



**American Legion Auxiliary  
Department of Oregon**

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

**DATE:** February 25, 2021

This is your official call to the Spring Department Executive Committee Meeting for the 2020 - 2021 fiscal year. This meeting will be hosted by La Pine Legion Family 45 in La Pine, OR on **Sunday, April 11, 2021 at 8:00 am**. Headquarters hotel will be the Best Western in La Pine; 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 26, 2021**.

**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 31<sup>st</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 La Pine Moose 2095, 52510 Drafter Rd.

**SATURDAY, APRIL 10<sup>TH</sup> -**

10:00 AM: Admin Committee Meeting

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

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, April 11<sup>th</sup>** – DEC meeting at 8:00 am. All Members are welcome to attend.

Chairman receiving an official call: Krisann Owens, Girls State; Karol Satterfield, Chairman Coordinator; Cindy Soria, Poppy & Poppy Posters, Pam Seelye, Children & Youth.