



State Agency Advisory Council Fact Sheet

What is the state Agency Advisory Council (SAAC)?

The State Agency Advisory Council is one of the School Nutrition Association's (SNA) Advisory Councils and has the responsibility to provide input on State Agency perspectives regarding SNA policies and initiatives and responses to proposed policy, regulatory and legislative changes to Child Nutrition Programs.

What are the Council Responsibilities?

- Shares viewpoints on Federal child nutrition program issues and positions.
- Identifies and highlights regulatory areas of importance in a timely manner.
- Assist in developing pre-con sessions plus the SA/USDA sessions.
- Serves as a liaison and share information from SNA with the states and territories in their region.
- Assist in development of a state agency newsletter.

How is the Council's Work Planned Each Year?

- Council's are provided annual council charge(s) based on the SNA Strategic Plan and the annual Plan of Action as well as other charges identified by the Board.
- The Council receives the charges every year in mid to late September before the Fall Committee Days.

How is the Council Organized?

- The council is led by an appointed chair, currently Andrea Denning, from the Ohio Department of Education.
- Her appointment as Chair expires on July 31, 2020. Council members represent each of the seven USDA regions.
- Appointments are staggered and each appointment is a two-year term.
- The Council is supported by a SNA staff liaison who works with the Chair and council members.

How Often Does the Council Meet?

- The Council holds at least one in-person meeting each year in October at SNA Fall Committee Days. The in-person meeting is being held on October 18, 2018, in Alexandria, Virginia.

- The Council may also meet in-person during SNA’s Legislative Action Conference (March 2019) and SNA’s Annual National Conference (July 2019).
- In addition to the in-person meetings, the council meets via conference calls several times a year.

What are My Responsibilities as a Council Member?

- SNA Board policy requires council members to attend meetings. The SNA President must be notified by email if you cannot attend a meeting. The President has the discretion, working with the Chair, to remove council members from the council.
- Actively participate on the council or work groups within the council.
- Accepts and completes assignments as requested.
- Promotes volunteer involvement.
- Maintain an understanding of activities, discussions and programs.
- Responds promptly to correspondence and information requests from the Chair, staff liaison or other members within the council.
- Represents SNA in other meetings, as requested.
- Maintain a current “in good standing” membership in SNA during the council term.
- Inform the Chair and staff liaison if personal or professional circumstances change to the extent that you are unable to perform the duties and the responsibilities listed above.

Who Pays My Expenses?

School Nutrition Members

SNA pays all travel expenses for members to attend the in-person council meeting at the Fall Committee Days. Before booking travel arrangements for a SNA meeting, members should carefully review the meeting notice to determine travel dates. In particular, it is important to note the starting and ending times of required meetings to ensure travel arrangements are accurate and allow for timely arrivals and departures. An official meeting notice is sent to all council members to advise when it is appropriate to book the travel. The official **SNA Travel Policy** is as follows:

Air Travel

- All airline tickets need to be purchased 21 days or more in advance in order to secure an affordable airfare. In an effort to control costs, the lowest coach fare is preferred. All airline ticket purchases less than 21 days out from a meeting need to be approved by SNA’s Chief Executive Officer in consultation with the Executive Committee. The 21-day minimum purchase rule is not required when a SNA Officer is required to travel to attend a critical meeting, hearing or media event.
- All travel must be booked through SNA’s travel agency, Corporate Traveler. Tickets can be booked online at <https://portal.fcm.travel/SNA> or by calling Corporate Travel at 571-302-7187. SNA provides Corporate Travel with a list of all members approved for SNA funded travel. If ordering by phone, please identify yourself as an SNA member and your ticket will be billed to SNA’s master account.

Other Reimbursable Transportation Expenses:

- Baggage fee for one piece of luggage; two pieces when traveling five days or more
- Airport economy parking
- Airport transfers (taxis, Lyft, Uber, etc.) or personal car mileage to drive to and from the airport.
- Mileage is reimbursed in accordance with the current Internal Revenue Service allowance.

NOTE: Rental cars are not eligible for reimbursement unless there are special circumstances that are approved in advance by the Chief Executive Officer.

Hotel

- Hotel expenses will be charged to the SNA Master Account. Incidentals such as Internet access fees, mini bar charges, movies, games and other entertainment are not reimbursable and will be billed to member's personal credit card by the hotel.

Meals

- Meals are reimbursed on a \$65.00 per day, per diem basis. No receipts are required.
Breakfast - \$10.00
Lunch - \$20.00
Dinner - \$35.00
- If a meal is provided as part of a scheduled SNA meeting or function, there is no reimbursement for that meal.

Expense Report

- SNA requires that all expense reports are completed and submitted with receipts (airfare, baggage, taxis) attached within 30 days of a meeting. Board and council member travel expenses are budgeted in the annual operating budget which runs from August 1 thru July 31. All expense reports must be submitted to SNA by July 31 in order for a member to be reimbursed. Any expenses submitted after that date will not be reimbursed.

What, if any, SNA Policies Do I Have to Adhere to as a Committee/Council Member?

Please review the new *SNA Standards of Business Conduct/Conflict of Interest Policy* and requirements for committee/council members. (See separate document) If any questions, please contact the following SNA staff.

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