

MEMORANDUM

TO: DISTRICT COMMANDERS - ELECT

FROM: DALE D. CHAPMAN, DEPARTMENT ADJUTANT

DATE: MAY 11, 2015

SUBJECT: NEW OFFICER'S CONFERENCE

As you know, the New Department Officer's Conference is being held on Thursday, July 16, 2015 at the Sheraton Roanoke, in Salons 1-3 starting at 8:30 a.m. (see attached tentative agenda).

I am asking you to **please** make the appropriate plans to be in attendance for this most important meeting. By doing this, it will free the weekend after the convention and as the newly elected District Commander you should be coming to Roanoke for the convention. Hopefully, this will kill two birds with one stone.

Incoming District Commanders are encouraged to bring their District Membership Chairman along.

If there are any questions, please do not hesitate to contact me.

Thank you for all you do for the American Legion.