

THE AMERICAN LEGION, Department of Texas

PO Box 140527
Austin, TX 78714

PH: 512/472-4138
FAX: 512/472-0603



DATE: October 5, 2009

MEMO TO: EXECUTIVE COMMITTEE OF THE AMERICAN LEGION
DEPARTMENT OF TEXAS

INFO: POSTS

By virtue of the authority vested in me, by the Constitution and By-Laws of The American Legion, Department of Texas, I, Donald Daft, Department Commander, hereby call the Department Executive Committee to convene in Salons D, E, F, of the Omni Austin Southpark Hotel, Austin, Texas, Saturday, January 23, 2010, at 1:00 PM.

Mileage @ \$.40 per mile will be allowed for authorized travel from your home to Austin and return, and two days per diem @ \$90.00 per day. Those DEC members residing in Austin shall receive per diem only. The purpose of this meeting will be to hear reports of certain Commission and Committee Chairmen and to transact such other business as is necessary for the operation of The Department of Texas.

Each member of the Committee should be present. If a committee member is unable to attend, they must notify Department Headquarters and advise their Vice Commander to attend so that their District is represented.

All other Legion Officials, present and past, or any other member of The American Legion interested in matters to come before the Committee, are invited to attend this meeting, only members of the Department Executive Committee and/or others specifically ordered to attend will be allowed expenses.

Housing will be at the Omni Austin Southpark Hotel. December 28, 2009 is the cut-off date on housing; we urge you to make your reservations NOW. After that date, availability of reservations cannot be guaranteed. Please make any changes in your arrival time or room type desired directly with the hotel. Phone: 512/448-2222. Be sure to state that you are with The American Legion Meetings. Rates: Single/Double \$90.00 plus tax.

BY ORDER OF THE DEPARTMENT COMMANDER

A handwritten signature in cursive script, appearing to read "Donald D. Daft".

Donald D. Daft
Department Commander

ATTEST:

A handwritten signature in cursive script, appearing to read "William R. West".

William R. West
Department Adjutant