

January 1, 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 Advisor, Liaison and Committeeman and American Legion District Commanders.**

**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 February 5<sup>th</sup> 2005**, by The Sons of The American Legion Squadron #51 at 148 S Leonard St, West Salem, WI. The Post phone number is 608-786-0051, or call Commander Steve at 608-786-2748

**All Standing Commissions / Committees / Sub-Committees** will meet at **10:00 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 provided for a nominal fee. Snacks and coffee will also be available in the morning.

Dress Code 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.**

MII-1/1/05