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**Delaware – District of Columbia – Maryland – North Carolina – Virginia – West Virginia****

From: Mideast Division National Vice Commandant  
To: National Commandant

Subj: NVC Division report for 2021 National Convention

It's nice to finally see each other since the COVID pandemic has started to fade. We have learned new ways to communicate with our Detachments via Zoom and conference calls. These methods have been well received and can be banked for future use for staff meetings and during inclement weather.

Our Division membership totals have remained close to what they were before restrictions from social distancing forced us to use the phone or write letters to keep our members informed. MCL National Headquarters Board of Trustees have stayed in touch via numerous Zoom and conference calls. Timely information was sent to the membership so members would be informed of new administrative forms or innovative ways to reduce reports sent to National.

Shortly after I became the Mideast Division National Vice Commandant I tasked our Departments to focus on Adjutant and Paymaster training during the months of January, February, March and April for Officer Nomination and Installation and completion of Report of Officer Installations (ROI). The Adjutant and Paymaster are two of the most important required positions to ensure that administrative and financial functions are organized and completed to help Departments and Detachments operate as business organizations. We wanted this focus because we were approaching the period for nomination and election of officers and filing of several reports. The completed ROI is used for bond coverage for officers as well as for receiving Paid Life Member interest residuals. Some Departments required an annual state corporate report and these were completed in a timely manner. The Departments are assisting their detachments in filing their annual PLM audits and it is expected this will be accomplished after the National Convention is completed. All detachments who remain in good standing have submitted their financial information to National HQ so they can receive their PLM interest electronically. Departments are auditing their Detachments to ensure they file their annual IRS 990 N efile or other 990 forms.

The next few months will require emphasis to ensure these tasks are completed on a timely basis. Attention to detail is required and necessary. I would like to reference what the Department of WV uses to ensure all mandatory reports are filed. The Department Adjutant/Paymaster and BOT members are proactive and work in conjunction with each other by communicating with all Detachments. The Sr. Vice Commandant assists with the ROI; the Jr. Vice Commandant works on membership, retention and unpaid members and assists with PLM audits; while the Judge Advocate assists with 990 N e-file and annual corporate reports. The Sergeant-at-Arms tracks all ceremonial rifle inspections and audits. This reduces the work load on the Department

Adjutant/Paymaster and ensures all reports are tracked and filed.

The Departments' Boards of Trustees have to be proactive and engaging with their Detachments and help them file all required reports and to take all steps possible to ensure unpaid members are contacted and asked to continue their MCL membership. Utilizing members of the Department BOT to help track some of the required Detachment reports is a good way to have more interaction from the Department to the Detachments and aids in mentoring new officers.

One aspect we have tasked the departments to push out to the detachments is having an agenda outlining all pending activities and events. It also ensures that any previous approved motions or items that have not been completed are still carried forward from their minutes. This is also a good time to look back to last year and see if any areas or events need to be added and discussed at upcoming meetings. All motions, events and fund-raising activities approved by the members must be included in their meeting minutes. This assures all approved events and activities are covered under your corporation and by your insurance policy.

The departments have assisted their detachments in utilizing the data base. The two videos on the National library site have proven to be extremely helpful. Feedback after members have logged on the site has been positive after they work in the data base and get a good working knowledge. The major complaint is the slow load-up time.

Our Division bulletin is another means to communicate with our members as it lists the Division officers and Department Commandants. It is also used as a forum to submit ideas and suggestions to aid Departments and Detachments in their administrative functions. It also has all upcoming conventions and conferences and members are encouraged to copy off the list for planning purposes.

This will be my last division report as I will step down as Division National Vice Commandant at the National Convention in Springfield, IL. The national COVID pandemic kept me from traveling to all the Departments over the past 18 months but the Departments kept in touch with their detachments via emails and conference or Zoom calls. This method of communicating will serve them in the future and I am certain will be used more often.

Rick Thomason, who currently serves as Assistant National Vice Commandant, was elected and will represent the Mideast division as the NVC for the next 2 years. He is a forward thinker and I believe will excel as the National Vice Commandant. Frank Mathers, Jr Past Commandant of Delaware, has served as Division Adjutant for the past 4 years and has done a tremendous job keeping the flow of communication throughout the Division. He was elected as Assistant National Vice Commandant. The Mideast Division leads from the front and these two individuals have helped keep us focused on our mission. I have full confidence they will serve and represent the Mideast Division well.

I thank the membership for electing me to represent them and it has been my pleasure and privilege to represent the members in my division. I thank the National staff for your support during my time as Mideast Division National Vice Commandant.

Semper Fi,

Roger Ware  
National Vice Commandant  
Mideast Division