

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

**DATE:** November 25, 2019

This is your official call to the Mid-Winter Department Executive Committee Meeting for the 2019 - 2020 fiscal year. This meeting will be hosted by Department in Springfield, OR on **Sunday, January 12, 2020 at 8:00 am**. Headquarters hotel will be the Holiday Inn Express; information is attached for Hotel. There will be no banquet.

You are responsible for making your own lodging reservation. Expenses will be allowed for Friday night for those scheduled to attend Saturday morning meetings. Please be sure to inform the hotel that you are with the American Legion when you call the hotel for reservations. Reservation deadline is **December 20, 2019**.

**Department Officers and District Presidents are required to have a written report to Department prior to the DEC meeting. We will have a Book of Reports to hand out at the meeting. Your report is due into Department by December 20<sup>th</sup>.**

If you are planning to give an oral report at this meeting, have that report in written form to hand into the Department Secretary. 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 need a written report. Reports from the floor, should be what has happened since you submitted your Book of Reports, not what is in your Book of Reports.

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

All meetings will be at the Holiday Inn Express.

**SATURDAY, JANUARY 11<sup>TH</sup>** -

10:00 AM: Admin Committee Meeting

1:00 PM: District Presidents and Vice Presidents only with President Gea and Vice President Kathi.

2:00 – 4:00 PM: Training Sessions All members are encouraged to attend the training sessions. Questions are welcomed and appreciated. We are looking forward to lively discussions.

**DEC 101:** This training will explain the roles and responsibility of DEC members. It is applicable to all members as this knowledge is transferable at the Unit level.

**Unit 101:** This training will provide insight and knowledge about how every Unit should operate; must do's, can do's and definite don'ts.

**SUNDAY, JANUARY 12<sup>TH</sup>** – DEC meeting at 8:00 am. All Members are welcome to attend.