

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

**DATE:** August 26, 2021

This is your official call to the Fall Department Executive Committee Meeting for the 2021-2022 fiscal year. This meeting will be hosted by Aloha Post #104, on **Sunday, October 10, 2021, at 8:00 am.**

***Lodging and meal information to follow...***

You are responsible for making your own lodging reservation. Expenses will be allowed for Friday night only 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 **September 10, 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 September 27, 2021.**

**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.

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.

The Americanism, Education & Scholarship, and Veteran's Affairs and Rehabilitation (VA&R) Chairmen are being called to report at Sunday's DEC. Mileage and lodging expenses are allowed.

**SATURDAY, OCTOBER 9<sup>th</sup> -**

9:00 AM: Finance Committee Meeting

10:00 AM: Admin Committee Meeting

1:00 PM: District Presidents and Vice Presidents only with President Debra and Vice President Cindy.

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.

**SUNDAY, OCTOBER 10<sup>th</sup> –**

All Members are welcome to attend.

8:00 AM ***Department Executive Committee Meeting***

Aloha Post #104, 20325 SW Alexander Street, Aloha, OR 97003.