

CSEA OFFICE AND STAFF CONTACT INFORMATION

CSEA Office

3200 Ramos Circle, Sacramento, CA 95827-2513
Telephone 916/366-6646 Toll free 800/777-CSEA (2732)
FAX 916/366-6674
Email: info@csea.org
Website: www.csea.org

Staff - Email Addresses and Phone Extensions

Catherine A. Apker, CAE - Executive Vice President - capker@csea.org, ext. 15
Joe Calderaro – Tax Services Specialist – jcalderaro@csea.org, ext. 16
Karen Clifford - Finance Coordinator - kclifford@csea.org, ext. 17
Laurie Cole – Membership/Projects Coordinator - lcole@csea.org, ext. 12
Jimmy Gonzalez - Information Technology Administrator – jgonzalez@csea.org, ext. 18
Lisa Kelly - Office Assistant - lkelly@csea.org, ext. 10
Debi Nogle – Events Manager - dnogle@csea.org, ext. 19
Cary M. Steward – Director of Business Development and Member Services –
csteward@csea.org, ext. 11

Office hours

8:00 am - 5:00 p.m., Monday thru Friday
Weekly staff meetings - Monday at 9:00 a.m.
(If Monday is a holiday, staff meeting is held on the following business day.)

We are closed on the following days:

Independence Day (July 5)
Labor Day (Sept. 6)
Veterans' Day (Nov. 11)
Thanksgiving (Nov. 25)
Day after Thanksgiving (Nov. 26)
Christmas Eve (closes at noon, Dec. 23)
Christmas Day (Dec. 24)
New Year's Eve (closes at noon, Dec. 30)
New Year's Day (Dec. 31)
Martin Luther King Day (Jan. 17)
President's Day (Feb. 21)
Memorial Day (May 30)

Whom to call at CSEA

This is a directory to use for direct reference to CSEA staff areas of responsibility.

Calls About:

Accounting – Karen
Accounts Receivable – Karen
Accounts Payable – Karen
Address Changes – Laurie, Lisa
Advertising – Cary (magazine and website)
Awards Programs - Cary
Becoming an Enrolled Agent – Laurie, Lisa
“Bluebook” Questions – Cathy, Cary
CTEC Numbers – Lisa
CE Certificate Copies - Lisa
Chapter Minutes & Financial Reports - Lisa, Cary, Karen
Chapter Rosters - Laurie, Lisa
Chapter President’s Handbook Questions – Cathy, Cary
Annual Meeting (to register) – Lisa, Laurie
Disasters - Cathy (after hours 916/973-9787)
Dues (status) - Laurie
Enrollment Card Renewal - Laurie
Ethics Questions or Complaints - Cathy
Events Registration Problems - Laurie
General Store (to order items / check status) – Lisa
Joining CSEA/NAEA - Laurie
Liaison Meetings (to register) – Lisa, Laurie
Magazine - Cary, Cathy
Mailing Labels - Laurie
Member-to-Member Referrals – Cathy, Laurie
Membership Certificates - Laurie
Membership (Problems/Complaints/Questions) – Laurie, Cary, Cathy
PIA Programs - Cary, Cathy
Public Referrals - Laurie, Cathy
Rosters – Lisa, Laurie
Scholarship Questions – Cary, Cathy
Staff Performance – Cathy
Subscription to magazine – Laurie, Cary

Super Seminar (to register) – Lisa, Laurie (also available on website)
Super Seminar Syllabi (to order / check status) – Lisa
Tax Reference Questions - Joe, Cathy
Tax Handbooks (to order) – Lisa
Tax Handbooks Order (to check order status) - Lisa, Laurie
Technical Articles for Magazine – Cary
Websites (CSEA) (use and content) – Jimmy; Cary
Workshops (to register) – Lisa, Laurie

Calls From:

Board Members (Room Problems) – Debi, Cathy
Chapter Membership Chairs - Cary
Chapter Treasurers - Karen
Committees (Meeting Schedules) – Cary, Cathy, or appropriate staff liaison
Companies Offering Member Benefits - Cary, Cathy
Directors (about BOD meetings) – Cary, Cathy
Hotels – Debi, Cary
IRS, FTB, EDD, BOE - Joe, Cathy
Legislators (State, Federal) – Joe, Cathy
Members (Referrals) - Laurie, Cathy
Prospective Members – Laurie, Cary
Prospective Enrolled Agents – Laurie, Cary
Press (looking for “hot” breaking items) - Cathy
Public (Referrals) – Lisa, Laurie
Travel Companies – Debi, Cary