

## **An important message to all Case Management Society of America (CMSA) Chapters**

Moving forward the following guidelines will be in place for any professional speaking requests I receive through my company, EFS Supervision Strategies, LLC:

1. I will not accept an honorarium for speaking on my intellectual property from any Case Management Society of America (CMSA) Chapter for the tenure of my term on the Board of Directors (July 2017-June 2020).
2. For the duration of my term, CMSA chapters will only be responsible for reimbursement of reasonable and customary travel expenses:
  - Round trip economy airfare non-stop as fiscally responsible/or mileage at the IRS rate with tolls and parking as relevant.
  - Hotel accommodations at the conference venue or a hotel agreed on with the chapter.
  - Round trip ground transportation from airport to hotel/conference venue.
  - Daily food stipend of \$50.00 (excluding tips and alcohol with receipts provided).
3. I will alert CMSA leadership of any and all requests to assure transparency.
4. Should I be requested to speak on behalf of CMSA for a chapter, or for the Ambassador Program, those expenses will be managed directly with CMSA.

These guidelines have been reviewed with and approved by CMSA's Executive Director, Kathleen Fraser, on this day, March 29<sup>th</sup>, 2017.

*Ellen Fink-Samnicks*

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