



**KWVA DOF
FALL COUNCIL MEETING
AT THE PLANTATION INN, CRYSTAL RIVER FL.**

TO: CHAPTER PRESIDENTS/COMMANDERS

FROM: Bill Sarver, Secretary

SUBJECT: Fall Council Meeting

HOST: The Department of Florida

The Fall Council Meeting will be held on Saturday September 24, 2011 at the Plantation Inn Crystal River FL. It will begin at 10:30 AM. Our goal is to conclude the meeting by 4 PM.

Chapter Presidents who cannot attend the Council Meeting should send an official delegate. Please designate authority in writing, to vote and otherwise act on your behalf, to your representative and submit to Bill Sarver no later than September 19. E-Mail will suffice.

Meeting attire is the KWVA uniform or Business Casual. Please remember to bring your Chapter Flag and flag stand.

A reminder that Chapter Activity Reports should cover the period from June, 2011 to September, 2011 and should be a BRIEF, ONE OR TWO PARAGRAPH REPORT THAT SUMMARIZES the Chapter's activities during that period. Written reports may be turned in to Bill Sarver for inclusion in the DOF newsletter.

EVERYONE PLANNING TO ATTEND SHOULD SUBMIT A RESERVATION FORM, EVEN IF YOU ARE NOT PLANNING ON HAVING LUNCH. WE WANT TO BE CERTAIN THAT WE HAVE MEETING MATERIALS PREPARED FOR YOU.

If you plan on having lunch, please include a check for \$18 for this meal, made out to KWVA DOF. Cost covers lunch and helps off set the cost of coffee, refreshments, gratuity, service fees and meeting materials.

Lunch reservations must be received no later than September 22, 2011

PLEASE JOIN US. GUESTS ARE WELCOME AND ENCOURAGED TO ATTEND.