



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

**DATE:** February 20, 2020

This is your official call to the Spring Department Executive Committee Meeting for the 2019 - 2020 fiscal year. This meeting will be hosted by La Pine Post and Unit #45 and held at Mid-State Electric Co-op, 16755 Finley Butte Road, La Pine, Oregon 97739 on **Sunday, April 5th. at 8am.**

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. (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. We will have a Book of Reports to hand out at the meeting. Due into Department by March 24th.**

**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 Committee, Admin. Committee, Membership Chairman, Americanism Chairman and Poppy Chairman.***

**SATURDAY, April 4<sup>th</sup> :**

<b>9:00am</b>	Finance Committee (committee members, Dept. Pres. & VP only)
<b>10:00am</b>	Admin. Committee (committee members, Dept. Pres. & VP only)
<b>1:00 pm</b>	District President's Meeting (Dept. Pres. & VP only)
<b>2:00pm-4:00pm</b>	Workshops: Dept Pres., Mission Training, Americanism and Poppies

**SUNDAY, April 5<sup>th</sup> :** DEC meeting at 8am. All Members are welcome to attend

**All ALA meetings are being held at the Mid-State Electric Co-op, 16755 Finley Butte Road, La Pine, Oregon 97739**