



**American Legion Auxiliary
Department of California
November 29, 2023**

From: Glenda Schultz, Department President
To: Department Executive Committee (DEC)
Sub: Revised CALL-IN FOR DEPARTMENT EXECUTIVE COMMITTEE (DEC)

The Department Executive Committee will be held on Saturday, January 20, 2024, through Sunday, January 21, 2024 at the DoubleTree by Hilton Sacramento, CA. The meeting will begin at 9:00 am each morning. The Western Division National Vice President Jan Cushing will be our most distinguished guest and keynote speaker.

Hotel Reservations can be made directly to the DoubleTree by Hilton at 1-916-929-8855 or go to the link on our website at: <https://bit.ly/3RkVm0Y>.

Those who are called to this meeting are the following: Department President, Department Vice President, Junior Past Department President, National Executive Committee Person, Parliamentarian, Department Secretary, Department Treasurer, District Presidents, Department Chairmen of Standing Committees, Members of the Finance Committee, Girls State Director and Junior Conference Director, all with voting privileges. The Department Secretary if paid, Treasurer if paid, and Parliamentarian shall be a non-voting member of the Executive Committee and a voting member of the Department Convention.

The members who are called at the request of the Department President are: Department Sergeant-at-Arms and Marshal, Department Historian, Department Chaplain, Department Advisory Committee, Department Distinguished Guest Chairman, and Pages. These members are eligible to a voice but no vote at this meeting.

Members called to this meeting will be allowed travel expenses as authorized in the Department Bylaws, Article V. The enclosed expense sheet must be completed and e-mailed to the Department Treasurer no later than December 15, 2023, to ensure that your expense check will be ready at the close of business on Sunday, January 21, 2024. The Department will calculate the mileage.

Everyone is asked to please check-in at the registration desk that will be available in the outside meeting rooms of the DoubleTree Hotel on Thursday 2:00 pm - 4:00 pm & 7:00 pm -9:00 pm; Friday from 8:00 am-11:00 am, 1:00 pm- 3:00 pm and 7:00 pm-9:00 pm; and Sat 7:00 am-8:00 am.

All other members are invited and strongly encouraged to attend. This is a great time to hear from all of the Department Officers and Chairman; all of the great accomplishments of our California Districts and all the new information that is yet to come for the remainder of the year.

The Past Department Presidents, are most welcome to attend and offer their expertise and knowledge to the members.

Department Officers and Chairmen: It is requested that you prepare 15 typewritten copies of your oral report that you will give at the Executive Meeting. Keep your report brief but informative. You will be given three (3) minutes only. Please check in with the Department President, Secretary, and Treasurer upon your arrival. There will be a sign indicating where our rooms are located. Department President Glenda will be available Thursday from 3:00-8:00 PM and Friday from 8:30-11:00 AM and 5:30-6:30 PM.

We are having an informational **Program Fair** featuring our Officers and Chairman. You may make your presentation as fun as you want; it can be a **SKIT, GAME, POEM, or any other entertaining presentation**. The time limit is about 5 minutes, depending on your presentation. Please contact Liz Doidge at 415-861-5092 or calegionaux@calegionaux.org to give her what type of performance you will do. Liz will schedule the line-up of **Acts** for our **Program Fair**. The Officers and Chairman may provide materials for handouts. The addresses of resource materials for each respective program are given on the National website: www.alaforveterans.org. Check with the Department Office first to see if they have any of the brochures that you may need. Please bring your codes and information pertaining to Department and National awards that are available. If you have any questions, please contact the Department President or Department Secretary.

District Presidents: You are expected to attend this very important meeting. If you cannot attend, your District First Vice President may serve in your absence. You must also notify the Department Office that you will not be attending and give the name of the person that will be assuming your responsibilities. District Presidents will meet with the Department President a week prior to DEC. Please prepare a very short written report on your District's accomplishments, goals and status of your units. If you are placing a Unit on revitalization (probation), please be prepared to offer an explanation. This written report must be submitted to the Department President and Secretary prior to your zoom meeting. Hopefully there will be no requests to cancel any charters. All District Presidents or her representative must check in with the Department President and Secretary at DEC. Department President Glenda will be available Thursday from 3:00-8:00 PM and Friday from 8:30-11:00 AM and 5:30-6:30 PM. All District Presidents are requested to turn in monies from the sale of the president's pins. Please continue to sell the remaining pins until convention. All District Presidents are invited to attend a continental breakfast on Sunday, January 21, 2023 at 7:30 AM in my suite.

Hospital Representatives: You will be expected to attend the meeting with the Department Veteran Affairs and Rehabilitation Chairman, Susan Baker, on Friday, January 19, 2024 at 9:00AM. Susan will send details to you regarding this meeting. Although you are only called for this one-day meeting, you are invited to stay for the entire session at your expense. **Deputies** (who are not representing their absent Hospital Representative) are also welcome to attend all of the meetings at their own expense. You will all be the guests of the Department for a luncheon on Friday. Please be sure that you make your reservations for lunch in advance with the VA & R Chairman, Susan Baker, by December 15, 2023. **A limited number of rooms have been blocked for Thursday arrivals.**

Candidates for Department Office will be presented at this meeting. Each candidate should have someone simply announce her candidacy. There will be no speeches.

The Finance Committee will be available to meet with you on Friday, January 19, 2023. Please contact Chairman Linda Workman in advance so that she can schedule an appointment for you.

To the Entire Membership: We are having a **Program Fair** featuring our Officers and Chairman. Everyone is invited to attend this informative and fun afternoon. This will be a fun filled experience with a variety of activities about our different programs. You don't want to miss this show Friday, January 19, 2024 from 3:30 pm – 5:30 pm. This will be a great opportunity for members to meet with the Department Officers and Department Chairman who will have information on their programs and will be available to answer questions you may have after the **Program Fair**.

Membership Payoff Party: Our Membership Chairman Suzanne Winters will be hosting this party Friday from **7:30 pm-10:00 pm** in a designated meeting room at the DoubleTree by Hilton Sacramento, CA.

The Membership Support Team will be in attendance and ready to ride into the true spirit of this occasion. Suzanne and her Team will bring the competition to you; with fun, drawings for all **Units that are GOAL by December 31, 2023**, refreshments and did I say FUN!

Banquet: A Banquet will be held on Saturday, January 20, 2024. The flyer is on the website at <https://calegionaux.org/resources/dec/dec-banquet-flyer.pdf> . Please complete and return it to as instructed. Please adhere to all deadlines! I am looking forward to seeing all of you and re-connecting at our Mid Year Meeting.

*United as One
Serving our Veterans*

Department President
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