



**American Legion Auxiliary  
Department of Oregon**

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

**DATE:** December 1, 2020

This is your official call to the Mid-Winter Department Executive Committee Meeting for the 2020 - 2021 fiscal year. This meeting will be hosted by Department in Carlton, OR on **Sunday, January 17, 2021 at 8:00 am**. Headquarters hotel will be the Comfort Inn in McMinnville; 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 15, 2020**.

**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 January 4<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 Carlton Post #173, 158 E Main St., Carlton, OR 97111, unless otherwise noted.

**SATURDAY, JANUARY 16<sup>TH</sup> -**

9:30 AM: Finance Committee Meeting – at Hotel

10:00 AM: Admin Committee Meeting – at Hotel

1:00 PM: District Presidents and Vice Presidents Joint training with the Legion and SAL.

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.

***Reporting:*** How to write a narrative and supplemental, information packet provided

***Meetings:*** How to run a meeting, obtain the floor (speak), make a motion, and much more

***Rights & Responsibilities:*** Officers, members...what you need to know, answers to questions from the Fall DEC

**SUNDAY, JANUARY 17<sup>TH</sup>** – DEC meeting at 8:00 am. All Members are welcome to attend.

Chairman receiving an official call: Susan Guerin, Legislative; Pam Seelye, Children & Youth; Nancy Wilmes, Community Service.