September 30, 2021

Subject: 1st Quarter Report August 1, 2021- September 30, 2021

Took over duties as Department Adjutant from John Marsh. Met with John to get the background materials needed to do the job. John and Trish have been very helpful with questions I had regards how to process things.

Submitted ROIs for several Detachments when there were officer/appointed officers changes.

Published Official Communications to Board, Appointed Officers and District Officers as requested by the Commandant.

Updated Department rosters for newly installed officers and appointed officers.

Worked with Web Master to publish Fall Conference packet and National Convention information.

Started working with Department National convention committee to start planning the 2022 Convention.

Started working with Devil Dogs National Convention Committee on action items for that event.

Semper fidelis,

Kathy Sheppard
MCL Department of Florida, Adjutant