



DISABLED AMERICAN VETERANS

Department of Virginia

Post Office Box 7176 Roanoke, VA 24019 Phone (540) 206-2575 (Office)

January 22, 2012

MEMORANDUM

FOR: Cynthia M. Madison, Department Commander
Allan McCroskey, Department Senior Vice Commander
John King, Department 1st Junior Vice Commander
James Procnier, Department 2nd Junior Vice Commander
David Martinez, Department Judge Advocate
Roger Talmadge, Department Chaplain
James M. Walton, Department Inspector
Clarence Woods, Immediate Past Department Commander
Terry Wheeler, Chair, Department Thrift Store Commission
Bob Bent, Department Service Commission
D. Michael Giles, State VAVS Chair
Rita Aberegg, Chair Audit Committee
Isaac Baker, Chair, Employment Committee
Steve Perkins, PT Chair, Finance Committee
David Martinez, Chair, Legislative Committee
Jerry L. Turner, Chair, Membership Committee
Terry Haskins, Chair, Time and Place Committee
Hoy B. Lesniowski, Chair, Welfare and Relief Committee
Dennis B. Conley, Chair, Homeless Veterans Committee
Robin R. Whitehead, Chair, Committee on Women Veterans
Robert T. Reynolds, PDC, Winter Sports Clinic Coordinator
Roger Talmadge, General Manager, Department Thrift Stores

FROM: Robert D. Cox, Adjutant

SUBJECT: Preliminary Information, Spring Conference – 2012

The Department of Virginia 2012 Spring Conference will be conducted during the period March 1st through March 3rd, 2012. Once again, we would like this to be an enjoyable and productive meeting.

REPORTS

It is our goal to insure the Conference read-ahead package includes all pertinent information and reports and the package be received by delegates at their arrival at the Conference. In order to accomplish this, **YOUR** help is needed.

The preparation schedule for the conference read-ahead package is:

Receipt of reports by the Adjutant – NO LATER THAN February 27, 2012

2012 Spring Conference

March 1st through March 3rd, 2012

It is requested that you prepare and mail your report to the Adjutant so as **to be received by February 27th**. Reports should be prepared in the enclosed format. You may submit your report either typewritten or in longhand (legible). You may also submit your report by e-mail to the Department Headquarters. In order to use the e-mail method, the following simple steps are required.

- Type your report as a Word document. I have included the report template at the end of this document.
- Attach the file to an e-mail and send to the following address.

viriniadavhq@cox.net

- If you send only the body of the report do not worry about the TO, FROM, or SUBJECT entries. We will print the reports on department letterhead which contains these entries.

If there are significant issues to be brought before the Conference, it is requested that you provide these issues in addition to your report. These topics can be in narrative or outline format. The issue should be presented as to what is to be required and the rationale. These items may be included in the read-ahead package.

ADDENDUM TO REPORTS

Addendum to reports should be written (cursive or typewritten) and provided to the Adjutant. This will enable complete reports to be prepared subsequent to the Conference. It is especially critical when motions are acted upon by the DEC.

DEPARTMENT OFFICERS COORDINATION MEETING

A lunch meeting for the elected officers has been scheduled for 12:00 P.M., Thursday, March 1st. The location will be available from the Adjutant upon your arrival. The purpose of the meeting is to bring the officers up to date on events within the DAV, the Department of Virginia and discuss any issues, concerns, problems, successes, etc., within the department. We shall order from the menu and each attendee will be responsible for his/her own meal costs.

DEPARTMENT MEETING WITH CHAPTER COMMANDER'S

A meeting will be conducted by the Department Commander at **10:30 a.m. - 12:00 p.m., Friday, March 2nd** for the purpose of chapter commander's briefing the department on chapter activities, accomplishments, programs, etc. The location will be posted at the Conference site.

COMMITTEE MEETINGS

In the event you require meeting space at the Conference, please notify the Department Adjutant in order to reserve a meeting room. All committee meetings will be coordinated with the Adjutant.



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March 1, 2012

MEMORANDUM

FOR : 2012 Spring Conference

FROM :

SUBJECT: Report of the

This report is for the period November 6, 2011 – March 3, 2012

Respectfully submitted,