

March 10, 2005

**Memo To: All Detachment Officers, Past Detachment Commanders, Commission / Committee / Sub Committee Chairman and members, Squadron Commanders, Squadron Adjutants, Squadron members; Department S.A.L. Chairman, Department S.A.L. Liaison, Department S.A.L. Committeeman, American Legion District Commanders and District S.A.L. Chairmen.**

**From: Steven Craig, Detachment Commander**

**Subject: Official Call to the Detachment Executive Committee Meeting and Standing Commissions / Committees and Sub-Committees Meetings.**

Pursuant to: Article V, Section 1 (c) and Section 9, of the Detachment Constitution and Article X, Section I, of the Detachment By-Laws, of the Sons of The American Legion, **Detachment Commander, Steven Craig** hereby calls for a meeting of the Detachment Executive Committee, to be held **Saturday April 23rd 2005**, at The American Legion Headquarters, 2930 American Legion Drive, Portage, WI 53901, 608-745-1090.

**All Standing Commissions / Committees / Sub-Committees** will meet at **9:30 A.M.** The **Chairman** shall **NOTIFY** their appropriate members as to this meeting. All chairmen will give a report on their report to the Detachment Executive Committee.

All Detachment Officers and all Commissions / Committees / Sub-Committees chairman shall submit their **written reports** to the Assistant Adjutant, at the completion of their respective outstanding presentation.

Detachment Officers and All Chairmen are **REQUIRED** to be in attendance. Anyone who is unable to attend **MUST** contact the Detachment Adjutant, **Michael L. Lawler 608-795-4345** or E-mail: [adjutant@wisal.org](mailto:adjutant@wisal.org). *A written report of your office is still required*

Lunch will be on your own. Snacks and coffee will also be available in the morning.

Dress Code for Officers will be your blue Sons of The American Legion shirt or polo, and slacks, no jeans, t shirts, biker wear, or sneakers.

Vouchers for this meeting are to be sent to: Finance Officer, **Dennis F. Stockfisch: N56 W18346 Evergreen Lane, Menomonee Falls, WI 53051-5540** or email [beargarden@msn.com](mailto:beargarden@msn.com)

Housing will be on an individual bases. **This office will make no housing arrangements.**

***ALL SQUADRON MEMBERS ARE ENCOURAGED TO ATTEND***

MII-3/1/05