



**American Legion Auxiliary
Department of Oregon**

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

DATE: March 3, 2023

This is your official call to the Spring Department Executive Committee Meeting for the 2022 - 2023 fiscal year. This meeting will be hosted by Ray Johnson Post 44 in Redmond, OR on **Sunday, April 16, 2023 at 9:00 am**. Hotel and meal information is 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.

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 April 5th.

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.

Chairman receiving an official call; Dianne Standing, Poppy & Poppy Posters.

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, Ray Johnson Post #44, 704 SW 5th Street, Redmond, OR 97756.

SATURDAY, APRIL 15th

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 – Impact Reports, Unit & Caucus meetings, and Community outreach.

All members are encouraged to attend the training sessions.

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

SUNDAY, April 16th – DEC meeting at 9:00 am. All Members are welcome to attend.