



TO: Department Officers
District Presidents
Department Chairmen
Past Department Presidents

DATE: August 19th, 2019

This is your **Official Call** to the Fall Department Executive Committee Meeting for the 2019 - 2020 fiscal year. This meeting will be hosted by Lebanon Post Santiam-Lebanon #51, 480 S Main St., Lebanon, OR 97355 and held on **Sunday, October 6th, at 8:00am.**

You are responsible for making your own lodging reservation. 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.**

District Presidents are called to attend the Saturday morning Revitalization Training at Santiam Post #51, 480 S Main Street, Lebanon, Oregon, 97355 @ 8:00am. While there are no expenses allowed for additional ALA Members, not receiving the Official Call, all are welcome and encouraged to attend all planned activities.

Department Officers, District Presidents and the Chairman are required to have a written report to Department two weeks prior to the DEC meeting, due by September 16, 2019. We will have a Book of Reports to hand out at the meeting.

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

District President reports should be on Unit success stories or Units in crisis and 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 and VA&R.

SATURDAY, OCTOBER 5th :

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|----------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 8:00am | Revitalization Training (Legion/Auxiliary/SAL)-Michele Steinmetz, Assistant Membership Director, Legion National Headquarters |
| 12:00pm | Lunch |
| 1:00pm | Auxiliary Meeting* |
- Membership Discussion/Q&A-Kathi Karnowski
 - Budget Meeting (Q&A of Budget)-Karen Banks
 - Open Discussion



4:00pm Meeting Adjourned
5:30pm Social Hour No Host Bar (@ Post 51)
6:30pm Dinner (@ Post 51)

SUNDAY, OCTOBER 6, 2019 DEC meeting at 8:00am. All Members are welcome to attend

***The ALA Meetings are being held at IOOF (Oddfellows), 20 East Ash Street , Lebanon Oregon 97355.**

All times are subject to change