



BOARD OF DIRECTORS AGENDA REPORT

MEETING DATE: **OCTOBER 27, 2022** ITEM: **8B**

SUBJECT: **Vote on Whether or Not to Pre-Approve Out of State Travel for Staff to Attend the 2023 WFA Convention in Reno, Nevada**

DATE: September 21, 2022

FROM: Michele Richards, CEO

PRESENTATION BY: Michele Richards, CEO

Action Item

BACKGROUND

The State of California requires Board approval for all out-of-state travel by staff. Historically, the Board of Directors approves staff travel expenses as part of the annual budget.

However, the annual Western Fairs Association Convention in 2023 will be held in Reno, Nevada January 15-18, and there is an opportunity for staff to take advantage of early bird discounts and lower air fare if those reservations can be made now. Nevada is not on the list of banned states for state employee travel.

Staff is requesting up to seventeen staff members and two Board members to travel to Reno, NV to attend the 2023 Western Fairs Association Convention at an estimated cost of \$22,325.

RECOMMENDATION

Approve staff's request for out-of-state travel to attend the 2023 WFA Convention January 15-18 in Reno, Nevada.