

TO: Department Officers
District Presidents/Vice Presidents
Department Chairmen
Past Department Presidents

DATE: August 15th, 2018

This is your official call to the Fall Department Executive Committee Meeting for the 2018 - 2019 fiscal year. This meeting will be from September 14th- September 16th, 2018 and hosted by **Albany Post #10** 1215 Pacific Blvd SE, Albany, OR 97321

No expenses allowed for Friday night unless you have been called to a Saturday morning meeting. Please be sure to inform them that you are with the American Legion. Make your reservations as soon as possible, as there are other events taking place in the area. (Hotel information attached).

Department Officers, District Presidents and the Chairman are required to have a written report to Department two weeks prior to the DEC meeting.

If you are planning to give an oral report at this meeting, have that report in written form to hand into the Office Manager. THIS IS ALSO REQUIRED OF ANYONE SPEAKING FROM THE FLOOR.

Reports from the floor from District Presidents should be on Unit success stories or Units in crisis and also need a written report.

District Presidents unable to attend shall arrange to have her District represented by the Vice President, who shall then be allowed expenses. All other Vice Presidents, Department Chairmen and Past Department Presidents and members are most welcome to attend the meeting at their own expense.

Chairman Reports will include Finance, Constitution & ByLaws, Americanism, Education & Scholarship Chariman, VA&R/Service to Veterans Chairman, and 5 Year Planning Committee.

Tennative Agenda

SATURDAY, SEPTEMBER 15th – 5 Year Planning Committee meeting 8am-10am; Chairmen meet 10am-11am; District Presidents and Vice Presidents meet 1pm-2pm.

2:00pm-4:00pm Saturday – Mission training for all members. Please encourage unit members to attend.

SUNDAY, SEPTEMBER 16TH – DEC meeting at 8am. All Members are welcome to attend.

No banquet is planned at this DEC. There may be a social hour Saturday night.