Disabled American Veterans(DAV)

Department of Virginia

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September 12, 2022

# **MEMORANDUM**

FOR: Francis Mitchell, Department Commander

Wilton King, Department Senior Vice Commander

Richard Lehmann, Department 1st Junior Vice Commander

Dwayne Ramey, Department 2nd Junior Vice Commander

Stephen Combs, Department Judge Advocate

Pat Coker-Bell, Department Chaplain

Cynthia Bailey, Immediate Past Department Commander

PDC Denice T. Williams, Joint Leadership Committee Representative

Ana Alicea-Diaz, Department Inspector

John W. King, Chair, Department Service Commission

Chris Cheney, State VAVS Chair

PDC Rita Aberegg, Chair Audit Committee

James Smith, Chair, Awards Committee

Shawn Ware, Chair, Employment Committee

David Cuff, Chair, Finance Committee

Shamala Capizzi, Chair, Legislative Committee/Benefits Protection Team Leader

Irby Cotton, Chair, Membership Committee

Kassandra Benson, Chair, Emergency Relief Committee

PDC Lisa Gregory, Chair, Homeless Veterans Committee

M. Tyrelle Felder, Chair, Women Veterans Committee

Asst. Adjutant, Chair, Social Media Committee

Jeff Ogilvie, Chair, Incarcerated Veterans Committee

FROM: Robert D. Cox, Adjutant/Executive Officer

SUBJECT: Preliminary Information, Fall Conference – 2022

The Department Fall Conference will be conducted during the period of October 12th through October 16th, 2022. Our goal is to have an enjoyable and productive conference even though there will be restrictions due to the continuing COVID pandemic.

**REPORTS**

It is our goal to ensure the conference read-ahead package includes all pertinent information and reports which will be posted to the department website. To accomplish this, **YOUR** help is needed.

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

**Receipt of ELECTRONIC reports to the Department – NO LATER THAN OCTOBER 6TH**

**2022 Fall Conference October 12th through October 16th, 2022**

It is requested that you prepare and send your report ELECTRONICALLY to the **Department Headquarters** so the report is **received no later than OCTOBER 6TH**. **PLEASE NOTE THE REPORT SHOULD COVER THE TIME PERIOD FROM JUNE 20th THROUGH OCTOBER 6TH**. To send reports electronically use the attached word document template and follow the steps defined below:

* Save the attached report template to your computer and enter your information. I have highlighted in red what needs completed on the report template. (**Please use the template**)
* Reports should be written clear and concise. Double check your spelling and grammar since the reports will be posted on the website.
* Attach the report (word document) to an e-mail and send to the following address:

[**virginiadavhq@cox.net**](mailto:virginiadavhq@cox.net)

If there are any significant issue(s) to be brought before the conference it is requested that you provide these issue(s) in addition to your report. The issue(s) need to be in narrative or outline format on a word document and sent ELECTRONICALLY to the above email address. The issue(s) should be concise, clear and include recommendations and the rationale.

**ADDENDUM TO REPORTS**

**Addendum to reports should be typewritten and SENT TO THE ADJUTANT/EXECUTIVE Officer SO THE ADDENDUM CAN BE INCLUDED IN THE MINUTES**. This will enable complete reports to be prepared subsequent to the conference. **Remember, addendums should only include information from October 6th through October 16th.** All other information (June 22, 2022 thru October 6, 2022) should be included in your report.

**POWERPOINT PRESENTATIONS must be sent to the headquarters no later than October 5th.**

**DEPARTMENT OFFICERS COORDINATION MEETING**

A meeting for the elected officers and PDC’s has been scheduled for 7:00 P.M., Wednesday, October 12th. The meeting will be held in the (Hotel) department office. The purpose of the meeting is to bring the officers up-to-date on events within the Department of Virginia and discuss any issues, concerns, problems, successes, etc., within the department. Please eat prior to the meeting. There is a lot going on within the department/chapters so we need to focus on communicating/discussing the information. If you have a specific issue that you want addressed, please notify the Department Adjutant.

**IT IS IMPORTANT THAT YOU VIEW THE AGENDA THAT IS POSTED ON THE DEPARTMENT WEBSITE. WE HAVE A LOT TO COVER SO WOULD APPRECIATE EVERYONE BEING ON TIME FOR ALL MEETINGS.**