

THE AMERICAN LEGION
DEPARTMENT OF



HIO

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July 13, 2020

MEMORANDUM

TO: 2020-2021 Department Executive Committee
FROM: Suzette Heller, Department Adjutant
SUBJECT: Department Executive Committee Meeting - Saturday August 1, 2020

Roger Friend, Department Commander, has authorized and hereby calls for a meeting of the **Department Executive Committee** to be held on **Saturday August 1, 2020 at 10:00am**. The meeting will be conducted at the Crowne Plaza North – Worthington, 6500 Double Tree Avenue, Columbus, OH 43229. ***Uniform is Legion Dress.***

This meeting will not provide training or meals and the hotel is uncertain if the restaurant will be open for lunch. You may submit a voucher for mileage and up to \$25 for a meal. Reimbursements are for voting and non-voting members (Judge Advocate, Sergeant-At-Arms and Assistants, Historian, Assistant Historian, Parliamentarian, and Assistant Chaplain).

If you plan to stay overnight (lodging not reimbursable but a Department Officer may be reimbursed from their budgeted appropriation) on Friday, July 31, 2020, there will be rooms available at a special rate. Please contact Marie Leister at Leister@OhioLegion.com for our group code. The hotel has been providing rooms at a rate of approximately \$89 - \$99.

If you are unable to attend the DEC, please call, or email, Department Commander Roger Friend, Commander@ohiolegion.com, and myself, Adjutant@ohiolegion.com, to inform us of your absence. We will ensure that you receive the information provided at this meeting.

We will be taking temperatures upon arrival and will not allow anyone with a fever over 100 degrees Fahrenheit to attend. Franklin, Cuyahoga, and Hamilton Counties are being watched for level 4 increase of COVID19 cases. You are being asked to wear a mask and if you chose not to, that is your right and your choice. However, we do ask that we all be mindful of those around us who may be more concerned about contracting the virus. The meeting is in Franklin County and when this meeting occurs, masks may be required by the County Board of Health. This is a very difficult issue to navigate and we want to ensure we protect everyone. Thank you for being understanding.

V/r,

A handwritten signature in blue ink that reads "Suzette Heller".

Suzette Heller
Department Adjutant

CC: Roger Friend, Department Commander