# **California Vanpool Authority Board of Directors Meeting** Sacramento Summer Retreat August 9-10, 2023



# California Vanpool Authority Board of Directors Meeting Sacramento Summer Retreat AUGUST 9-10, 2023

### Hotel:

Hyatt Regency, Sacramento 1209 L. Street Sacramento, Ca 95814

### **Meeting:**

Environmental & Energy Consulting 1121 L. Street Suite 309 Sacramento, Ca 95814

# Itinerary

# Wednesday, August 9, 2023

6:00PM - Meet in Lobby of Hyatt Regency, Sacramento 6:30PM - Dinner 8:30PM - Conclude Dinner / Head to hotel 9:00PM - Casual gathering in the lobby

# Thursday, August 10, 2023

7:30AM - Business Meeting (coffee / pastry / fruit service)
8:15AM - Introductions / Ice Breaker
8:30AM - Organization Founding Goals
9:00AM - Revisit Mission / 2023 - 2024 Goals
9:30AM - Agency Financials
10:00AM - Board Meeting (Agenda to follow)
11:00AM - Briefing
12:00PM - Lunch
1:00PM - Meetings
1:30PM - Meetings
3:00PM - Close

\*subject to change.

RSVP by July 17, 2023

Any questions please reach out to Gabriela Pacheco gabriela.pacheco@co.kings.ca.us | 530.723.8071

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# FAQ's

# What amenities does the hotel offer?

Please visit the website <u>https://www.hyatt.com/en-</u> <u>US/hotel/california/hyatt-regency-</u> <u>sacramento/sacra?src=corp\_lclb\_gmb\_seo\_sacra</u>

Who will pay for room and travel fare? Calvans will cover the cost.

# How many nights?

One night, as the retreat is only two days. Starting Thursday evening and ending before 5pm the following day.

# Where can I leave my luggage on the second day?

Luggage can be left at the hotels front desk or brought with you to our meeting

**Is the meeting available via zoom?** Yes, a link will be shared in the agenda

Any questions please reach out to Gabriela Pacheco gabriela.pacheco@co.kings.ca.us | 530.723.8071 2023 CalVans Board Member Expense Claim

County

Name

Phone Number

Purpose of Trip, Details and Remarks:

								Mileage Rat	te Eff: 7-1-23			
Month / Year		Location		Lodging \$260	Meals			\$.0625/Mile		Transportation, Fee or Other Expense		Total
Date	Time	Where Expense Was Incurred		Max	Breakfast \$16	Lunch \$18	Dinner \$36	Miles	Amount	Expense Description	Amount	Expenses

Provide documentation for expenses as required in the Travel and Expense Policy for Board Members. Mileage expenses may not exceed \$0.625 per mile. For Lodging in the Sacramento area, reimbursement will include lodging exense, inclusive of room rate, occupancy tax and other fees, up to \$25- per night. Meal allowances may not exceed \$16 for breakfast, \$18 for lunch, and \$35 for dinner without prior approval, except as noted in the Travel and Expense Policy. Receipts for ALL requested reimbursements must be attached to this expense claim.

Date

Signature

Mail Payments To:					
Name:					
Address:					
City, Zip:					

Office Use Only:					
Approved By:					
G / L Code:					
Amount:					

