptions.

Virtual Meetings remain on mute.

Raise your hand if you have a question. A list will be kept.

Speak once recognized by the chair.

Turn off all cell phones.

The chair is in charge of enforcing meeting rules and professionalism.

Instead of raising your hand, line up at the mic.

4. Roll Call

Stephanie Hueg, CSR President

Elnora Hunter-Fretwell, Executive Vice President

Mary McDonnell, Vice President

Jerry Fountain, Chief Financial Officer

Sharon Stoltzman, District A Director

Manijeh Fatollahi, District B Director

Ron Franklin, District C Director

Vincent Herrera, District D Director

Keith Umemoto, District E Director

Tim Behrens, District F Director

Patsy Jimenez, District G Director

5. Introductions, Agenda Changes/Corrections and Unscheduled Items

Joe Reynoso presented Instructions.

Stephanie Hueg asked Joe Reynoso to assume the responsibilities and duties as Sargent of Arms. He consented.

6. Approval of September 14th, 2022 Board Meeting Minutes

CSR 20/22/1 Motion: Behrens, second by Fountain - that the CSR Board of Directors approve the September 14, 2022 agenda. CARRIED

7. **President's Report of Activities**

President Hueg's activities report was distributed with the agenda material.

8. **Board Member Activity Reports**

Printed activity reports were distributed with the agenda material board members reviewed their reports, making updates and adding comments.

9. **Chief Financial Officer Report**

CSR Financial Operating Results – August 17, 2022

For the seven months ending July 31, 2022, CSR has recognized a net surplus of \$339k with a budgeted surplus of \$377k for 2022.

Based on seven months of activity, total revenue is on track to exceed budgeted revenue by approximately \$177k as CSR continues to see steady growth in total membership.

In the first seven months of 2022, CSR's expenditures are tracking to come in under budget by approximately \$67k. This variance is largely driven by no activity in the Consultants, Legal and Other Professional Services line items.

Additionally, Travel and Meeting expenditures have been trending below average; however, most of the June Board of Director's meeting expenses have not been recognized yet and September's Board Meeting should bring these figures closer to the budgeted amounts.

CSR's cash, money market, and investment balances held at Wells Fargo and Edward Jones on July

Investment Announcement – (Not include in binders)

Investments \$5.8mil – No direct investments in Russia or China. BOD's is looking at investment goals for the future. Comfortable surplus of funds to discuss total investment policy. Board receives recommendations from Investment committee and financial advisor, Edward Jones, and decides whether or not to approve investment/Stock. Once approved, it gets sent to our approved investment/stock list.

10. CalPERS Guest Speaker

Malia Cohen (D-San Francisco) State Controller presented virtually.

11. Blanning & Baker

Ted Toppin presented updates on current bills and the state budget. He also reviewed and discussed CSR endorsement candidates.

12. PAC Committee Report

Reviewed current races in general election. Recommendation in the form of a Motion by Arlene Espinoza to endorse the following:

Open Seat Assembly Candidates

AD 20 Liz Ortega-Toro (D-San Leandro)

AD 21 Diane Papan (D-San Mateo)

AD 27 Esmeralda Soria (D-Fresno)

AD 64 Blanca Pacheco (D-Downey)

CSR 21/22/1 Motion: Behrens, second by Umemoto – to endorse the four open seat Assembly candidates and amend to include AD 63 Fauzia Rizvi. CARRIED

13. Guest Speaker:

CalPERS Chief Diversity, Equity and Inclusion Manager, Marlene Timberlake D’Adamo, presented to the audience focusing on culture, talent management, health Equity, supplier diversity, investments and human capital management.

14. Finance Report

Training and orientation for Officer Positions.

Motion: Fountain, second by no one-that the CSR Board of Directors approve language in the new Governing Rules section 2.14 Chapter Giveaways. FAILED

2.14 Chapter Giveaways

Chapter Giveaways that are purchased with Chapter funds and given to membership at chapter meetings shall be limited to 3% of the chapters’ annual budget. This expenditure shall be reported on line 106 “Chapter membership recruitment and retention” in the annual budget.

CSR 22/22/1 Motion: McDonnell, second by Umemoto – that the Board of Directors approve the addition of “delegate” in Governing Rules section 14.06. CARRIED

14.06 Out of State Travel

Reimbursement for any out of state travel expenses incurred by Board members, committee chairs, members of committees or delegates requires prior approval of the President.

Motion: Umemoto, second by Franklin – that the Board of Directors suspends the 3 month CAP for 6 months. FAILED

15. Membership Report

Recommendation for CSR New Member President letter standard guidelines.

1. Include CSR Letterhead.
2. Short/ Single Paged/ Not full page.
3. Add Bullet points.

Motion: Moved by Franklin, second by Elnora Hunter-Fretwell. FAILED

CSR 23/22/1 Motion: Behrens, second by McDonnell – that the CSR Board sponsors the Prison Paws Partnership in an amount up to \$600. CARRIED

16. Health and Benefits Report

Larry has shared that the HBC has held two working sessions this year. Attended and actively participated in all monthly CalPERS stakeholder briefings', and the quarterly retiree roundtables in September. Larry recommends to the Board that the HBC gets an extra 30mins to present at the BOD.

17. BGR Report

CSR 24/22/1 Motion: McDonnell, second by Hunter-Fretwell – that the Board of Directors approve the additional language in Governing Rules section 13.03. CARRIED

13.03 Conference Call/Virtual Meetings

In a situation determined by the President to be an emergency, the Board of Directors may meet by telephone conference or similar communications equipment. Action by telephonic/virtual meetings shall meet the requirements set forth in applicable law and must be reported at the next regularly scheduled meeting.

CSR 25/22/1 Motion: McDonnell, second by Hunter-Fretwell – that the Board of Directors approve the “virtual meetings” definition in Governing Rules section 19.00 (r). CARRIED

19.00 DEFINITIONS

(r) “Virtual meeting” means a meeting that is conducted via the internet rather than physically face to face with all the participants in the same virtual meeting room.

18. New Business

Manijeh Fatollahi has a question/concern with Number 13 of the Governing Rules.
Only publish pictures in the Newspaper who are living. "Members on the move."

Jerry Fountain reminds chapter presidents to send in their annual meeting schedules.
Schedule meetings around CalPERS meetings.

Keith Umemoto reminds members to vote for CalPERS election as well as the statewide election.

Pam Robison (15) prepare budget to submit to chapter Oct 4th, is HQ's paying for post cards?
Decision to follow.

19. Adjourn

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 7

Title: President

Information

Presented by: Stephanie Hueg

Background: The following is a summary of my activities from September 14, 2022, through February 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
September 14	CSR Board meeting	Sacramento
September 15	Stakeholder meeting	Sacramento
September 19	CalPERS Investment Committee	Zoom
September 20	CalPERS Finance, PCT	Zoom
September 21	CalPERS PHBC, Gov. BOA	Zoom
September 28	Chapter 31 meeting	Goleta
October 3	CSR Staff Teleconference	Zoom
October 11	Chapter 21 meeting	Napa
October 12	Membership Teleconference	Zoom
October 17	CSR Staff Teleconference	Zoom
October 18	CSR Executive BOD meeting	HQ
October 22	CSEA Foundation	Zoom
October 22	CSEA Board meeting	HQ
October 31	CalPERS Education Forum	Anaheim
November 10	Chapter Business meeting	HQ
November 10	CalPERS Stakeholders	Zoom
November 14	CalPERS Finance PHBC	Sacramento
November 15	CalPERS Investment	Sacramento

November 16	CalPERS Board of Admin meetin	Sacramento
December 6	CSR Staff Teleconference	Zoom
December 8	Retiree Roundtable	Sacramento
December 22	Emergency Board Teleconference	Teleconference
December 27	Issues regarding Statewide Officers	HQ
January 10	Chapter 21 meeting	Santa Rosa
January 17-18	CalPERS Board Education	Sacramento
January 29	CSR Board week activities	Ontario
Jan 29 - Feb 1	CSR Board of Directors meeting	Ontario

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 8

Title: Executive Vice President

Information

Presented by: Elnora Hunter-Fretwell

Background: The following is a summary of my activities from September 14, 2022, through February 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
September 14	CSR Board meeting	Sacramento
September 15	Stakeholder meeting	Sacramento
September 19-21	PERS Board meeting	Zoom
September 24	Dave Jones Bank	Sacramento
September 27	Chapter 2 Volunteer meeting	Sacramento
September 28	Chapter 31 meeting	Santa Barbara
September 30	Chapter 2 E Board meeting	Sacramento
October 2	Malia Cohen FunRaiser	San Francisco
October 3	Chapter 2 meeting	Sacramento
October 5	Chapter 1(Canceled)	Concord
October 6	Chapter 17 meeting	El Cajon
October 12	Chapter 12 meeting	Apple Valley
October 13	Chapter 6 meeting	Chino
October 18	CSR Executive meeting	HQ's
October 19	CSR Membership meeting	Zoom
October 26	Democratic Party/Gov. Newson	Los Angeles
October 29	Dave Jones Phone Bank	Sacramento
November 1	Meeting with Fiona Ma	Anaheim

November 1-2	Dave Jones Phone Bank	Sacramento
November 1-3	CalPERS Ed. Forum	Anaheim
November 4	Chapter 2 Board meeting	Sacramento
November 5	Gavin Newson	San Francisco
November 8	Meeting with Fiona Ma	San Francisco
November 10	CalPERS Stakeholders	Sacramento
November 14-16	CalPERS Board meeting	Sacramento
November 17	Chapter 10 meeting	San Luis Obispo
November 18	Chapter 11 meeting	Coalinga
November 28	Chapter 2 E Board meeting	Sacramento
December 3	Chapter 165 meeting	Sacramento
December 5	Chapter 2 meeting	Sacramento
December 7	Chapter 8 meeting	Crescent City
December 8	Chapter 8 meeting	Eureka
December 10	Chapter 11 meeting	Fresno
December 13	Chapter 31 meeting	Ventura
December 14	Chapter 34 meeting	Santa Ana
December 15	Chapter 26 meeting	Bakersfield
December 16	Chapter 16 meeting	Stockton
December 22	CSR Board meeting	Teleconference
January 18	Membership meeting	Zoom
Jan 29 - Feb 1	CSR Board of Directors meeting	Ontario

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 8

Title: Chief Financial Officer Activity Report

Name: Jerry Fountain

Background: The following is a summary of my activities from September 14, 2022, through February 1, 2023.

Date 2022	Activity	Location
September 14	CSR Board & Committee meetings	Sacramento
September 16	CSR Chapter 16 meeting	Stockton
September 19	CalPERS Board / Investment Committee	Sacramento
September 20	CalPERS Board / Pension & Health meeting	Sacramento
September 19	CalPERS Board/ Board of Administration	Sacramento
September 29	CSR Chapter 5 meeting	Merced
September 30	CSR Chapter 5 meeting	Jackson
October 3	CSR Chapter 2 meeting	Sacramento
October 4	CSR Chapter 15 meeting	Auburn
October 5	CSR Chapter 165 meeting	Sacramento
October 13	CSR Chapter 35 meeting	Porterville
October 17	CalPERS Stakeholders meeting	Sacramento
October 18	CSR Executive & Board of Director's	Sacramento
October 22	CSEA Board of Director's meeting	Sacramento
October 25	CSR Chapter 2 Interview	Sacramento
October 29	CSR Chapter 11 / Street Fair	Coalinga
October 31	Edward Jones / Investment Committee	Zoom
November 9	CSEA 401K & Finance Committee meeting	Zoom
November 11	City of Fresno / Veterans Parade	Fresno
November 14	CalPERS Investment meeting	Sacramento
November 15	CalPERS Pension & Health Benefits meeting	Sacramento
November 14	CalPERS Investment meeting	Sacramento

November 17	CSR Chapter 10 meeting	Obispo
November 18	CSR Chapter 11 Outreach meeting	Coalinga
November 30	CSR Chapter 9 Outreach meeting	Alhambra
December 1	CSR Chapter 11 Volunteer meeting	Fresno
December 3	CSR Chapter 165 Holiday meeting	Sacramento
December 5	CSR Chapter 2 Holiday meeting	Sacramento
December 6	CSR Chapter 15 Holiday meeting	Rocklin
December 8	CSR Chapter 35 Holiday meeting	Porterville
December 10	CSR Chapter 11 Holiday meeting	Fresno
December 13	CSR Chapter 1 Holiday meeting	Concord
December 15	CSR Chapter 36 Holiday meeting	Salinas
December 16	CSR Chapter 16 Holiday meeting	Stockton
December 21	Chapter 3 Holiday meeting	San Fran
December 22	CSR -3 Month Cap	Virtual
January 17	CalPERS Board/Committee meeting & Education Day	Sacramento
January 18	CalPERS Stakeholders Forum	Sacramento
Jan 29 - Feb 1	CSR Board of Directors meeting	Ontario

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 8

Title: Vice President

Information

Presented by: Mary McDonnell

Background: The following is a summary of my activities from September 14, 2022, through February 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
September 19-21	CalPERS	Sacramento
September 22	Chapter 23 meeting	San Jose
September 23	Chapter 3 meeting	San Bruno
October 2	Malia Cohen Fundraiser	San Francisco
October 3	Chapter 2 meeting	Sacramento
October 4	Chapter 15 meeting	Auburn
October 5	Chapter 165 meeting	Sacramento
October 10	Chapter 19 meeting	Ukiah
October 11	Chapter 19 meeting	Clear Lake
October 17	CalPERS-Health meeting	Sacramento
October 18	Board Workshop	Sacramento
October 19	CalPERS meeting	Sacramento
October 20	Chapter 36 meeting	Santa Cruz
October 21	CSEA Foundation	Zoom
November 14-16	CalPERS meeting	Sacramento
November 18	Chapter 11- off site	Coalinga
December 3	Chapter 165 meeting	Sacramento

December 5	Chapter 2 meeting	Sacramento
December 6	Chapter 15 meeting	Rocklin
December 8	Chapter 23 meeting	San Jose
December 10	Chapter 11 meeting	Fresno
December 13	Chapter 1 meeting	Concord
December 15	Chapter 36 meeting	Salinas
December 16	Chapter 16 meeting	Stockton
December 21	Chapter 3 meeting	San Francisco
January 17-18	CalPERS meeting	Sacramento
Jan 29 - Feb 1	CSR Board of Directors meeting	Ontario

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 8

Title: District A Director Activity Report

Information

Presented by: Sharon Stoltzman

Background: The following is a summary of my activities from September 14, 2022, through February 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
September 14	CSR Board Meeting	Sacramento
September 21	Chapter 9 Meeting - Sizzler	Downey
October 6	Ricardo Lara Birthday	Los Angeles
October 18	CSR Executive BOD Meeting	HQ's
October 19	Membership Meeting	Zoom
October 20	Chapter 4. American Legion	Culver City
October 25	Ch. 20 E Bd Meeting- Sizzler	Van Nuys
November 3	Ch. 20 Meeting- Sizzler	Van Nuys
November 5	LA SEIU- Science Center	Los Angeles
November 9	Chapter 9 – Sizzler	Downey
November 30	Outreach Meeting	Alhambra
December 7	LA CARA CAT Lunch El Cholo	Los Angeles
December 8	Ch. 20 Meeting Caruso's Grill	Los Angeles
December 10	Chapter 11 Meeting	Fresno
December 14	Chapter 9 Meeting – Sizzler	Downey
December 15	Chapter 4 Meeting - Petrellis	Culver City
December 22	Board Meeting	Teleconference

January 11
Jan 29 - Feb 1

Chapter 9 Sizzler
CSR Board of Directors meeting

Dowey
Ontario

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 8

Title: District D Director Activity Report

Information

Presented by: Vincent Herrera

Background: The following is a summary of my activities from September 14, 2022, through February 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
September 15	CalPERS Stakeholder meeting	Zoom
September 21	CalPERS PHB	Zoom
September 21	Chapter 14 meeting	Chico
October 4	Chapter 14 meeting	Susanville
October 5	Chapter 13 meeting	Redding
October 6	Chapter 13 Outreach meeting	Yreka
October 10	Chapter 19 meeting	Ukiah
October 11	Chapter 19 meeting	Upper Lake
October 17	CalPERS meeting	Sacramento
October 18	Board of Directors meeting	Sacramento
October 19	Chapter 14 meeting	Chico
October 19	Membership Committee meeting	Zoom
November 2	Chapter 13 meeting	Redding
November 10	CalPERS Stakeholder meeting	Sacramento
November 15	CalPERS PHB meeting	Sacramento
November 16	Chapter 14 meeting	Chico
November 30	CalPERS meeting	Teleconference
December 7	Chapter 13 meeting	Redding

December 8	CalPERS Stakeholder meeting	Zoom
December 12	Chapter 8 meeting	Ukiah
December 15	Chapter 13 meeting	Yreka
December 21	Chapter 14 meeting	Chico
December 22	Board of Directors meeting	Teleconference
January 3	Chapter 14 meeting	Susanville
January 4	Chapter 13 meeting	Redding
January 11	Chapter 8 meeting	Crescent City
January 17	CalPERS Board Education	Sacramento
January 18	CalPERS Stakeholder meeting	Sacramento
January 30	CSR Leadership meeting	Ontario
January 31	CSR Committee meeting	Ontario
Jan 29 - Feb 1	CSR Board of Directors meeting	Ontario

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 8

Title: District E Director Activity Report

Information

Presented by: Keith Umemoto

Background: The following is a summary of my activities from September 14, 2022, through February 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
September 26	Ch. 2 Member Appreciation	Sacramento
October 3	Chapter 2 meeting	Sacramento
October 4	Chapter 15 meeting	Auburn
October 5	Chapter 165 meeting	Rancho Cordova
October 17	Lt. Governor Kounalakis Fundraiser w/ Dist. E members	Sacramento
October 18	CSR Board meeting	Sacramento
October 20	CARA Leg Committee meeting	Zoom
October 24	Ch.2 Executive Committee	Sacramento
October 25	CSR Exec. Committee with Ch.2	Sacramento
October 26	Fundraiser w/Gavin Newson	Los Angeles
November 1	Dave Jones for State Senate Press Conference – (Supporting Medicare)	Sacramento
November 2	CARA Sac Yolo meeting	Zoom
November 4	Ch. 2 Executive Committee	Sacramento
November 14	Chapter 2 meeting	Sacramento
November 14	CalPERS Health Benefits	Sacramento
November 15	CalPERS Investment Comm.	Sacramento

November 16	CalPERS	Sacramento
November 17	CARA Leg Committee Review Leg Score Card	Zoom
November 29-30	CARA Retreat- Review of 2022 Planning for 2023	Zoom
November 30	CARA meeting on SCAMS	Zoom
December 3	Chapter 165 meeting	Sacramento
December 5	Chapter 2 meeting	Sacramento
December 6	Chapter 15 meeting	Rocklin
December 7	CARA Sac Yolo meeting	Zoom
December 10	Ch. 11 meeting Distribute CalPERS 2023 Schedule	Fresno
December 13	Ch. 1 meeting Distribute CalPERS & Leg Schedule	Concord
December 15	Ch. 165 meeting (IRMAA & CalPERS Legislation)	Medford
December 16	CARA – Legislative Briefing	Zoom
December 21	Chapter 3 meeting	San Francisco
December 30	Ch. 2 Executive Committee meeting	Sacramento
January 9	Chapter 2 meeting	Sacramento
January 11	CARA Legislative Briefing (New members & staff)	Sacramento
Jan 29 - Feb 1	CSR Board of Directors meeting	Ontario

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 8

Title: District F Director Activity Report

Information

Presented by: Tim Behrens

Background: The following is a summary of my activities from September 14, 2022, through February 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
September 14	CSR Board meeting	Sacramento
September 19	CalPERS	Sacramento
September 29	Chapter 5 meeting	Merced
October 13	Chapter 35 meeting	Porterville
October 18	CSR Board meeting	HQ's
November 10	Chapter 35 meeting	Porterville
November 14	CalPERS	Sacramento
November 18	Chapter 11 meeting	Coalinga
December 3	Chapter 165 meeting	Sacramento
December 5	Chapter 2 meeting	Sacramento
December 6	Chapter 15 meeting	Sacramento
December 8	Chapter 35 meeting	Porterville
December 10	Chapter 11 meeting	Fresno
December 16	Chapter 16 meeting	Stockton
Jan 29 - Feb 1	CSR Board of Directors meeting	Ontario

CALIFORNIA STATE RETIREES

Date: February 1, 2023

Agenda Item: 8

Title: Board Member Activity Report

Information

Presented by: Patsy Jimenez, District G

Background: The following is a summary of my activities from September 15, 2022 through February 2, 2023.

DATE	EVENT	LOCATION
October 6	Chapter 17 Meeting	El Cajon
October 12	Chapter 12 Meeting	Apple Valley
October 13	Chapter 6 Meeting	Chino
October 18	Board of Directors Meeting	HQ, Sacramento
October 19	Fauzia Rizvi Fundraiser	Norco
October 27	Gomez-Reyes Fundraiser	Fontana
October 28	Ramos Fundraiser	Highland
October 28	Leyva Open House	Pomona
November 9	Chapter 34 Meeting	Santa Ana
December 8	Chapter 6 Meeting	Rancho Cucamonga
December 14	Chapter 34 Meeting	Santa Ana
December 14	Gomez-Reyes Open House Toy Drive	San Bernardino
December 22	BOD	Conference Call
Jan 30-Feb 1	BOD	Ontario



CSR Member Expense Claim Instructions

- General:**
- 1) Expense claims must be submitted no later than the calendar month following the time the expenses were incurred.
 - 2) Any expense paid by another claimant shall be noted on the expense claim.
 - 3) Each claimant must sign the certification statement at the right of the claim form.
 - 4) Expense claims which are not accompanied by the required receipts, authorization and details will not be paid.
 - 5) The most economical use of Association/Affiliates funds, consistent with the convenience of the claimant and the schedule of the meeting, shall control.
 - 6) Do not tape or use highlighter on receipts as it affects the ability to Xerox or scan the document.
 - 7) Please note your phone number and e-mail information on your claim to receive processing updates and so you can be contacted if there are any questions concerning your claim.

Date: Indicate each date on which expenses were incurred.

Location: Show the location at which expenses were incurred.

Depart: Show the hour at which you departed for a meeting or other activity.

Return: Show the hour at which you returned from a meeting or other activity.

Activity: Describe the purpose of the expenditures.

Lodging: 1) The regular allowance is based on the negotiated rate. Lodging other than General Council lodging shall not be allowed if residence is within 40 miles/40 minutes from meeting location. Only actual expense within the above limits is reimbursed, and original receipts are required.

2) A maximum of the following amounts may be claimed for incidental expenses incurred during any 24-hour period involving a lodging claim.

California State Retirees.....\$15.00

Meals: 1) Meal expenses may be allowed up to the following rates:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
California State Retirees.....	\$20.00	\$20.00	\$30.00

- 2) Breakfast may not be claimed if departure is after or return is prior to 8:00 a.m. Lunch may not be claimed if departure is after or return is prior to 12:00 noon. Dinner may not be claimed if departure is after or return is prior to 7:00 p.m.
- 3) When meals are purchased for other persons authorized to claim meal expense, such persons must be listed on the expense claim with receipt attached.

Travel:

- 1) Indicate the mode of transportation and cost. Common carrier (plane, bus, etc.) is the authorized method of transportation but private automobiles or privately owned or rented aircraft may be authorized if a common carrier is not available, is more costly, or would be unreasonably inconvenient.
- 2) If private automobile is **authorized** and used, indicate the number of miles traveled (in the comment space at bottom of claim) and use the allowance of **\$0.625** cents per mile. **(These rates are subject to change.)** If private automobile is NOT authorized, but used, claim the common carrier fare. If travel is made in another claimant's automobile, travel expense will be allowed only to one claimant.

- 3) Transportation receipts, when applicable, must be submitted with claim.

Misc.:

- 1) Taxi fares are authorized only when no other transportation is practical or available, or when the fare for several riders is not more than the common carrier fee.
- 2) Long distance telephone charges must identify the date, place and party called. If the call is in excess of \$1.00, receipts are required.
- 3) Parking expenses are reimbursed, but receipts are required for amounts in excess of \$10.00 per day.
- 4) Bridge tolls are reimbursed, and no receipts are required.
- 5) Other actual and necessary expenses of an unusual nature, upon approval of the Secretary-Treasurer/Division Financial Officer, may be reimbursed when appropriately recorded and adequately explained.



CALIFORNIA STATE RETIREES INC
 3000 Advantage Way, Ste. 100 Sacramento, CA 95834

EXPENSE CLAIM

ACCOUNTING USE ONLY

Committee _____ Chapter _____ Bd of Directors _____

Name (print) _____ Date _____

Mailing Address _____ City/Zip _____

E-Mail Address _____ Phone Number _____

Date					
Location					
Time Depart					
Time Return					
Activity					
Activity Code					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Room					
2. Incidentals					
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast					
4. Lunch					
5. Dinner					
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Common Carrier					
7. Airporter					
8. Personal Car					
9. Parking					
10. Bridge Tolls					
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi cabs					
12. Tele/telegrams					
13. Other (explain)					
TOTAL					

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of the Association during the period of this claim, that all items shown were for official business of the Association, and that no expenses herein were received or paid from any other source.

Signature _____
 Title _____

Total expense this page		
Total on attached pages		

Date	Item	Comment	Grand total expenses	
			Less – travel advances	
			Balance Due	Member \$
				CSR \$
			APPROVED	

NOTE: Original to be provided to Chapter Treasurer with Receipts attached; Retain Copies



CALIFORNIA STATE RETIREES INC
 3000 Advantage Way, Ste. 100 Sacramento, CA 95834

EXPENSE CLAIM

ACCOUNTING USE ONLY

Committee _____ Chapter _____ Bd of Directors _____

Name (print) _____ Date _____

Mailing Address _____ City/Zip _____

E-Mail Address _____ Phone Number _____

Date					
Location					
Time Depart					
Time Return					
Activity					
Activity Code					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Room					
2. Incidentals					
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast					
4. Lunch					
5. Dinner					
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Common Carrier					
7. Airporter					
8. Personal Car					
9. Parking					
10. Bridge Tolls					
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi cabs					
12. Tele/telegrams					
13. Other (explain)					
TOTAL					

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of the Association during the period of this claim, that all items shown were for official business of the Association, and that no expenses herein were received or paid from any other source.

Signature _____
 Title _____

Total expense this page		
Total on attached pages		

Date	Item	Comment	Grand total expenses	
			Less – travel advances	
			Balance Due	Member \$
				CSR \$
			APPROVED	

NOTE: Original to be provided to Chapter Treasurer with Receipts attached; Retain Copies



CALIFORNIA STATE RETIREES INC
 3000 Advantage Way, Ste. 100 Sacramento, CA 95834

EXPENSE CLAIM

ACCOUNTING USE ONLY

Committee _____ Chapter _____ Bd of Directors _____

Name (print) _____ Date _____

Mailing Address _____ City/Zip _____

E-Mail Address _____ Phone Number _____

Date					
Location					
Time Depart					
Time Return					
Activity					
Activity Code					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Room					
2. Incidentals					
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast					
4. Lunch					
5. Dinner					
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Common Carrier					
7. Airporter					
8. Personal Car					
9. Parking					
10. Bridge Tolls					
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi cabs					
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13. Other (explain)					
TOTAL					

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Total expense this page		
Total on attached pages		

Date	Item	Comment

Grand total expenses		
Less – travel advances		

Balance Due	Member	\$
	CSR	\$

APPROVED _____

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