



California Society of Enrolled Agents

California Society of Enrolled Agents  
3200 Ramos Circle  
Sacramento, CA 95827-2513

Tel: 916-366-6646  
Fax: 916-366-6674  
[www.csea.org](http://www.csea.org)

**June 15, 2015**

**To:** Members of the Board of Directors, Chapter Presidents, Committee Chairs, Past Presidents, Members Requesting the Board Packet

**From:** Scarlett D. Vanyi, CAE  
Executive Vice President

**Subject:** July 2015 Board Meeting

Welcome one and all to the CSEA 2015-2016 governance year! We are pleased to have six new and 13 continuing or returning Board members serving on the Board this year, assuming the presumptive officers are elected by the membership during the Annual Meeting on Thursday, July 16. It promises to be a challenging but rewarding year, and I'm delighted that you will play a part in our success! Please don't hesitate to contact me should you have questions, concerns or ideas at any point during the year.

#### **Board Meeting**

I'm also pleased to announce that our first meeting of the new governance year, the July CSEA Board Meeting, will commence with committee meetings beginning on Saturday, July 18, 2015 at 8:00 am and will conclude with the Board Meeting, which will be held on Sunday, July 19, 2015, from 8:00 am - 3:00 pm. All meetings will be held at the DoubleTree by Hilton Hotel San Diego Downtown, 1646 Front Street, San Diego, CA 92101. Continental breakfast is served during the Sunday Board Meeting if a Chapter generously offers to host. If your Chapter is interested in hosting the July 2015 Board of Directors continental breakfast on Sunday, please contact Director of Education Debi Nogle as soon as possible at [dnogle@csea.org](mailto:dnogle@csea.org).

If you are a Director and are unable to attend the Board Meeting, please email Ms. Nogle to advise who your non-voting replacement will be or to let us know that your Chapter will not be represented. Please advise Ms. Nogle about any items to be placed on the Board Agenda and submit written material to be included in the Board Packet by June 24, 2015.

#### **Committee Meetings**

Committee meetings take place on Saturday, July 18 as outlined in the committee meeting schedule included in this packet.

#### **Annual Meeting**

Since this set of Board/Committee meetings is tied to the Society's Annual Meeting, which includes the Society's business meetings, and some fun social events being hosted by the San Diego/Palomar Chapters, the entire schedule of events is enclosed for your planning purposes, or you can just visit the [Annual Meeting web page](#) for more information and to register by July 6, 2015.

#### **State Board of Directors/Chapter President's Orientation Conference Call/Online Meeting**

Please be sure to mark your calendars to join us for the State Board of Directors/Chapter President's Orientation conference call/online meeting on Tuesday, July 7 at 2:00 pm to be sure you have all of the tools necessary for a fulfilling and productive year as a Board member/Chapter President. The audio will be accomplished through conference call and the video will be provided through online meeting. Since the video consists of screen shots of materials, you won't miss anything if you can only participate in the conference call portion of the orientation. Stay tuned for more details.

**The Tax Professionals**

## July 2015 Board Meeting – Page Two

### State Board of Directors/Chapter President's Orientation

In addition to the State Board of Directors/Chapter President's conference call, please be sure to attend the State Board of Directors/Chapter President's Orientation at the DoubleTree by Hilton San Diego Downtown in San Diego, CA, beginning at **9:00 am on Friday, July 17, 2015**. All CSEA Officers, Directors, Chapter Presidents, Vice Presidents, and certain key staff will be in attendance at the orientation. This training will build on the information provided during the conference call. If you would like us to cover any particular topic, please let us know by emailing me at [svanyi@csea.org](mailto:svanyi@csea.org) as soon as possible so we can be sure to address your question. **Please RSVP for the Orientation and any other Annual Meeting events you plan to attend by registering via the [Annual Meeting web page](#) by July 6**, so we have time to prepare a packet of materials especially for you.

### Committee Service

Remember that as a Director, you will also need to think about committee participation because, as a rule of thumb, all Directors are expected to participate fully in at least two CSEA committees as either a Committee Member or Supporting Member. Much of the Board work is performed by the Committees, and it is essential that you be involved in this work. If you have not done so already, **please review and complete the "Committee Consideration" form, which is included in this packet, and return the form to Ms. Nogle at [dnogle@csea.org](mailto:dnogle@csea.org) by June 19.**

### Forms to Complete and Return

We appreciate your assistance in completing and returning several forms contained in this packet at your earliest convenience. All forms should be returned to Ms. Nogle.

### Travel Information

If you have not done so already, please make your travel plans for the Board meeting. The following should assist you in doing so. **Please note that the hotel expects to sell out during our stay; please make your room reservation TODAY!** CSEA has negotiated a special group hotel rate at the DoubleTree by Hilton San Diego Downtown, San Diego, CA, as follows:

- Group room rate: \$139/single occupancy. Taxes are not included in the room rate and are as follows: 10.5% occupancy tax, 0.05% California state tourism fee and 2% San Diego tourism fee.
- Room rate cut-off: Guestroom rates are valid for stays between July 12, 2015 and July 19, 2015 on a space available basis. **The discounted CSEA rooms are available until June 26, 2015 or until the block is sold out, whichever is earlier.** If you need a hotel room and are having difficulty securing one, please contact Ms. Nogle at [dnogle@csea.org](mailto:dnogle@csea.org).
- Group code: California Society of Enrolled Agents
- Reservations: [Online](#) or by calling 1-800-222-8733 **(to obtain the CSEA group rate, you MUST use the link/phone number provided to book your guestroom)**
- Guestroom Deposit: Reservations must be guaranteed with a one night's deposit
- Cancellation Policy: The hotel maintains a 48 hour cancellation policy for individual guestroom reservations.
- Check-in time: 4:00 pm
- Check-out time: 11:00 am

## July 2015 Board Meeting – Page Three

Please remember to make your travel arrangements for the Board meeting by contacting Southwest Airlines at [www.southwest.com](http://www.southwest.com) or other low cost airlines from your local area. In order to receive the lowest fares, please book at least 30 days prior to flight day when possible.

Driving Directions to the Hotel: Directions are included in this packet for your convenience; however, we encourage you to visit an online map provider such as [www.mapquest.com](http://www.mapquest.com) to obtain door-to-door directions from your point of departure.

### Reimbursement Policy

To help you with your planning, the following is the reimbursement policy for Officers, Directors, and Committee Chairs:

Reimbursement for Directors shall consist of the following (*BPGM 1.6.2.2*):

1. Lodging - Accommodations at the hotel site selected by CSEA for the Board of Directors meeting, at the CSEA rate (up to four nights for Officers and up to two nights for Directors). The attendee is obligated to make his/her own reservations. The attendee is to be billed for and is obligated to pay for miscellaneous expenses incurred on the individual lodging portfolio. Lodging amounts will be transferred to a master billing, whenever possible. Rooms booked in a hotel other than the hotel where CSEA has a room block will not be reimbursed, unless approved in advance by the CSEA office.
2. Travel - an amount which is the lesser of coach airfare, (the lowest fare offered by the airline) booked at least 30 days in advance, auto mileage at the current IRS standard mileage rate, or special airfare pricing negotiated by the Society. The attendee is obligated to make his/her own travel arrangements.
3. Requests for reimbursement for board lodging and travel expenses must be made within 30 days after the board meeting attended.
4. Meals, parking & incidental expenses - no reimbursement.

Other Board Meeting-Related Expense Reimbursements (*BPGM 1.6.2.3, amended May 2015*):

The following Members shall be eligible for certain expense reimbursements related to their attendance at the Committee/Board of Directors meeting(s) as described below:

1. CSEA Committee Chairs and Vice Chairs may be reimbursed on the same basis as local Chapter Directors to the Board.
2. CSEA Nominating Committee Members may be reimbursed on the same basis as local Chapter Directors to the Board only for the meeting during which they conduct interviews of officer candidates.

There shall be no reimbursement for expenses incurred by other committee or subcommittee members without specific request through the Finance & Budget Committee and approval of the Board.

Request for reimbursement - must be made within 30 days after the board meeting attended. If you have failed to make your reservation thirty days in advance you may only be reimbursed for a lesser fare based on the ticket price of another Director from your immediate area.

### Additional Reimbursement Considerations

As reported during the May, 2015 Finance and Budget Committee meeting, the Society is facing a steep decline in cash as a result of reduced registration levels for Super Seminars. Our options for reducing cash expenses between now and December are limited, but one area that has been identified is travel reimbursements. At the Board meeting, several members spoke up and offered that either they, or their Chapter, could absorb some or all of the travel expense. This is a case where every bit helps; our Board is large and the combined cost of travel and lodging is approximately \$20,000 per meeting. Therefore, we appreciate your advance consideration of this important matter, and encourage you to bring the discussion to your Chapter Board, if appropriate.

**WE LOOK FORWARD TO SEEING YOU IN A FEW WEEKS!**



**Committee & Board Meeting Schedules: July 18 - 19, 2015**

**Saturday, July 18, 2015**

Convene	Adjourn	Committee	Room Location*
8:00 am	9:15 am	<b>Executive, Doug Pickford, Chair</b> Scarlett Vanyi, Staff Liaison	TBA
9:30 am	11:30 am	<b>Legislative Affairs, Vicki Mulak, EA, Chair</b> Donna Aguirre, EA, Vice Chair Joyce Cheng, EA, COG Cara Watson, Staff Liaison	TBA
		<b>Public Information &amp; Awareness, Benita Myers, EA, Chair</b> Richard Ogg, EA, Vice Chair Torie Charvez, EA, COG Jana Perinchief, Staff Liaison	TBA
11:45 am	12:45 pm	<b>Bylaws, Raven Deerwater, EA, Chair</b> Jackie Kincaid, EA, Vice Chair Joyce Cheng, EA, COG Alicia Davison, Staff Liaison	TBA
		<b>Ethics &amp; Professional Conduct, Ardis Smith, EA, Chair</b> Barb Willingham, EA, Vice Chair Scarlett Vanyi, Staff Liaison	TBA
		<b>Political Action Committee, Jean Krieger, EA, Chair</b> Rose Fulton, EA, Vice Chair COG: None (Treasurer Kristianson) Cara Watson, Staff Liaison	TBA
<b>LUNCH ON OWN: 12:45 pm - 2:15 pm</b>			
2:15 pm	4:15 pm	<b>Education, Susie DiMaggio, EA, Chair</b> Susan Amaral, EA, Vice Chair Cynthia Leachmoore, EA, COG Debi Nogle, Staff Liaison	TBA
		<b>Membership, Chelsey Forseth, EA, Chair</b> Dennis Fullalove, EA, Vice Chair Torie Charvez, EA, COG Cara Watson, Staff Liaison	TBA
4:30 pm	5:45 pm	<b>Finance &amp; Budget, Greg Cash, EA, Chair</b> Bruce Miller, EA, Vice Chair John Kristianson, EA, COG Leslie Cain, Staff Liaison	TBA
6:00 pm	6:45 pm	<b>Chairs Council</b>	TBA
7:00 pm	7:30 pm	<b>Officer Only Meeting</b>	N/A
7:30 pm	?	<b>Murder Mystery Member Dinner</b>	TBA

**Sunday, July 19, 2015**

Convene	Adjourn	Meeting Name	Room Location*
8:00 am	3:00 pm	<b>Board of Directors Meeting</b>	TBA

\* Room locations will be included in the Board Packet.



## Schedule-At-A-Glance

**DoubleTree by Hilton San Diego Downtown, San Diego, CA**  
**July 15 – 19, 2015**

### July 15 / Wednesday

Time	Event
8:00 am – 12:00 pm	Jim Reed Memorial Golf Tournament & Continental Breakfast

### July 16 / Thursday

*Note: there will not be a CSEA Caucus this year (subject to change)*

Time	Event
8:30 am – 10:00 am	Registration & Continental Breakfast
9:30 am – 11:00 am	General Session
1:00 pm – 4:00 pm	Town Hall Meeting
6:00 pm – 11:00 pm	Grand Banquet Celebration: Reception, Dinner, Awards, Officer & Board of Directors Installation, Dancing

### July 17 / Friday

Time	Event
8:00 am – 9:00 am	Rise n' Shine Breakfast Buffet
9:00 am – 6:00 pm	State Board of Directors/Chapter President's Orientation
7:00 pm – ?	Social Event (tentative)

### July 18 / Saturday

Time	Event
8:00 am – 9:15 am	Executive Committee Meeting
9:30 am – 11:30 am	Legislative Affairs Committee Meeting Public Information & Awareness (PIA) Committee Meeting
11:45 am – 12:45 pm	Bylaws Committee Meeting Ethics & Professional Conduct (E&PC) Committee Meeting Political Action Committee (PAC) Meeting
2:15 pm – 4:15 pm	Education Committee Meeting Membership Committee Meeting
4:30 pm – 5:45 pm	Finance & Budget (F&B) Committee Meeting
6:00 pm – 6:45 pm	Chairs Council
7:30 pm – ?	Murder Mystery Member Dinner

*The Audit Committee will hold its first meeting via conference call on July 22, 2015.*

*The Nominating Committee will hold its first meeting via conference call on July 23, 2015.*

### July 19 / Sunday

Time	Event
8:00 am – 3:00 pm	Board Meeting

**All events, meetings, and times subject to change**



## Event & Meeting Information

**Doubletree by Hilton San Diego Downtown, San Diego, CA**

**July 15 – 19, 2015**

Quickly plan your week by looking for these icons:



Events



Meetings

Advance registration must be received by July 6, 2015. After that you must register onsite (on a space-available basis).

### July 15 / Wednesday



#### **Jim Reed Memorial Golf Tournament Fundraiser & Continental Breakfast**

**8:00 am\* – 12:00 pm** (\*meet in hotel lobby at 7:00 am for transportation to the golf course)

Located in the heart of San Diego's Mission Valley within minutes of Hotel Circle and area attractions, Riverwalk Golf Club's 27 holes of magnificent golf, superb amenities and outstanding service have earned it recognition among the region's premier semi-private golf courses.

This year's tournament will offer golf enthusiasts 18 holes of golf and there will be various contests to satisfy your competitive side. In addition, bring your early morning appetite as a continental breakfast will be offered to spike your energy levels!

Cost: \$125/golfer (\$25 of this fee is a contribution to support the Education Foundation) and includes green fee, cart, range balls, continental breakfast and two (2) beverage tickets.

Dress: Appropriate golf attire (collared shirts and no denim or jean material; soft spikes are required).

*The Chapter has a limited number of golf clubs that they are willing to lend to golfers; contact Ron Watts, if interested ([rgwatts@sbcglobal.net](mailto:rgwatts@sbcglobal.net)). Golf clubs may also be rented at the Golf Shop.*

### July 16 / Thursday



#### **General Session**

**8:30 am – 10:00 am (registration and complimentary continental breakfast)**

**9:30 am – 11:30 am (general session)**

At the General Session, CSEA Members will have the opportunity to shape the Society's near future by electing the 2015-2016 Officers. All are welcome to attend to watch history in the making!

Cost: No charge, but you must register in advance.

Dress: Business.

**Events, meetings, and meal menus are subject to change**

**Page 1 of 3**

## Annual Meeting 2015 Event & Meeting Information (continued)



### Town Hall Meeting

**1:00 pm – 4:00 pm**

This year's Town Hall meeting will focus on compelling issues facing the Society. All those in attendance will have the opportunity to engage in lively discussions and provide valuable input as we continue to move towards shaping the future of your Society.

Cost: No charge, but you must register in advance.

Dress: Business.

---



### Grand Banquet Dinner Celebration

**6:00 pm – 11:00 pm**

Please join us for the Grand Banquet Celebration Dinner, including a cocktail hour for networking and mingling with fellow Members and guests, a gourmet dinner, installation of our 2015-2016 Officers and Board of Directors and the presentation of annual awards such as the Enrolled Agent of the Year and Chapter of the Year Award, just to name a few of the many highlights. After dinner, kick up your heels and dance the night away while enjoying live music from *The Legends!*

Cost: \$65.00 (includes tax and gratuity)

Dress: Semi-formal

Menu: Filet Mignon Grilled Black Angus Filet Topped with a Green Peppercorn Sauce, served on a bed of Garlic Mashed Potatoes and sautéed Baby Spinach. All entrees include a Mixed Baby Green salad, Rolls & Butter, Chef's choice of Dessert and Freshly Brewed Coffee, Decaffeinated Coffee and Iced Tea.  
*Special dietary meals are available and must be requested in advance.*

## July 17 / Friday



### Rise n' Shine Breakfast Buffet

**8:00 am – 9:00 am**

This enjoyable breakfast is open to all Annual Meeting attendees. Wrap up the week and get your morning started off right with a piping hot cup of coffee and a hearty breakfast buffet full of scrumptious goodies.

Cost: \$35.00 (includes tax and gratuity).

Dress: Casual.

Menu: Scrambled Eggs with Cheddar Cheese and Scallions, Applewood Smoked Bacon, Turkey Breakfast Sausage, Crispy Breakfast Potatoes, Assorted Muffins, Sliced Fresh Seasonal Fruit, Fresh Orange Juice and Freshly Brewed Coffee, Decaffeinated Coffee and Herbal Teas.

---

*After the Rise n' Shine Breakfast Buffet, CSEA transitions from the Annual Meeting to new leader orientations and state Committee and Board of Directors meetings. Attendees of the Annual Meeting are encouraged and invited to attend these meetings to expand their knowledge of what is happening at the state level (no registration required, except as noted below).*



### State Board of Directors/Chapter President's Orientation

**9:00 am – 6:00 pm**

All CSEA State Officers, Directors, Chapter incoming Presidents and Vice Presidents are encouraged and invited to attend this orientation, which will outline your responsibilities and will provide you with all of the necessary information and tools to be successful throughout the coming year.

Cost: No charge, but you must register in advance.

Dress: Business casual.

---

**Annual Meeting 2015 Event & Meeting Information (continued)**



**Casino Night (tentative)**

**7:00 pm - ?**

Take a chance and spin the wheel! The Chapter is currently trying to coordinate transportation to a local area casino, and is hoping for a complimentary buffet dinner and \$5 in free play to get you started!

Cost: No charge. By registering in advance, you are indicating that you are interested in attending this event if it materializes.

Dress: Casual.

**July 18 / Saturday**



**CSEA Committee Meetings**

**8:00 am – 6:45 pm**

Come be a part of what's happening at the state level by popping in on any of the nine committee meetings being held throughout the day. For specific meeting times, please refer to the Schedule-at-a-Glance.

Cost: No charge. You do not need to register in advance.

Dress: Business.



**Murder Mystery Member Dinner (all are invited!)**

**7:30 pm – ?**

It seems like any other dinner party...until "POW", "WHAM", "CRASH", your dinner companion falls over dead! Have you prepared your alibi? Will you be rich and famous or mysterious and aloof? This will be "A Murder Mystery Party You'll Die For".

Cost: \$55.00 (includes tax and gratuity).

Dress: Casual.

Menu: Buffet: Caesar Salad with Parmesan & Croutons, Tomato & Mozzarella Salad with Balsamic Vinaigrette, Fettuccine Alfredo, Spaghetti & Meatballs, Shrimp Scampi, Garlic Bread, Tiramisu, Assorted Petit Fours, Coffee Station and choice of Iced Tea or Lemonade.

*Special dietary meals are available and must be requested in advance.*

**July 19 / Sunday**



**CSEA Board of Directors Meeting**

**8:00 am – 3:00 pm**

Immerse yourself at the state level by witnessing a CSEA Board of Directors Meeting in action! All are welcome to attend.

Cost: No charge. You do not need to register in advance.

Dress: Business.



# CSEA Annual Meeting 2015 - Events/Meetings Registration Form

Three easy ways to register:

- 1) online [csea.org](http://csea.org)
- 2) fax 916-366-6674
- 3) mail 3200 Ramos Circle, Sacramento, CA 95827



All attendees must register. Use a separate form for each attendee. Form accompanied by payment must be received by July 5. Registrations after this date will be taken onsite only. You may register online until July 5 at [www.csea.org](http://www.csea.org).

## A) Attendee Information

Name:		CSEA Member #:	
Badge Name:			
Address:			
City:		State:	Zip Code:
Phone:		Email:	

## B) Event/Meeting Registration (complete descriptions can be found on [csea.org](http://csea.org))

Wednesday, July 15		Member Rate	Non-member Rate	Total
Qty.				
	Jim Reed Memorial Golf Tournament & Continental Breakfast (8:00 am - 12:00 pm)	\$125	\$125	
Thursday, July 16				
	Continental Breakfast (8:30 am) & General Session (9:30 am - 11:00 am)	\$0.00	\$0.00	
	Caucus - tentative; only held if deemed necessary (11:00 am - 11:30 am)	\$0.00	\$0.00	
	Town Hall (1:00 pm - 4:00 pm)	\$0.00	\$0.00	
	Grand Banquet Dinner Celebration (6:00 pm - 11:00 pm)	\$65.00	\$65.00	
Friday, July 17				
	Rise n' Shine Breakfast Buffet (8:00 am - 9:00 am)	\$35.00	\$35.00	
	State Board of Directors/Chapter President's Orientation (9:00 am - 6:00 pm)	\$0.00	\$0.00	
	Casino Night (7:00 pm - ?)	\$0.00	\$0.00	
Saturday, July 18				
	Murder Mystery Member Dinner (7:30 pm - ?)	\$55.00	\$55.00	
Special Meal Requests:				<b>Grand Total Due:</b>

## C) Payment

American Express  
  Discover  
  Master Card  
  Visa  
  Check (payable to CSEA)

Credit Card Holder Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CSV three-digit code \_\_\_\_\_

*I, the undersigned, authorize CSEA to charge my credit card for the grand total due listed in section B above.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Cancellations & Refunds:** Registration cancellations will be made if written notice is received on or before July 6, 2015, less an administrative fee of \$50. Registrants whose cancellation requests are made after July 6 will NOT be entitled to a refund. In addition, "no show" registrants will NOT be entitled to a refund.



## 2015-2016 Committee Consideration Form

---

Any CSEA regular Member is qualified to serve on a committee – volunteering for a CSEA committee is a wonderful way to get involved, network, and shape the future of CSEA. Committees meet three times per year in conjunction with the Board meeting, with occasional conference calls throughout the year when needed.

With the exception of positions for the Nominating Committee, which are filled via appointment by the Board of Directors, all committee Chairs are responsible for appointing their committee, which consists of members and supporting members. A committee member is an individual appointed to the committee with a right to vote. A “supporting member” is an individual who does not have the right to vote, but has an interest in the work of the committee.

The following CSEA Committee mission statements are provided to assist you in determining the committees where you feel you would make the most impact. **A committee consideration form follows, which allows you to choose which committees you would like to serve on.**

**Audit:** To ensure the Society's financial statements and disclosures are validated and to evaluate the Society's accounting procedures.

**Bylaws:** To ensure the organizational documents of the Society and Chapters conform to law and are reflective of the desires and needs of Members; and to ensure appropriate conformity of organizational and operational documents of the Chapters, the Society and the National Association.

**Education:** To produce quality programs which meet the educational and financial goals of the Society.

**Ethics & Professional Conduct (E&PC):** To ensure all CSEA Members observe high standards of ethical and professional conduct.

**Finance & Budget (F&B):** To ensure the Society's financial integrity.

**Legislative Affairs:** To watch, protect and promote the interests of the Enrolled Agent; and to be informed and inform Members of new laws or changes to existing laws which affect the general public and the profession of Enrolled Agents. To advise the Legislature of the effects of existing or proposed legislation on taxpayers and practitioners.

**Membership & Chapter Development:** To achieve universal membership of California Enrolled Agents in the Society.

**Political Action (PAC):** To ensure a presence of the Society in the California Legislature.

**Public Information & Awareness (PIA):** To enhance the visibility and recognition of Enrolled Agents as the preferred tax professionals and to promote CSEA Members to the general public.

**Scholarship (a Committee of the Education Foundation):** To provide scholarships aimed at increasing the level of knowledge of current Enrolled Agents and potential Enrolled Agent candidates.

**SUBMIT THIS FORM TO:**

Email: Alicia Davison at [adavison@csea.org](mailto:adavison@csea.org)  
Fax: 916-366-6674



**2015-2016 Committee Consideration Form**

Please use this form to express your interest serving on any of the following ten committees. The Chair of that committee will contact you once a decision has been made.

**1 Contact Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**2 Committee Interest Selection(s)**

Please indicate which committee(s) you are interested in serving on by choosing in what capacity you wish to serve (Member or Supporting Member):

1. Audit	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member	6. Legislative Affairs	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member
2. Bylaws	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member	7. Membership & Chapter Development	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member
3. Education	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member	8. Political Action Committee (PAC)	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member
4. Ethics & Professional Conduct (E&PC)	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member	9. Public Information & Awareness (PIA)	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member
5. Finance & Budget (F&B)	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member	10. Scholarship (a Committee of the Education Foundation)	<input type="checkbox"/> Member <input type="checkbox"/> Supporting Member

**3 Committee Interest Questions**

Please answer the following questions as they pertain to the committee(s) you are interested in serving on:

a. Why do you want to serve on the above committee(s)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. What are you willing to do to accomplish the work of the above committee(s)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Thank You for volunteering at CSEA!***



California Society of Enrolled Agents

## Board of Directors/Committee Chair Contact Information

---

### Your Contact Information:

Most Directors' and Committee Chairs' contact information is in our database. Please use the space below to advise us of any recent changes:

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Emergency Contact Information:

In the event of an emergency while you are attending a Board function; please provide us with the names of at least two people whom we may contact:

1) Contact Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2) Contact Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



## Chapter Information Sheet

We need your help in keeping our records up-to-date. If you have not already provided the CSEA office with the following information, please provide the following information so the proper people will receive email notifications and information pertinent to their position. Thank you!

CHAPTER NAME:

EFFECTIVE DATE:

### **OFFICERS:**

President's Name:

1<sup>st</sup> VP Name:

Treasurer's Name:

2<sup>nd</sup> VP Name:

Secretary Name:

### **CSEA DIRECTOR:**

Director's Name:

### **CHAPTER COMMITTEE CHAIRS:**

Audit:

Newsletter:

Bylaws:

PAC:

EA Exam:

PIA:

Education:

Scholarship:

Finance & Budget:

Nominating:

Legislative:

Website:

Membership:

Other:



California Society of Enrolled Agents

**Committee and Board of Directors Meetings  
July 18-19, 2015  
DoubleTree by Hilton San Diego Downtown, San Diego, CA**

---

***Directions/Transportation/Parking***

**Hotel Address:** 1646 Front Street, San Diego, CA 9201

**Hotel Phone:** 619-239-6800 (general inquiries)

Enjoy a warm welcome to the DoubleTree by Hilton Hotel San Diego Downtown with a signature chocolate chip cookie on arrival. Stay at this hotel in downtown San Diego and be close to many major city attractions such as the Gaslamp Quarter, Little Italy, Old Town, San Diego Convention Center and San Diego Zoo. Use the complimentary transport service to nearby San Diego International Airport.

For additional details about hotel property and amenities, [visit the hotel's website](#).

**Arriving by Air**

Please check with the arrival airport for transportation choices. DoubleTree by Hilton San Diego Downtown provides complimentary shuttle service to and from the San Diego International Airport.

**Driving**

The directions and map below are provided as a guide for your convenience. However, you are encouraged to visit [www.mapquest.com](http://www.mapquest.com) or another map/directions related website for detailed instructions from your point of departure.

**From San Diego International Airport (2 miles)**

Left on Harbor Drive, Left on W Grape Street, Right on Kettner, Left on W Date Street, Right on Front Street.

**Parking**

Overnight: \$25.00  
Day Use: \$8.00