



**American Legion Auxiliary
Department of Oregon**

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

DATE: February 21, 2022

This is your official call to the Spring Department Executive Committee Meeting for the 2021 - 2022 fiscal year. This meeting will be hosted by Harney County Legion Family 63 in Burns, OR on **Sunday, April 3, 2022 at 9:00 am**. Headquarter hotels will be the Best Western and the Rory & Ryan Inn, in Hines; information is attached for Hotel. The meal order form is also attached.

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 **March 20, 2022**.

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 March 25th.

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 Auxiliary meetings will be at Burns Chamber of Commerce, 484 N Broadway Avenue.

SATURDAY, APRIL 2nd

10:00 AM: Admin Committee Meeting

11:00 AM: Finance Meeting

1:00 PM: District Presidents and Vice Presidents meeting.

2:00 – 4:00 PM: Training Sessions – Applications, Impact Reports and Narrative Reports.

All members are encouraged to attend the training sessions.

Questions are welcomed and appreciated. We are looking forward to lively discussions.

SUNDAY, April 3rd – DEC meeting at 9:00 am. All Members are welcome to attend.

Chairman receiving an official call: Krisann Owens, Girls State; Dianne Standing, Poppy & Poppy Posters.