



SONS OF THE AMERICAN LEGION DETACHMENT OF NEW YORK

112 State Street Suite 1300 Albany, NY 12207
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Commander J. Bruce Ruthven
Adjutant Robert J. Avery

Date: November 8, 2016
RE: Official Communication from the Detachment Adjutant

OFFICIAL CALL TO THE MID-WINTER CONFERENCE & DEC MEETING

Pursuant to Article 2, Section 2 of the By-Laws of the Sons of The American Legion, Detachment of New York, a meeting of the Detachment Executive Committee is hereby called by Detachment Commander J. Bruce Ruthven. All DEC members as authorized in the Expense Authorizations are expected to attend. Most are expected to submit a typewritten report. Refer to the DEC Manual for a full explanation of attendance, report and conduct policies. ALL MEMBERS OF THE SONS OF THE AMERICAN LEGION ARE INVITED TO ATTEND!

SCHEDULE:

Friday, January 20, 2017 5:00 PM Commander's Rally Radisson-Albany Wolf Road

Committee/Commission Meetings:

6:00 PM	Americanism	Radisson-Albany Wolf Road
6:00 PM	VA & R	"
6:00 PM	Membership	"
6:00 PM	Legislative	"
7:00 PM	Public Relations	"
7:00 PM	Finance	"
7:00 PM	Children & Youth	"
6:00 PM	Leadership Workshop	"
7:00 PM	Advisors Seminar	26 High Street The Desmond 600 Albany-Shaker Road Albany, NY

Saturday, January 21, 2017 8:30 AM DEC Meeting Radisson-Albany Wolf Road

1:00 PM S.A.L. Workshop: Membership VA & R 26 High Street The Desmond

Committee/Commission Meetings:

1:30 PM	Conventions & Meetings	Radisson-Albany Wolf Road
2:45 PM	Internal Affairs	"

The Chairmen (or authorized representative) from Membership, and Convention and Meetings shall report before Internal Affairs. Member Training & Development may report in advance or by written report.

Note: Meeting Room locations at the Radisson-Albany will be posted.

Lodging: A block of rooms is being held at the Radisson-Albany, 205 Wolf Road, Albany, NY. The rooms are \$110.00/single/double. A Housing Form is included with this mailing, and MUST be used to obtain reservations. Deadline for reservations is 3:00 PM on December 22, 2016. Please bring your own tax-exempt form!

Directions: Thruway Exit 24 to I-87 North (The Northway), take Exit 4. Turn right at the ramp to the Radisson-Albany, turn left off the ramp and left again at the light onto Albany-Shaker Road to reach The Desmond.

All Detachment Commission/Committee Chairmen or representative are expected to attend The American Legion Committee Meeting(s) of your Program and be prepared to provide a verbal Report to the DEC if possible. Other SONS members are encouraged to attend Legion Committee Meetings as well. All Legion Committee Meetings are held at The Desmond. The complete schedule for The American Legion is available on the Department website.

*****The Annual Department Mid-Winter Dinner will take place Saturday – January 21, 2017 with a reception at 6:00 pm followed by dinner at 7:00 pm. Those who wish to attend will be required to pay a nominal fee of \$30.00 which includes the reception, dinner, and gratuity. Only ticket holders will be allowed entrance to this affair. Enclosed is a dinner reservation form. Please return your dinner reservation and check to Department Headquarters. Tickets will be issued on a first-come, first-served basis. As last year’s dinner was a sell-out with over 600 attending, we advise you to make your reservation early. Tickets must be picked up before 4:00 pm January 21, 2017 at The American Legion Office, Room 112, The Desmond.

MID-WINTER REPORTING PROCEDURES

All Chairmen will give their reports before the Executive Committee, including Americanism, Children & Youth, Finance, Internal Affairs (including Membership, Conventions & Meetings and Member Training & Development), Legislative, Public Relations and VA & R. Detachment Officers will also be reporting.

Pre-Submitted Reports:

The following will send their reports directly to the Adjutant who will consolidate and make copies for distribution at the Meeting:

- ALL District Commanders
- Commander’s Advisory

The deadline for pre-submitted reports is January 10, 2017.....NO EXCEPTIONS!

If at all possible please email your report preferably in Microsoft Word format.

Sons of The American Legion
DETACHMENT OF NEW YORK

Mid – Winter 2017 Housing Form



Meeting or Convention Name: SONS OF THE AMERICAN LEGION

Date: January 20-22, 2017

Room Rates: \$110.00 Single (1 person) \$110.00 Double (2 persons)

Note: The Radisson-Albany is a 100% Non-Smoking facility.

Reservations must be received prior to: 3:00 PM / December 22, 2016

New York State and county taxes not included
ONE FORM PER ROOM REQUEST!

A first nights room deposit OR credit card guarantee is required for each reservation request. A 72 hour cancel notice is required for refund of deposit monies.

Deposit Enclosed _____

Credit Card # _____

Expiration date: _____

Check out time – 12:00 Noon Check in time – 4:00 PM

Name: _____

Address: _____

City, State, Zip _____

Daytime Telephone (_____) _____

Arrival Date _____

persons _____

Departure Date _____

Sharing with _____

PLEASE RETURN THIS FORM DIRECTLY TO THE HOTEL:

Radisson-Albany 205 Wolf Road Albany, NY 12205-1124
(518) 458-7250

or FAX to: (518) 458-7377 or EMAIL to: prowe@innercirclehotels.com

Attn: Reservations



**THE AMERICAN LEGION
DEPARTMENT OF NEW YORK**

98th ANNUAL MID-WINTER CONFERENCE

RECEPTION AND DINNER RESERVATION FORM

Enclosed is my check made payable to **The American Legion, Department of New York**, in the amount of \$ _____ for _____ ticket (s) at \$30.00 each for the 98th Annual Mid-Winter Conference reception and dinner, on Saturday, January 21, 2017. (Price includes reception, dinner, and gratuity.)

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTY: _____ DISTRICT: _____

Send Check to:

*The American Legion
Department of New York
112 State Street, Suite 1300
Albany, New York 12207*

NOTE:

*All reception and dinner tickets will be held at headquarters and may be picked up on January 20-21, 2017 at **The American Legion office (Room 112) in The Desmond.***

Tickets must be picked up BEFORE 4:00 pm on Saturday - January 21, 2017