

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

DATE: August 28, 2024

This is your official call to the Fall Department Executive Committee Meeting for the 2024-2025 fiscal year. This meeting will be hosted by Post/Unit 51, Lebanon OR, on **Sunday, October 13, 2024 at 9:00 am.** Headquarters hotel will be the: Phoenix Inn, 3410 Spicer Dr Se, Albany OR.

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 20, 2023.**

Department Officers and District Presidents are required to have a written report to Department prior to the DEC meeting. A Book of Reports will be emailed out. Your report is due in the Department by September 30, 2024.

If you are planning to give an oral report at this meeting, have that report in written form to hand to 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. All Department Officers are required to wear **Red Jackets with dark pants (blue or black).**

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, Girls State, 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 12th

10:00 AM: Finance Meeting

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

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 13th

All Members are welcome to attend.

9:00 AM ***Department Executive Committee Meeting***

Odd Fellows, 20 E Ash St. Lebanon OR, 97355