

**DEPARTMENT OF ALABAMA
VETERANS OF FOREIGN WARS**

As of 1 August 2025

SCHOOL OF INSTRUCTION
August 29-31, 2025

COUNCIL OF ADMINISTRATION

August 29, 2025

8:00AM – 4:00PM	Registration
11:00AM - 1:00PM	Budget Committee
1:00PM – 2:30PM	Leadership Synch (CDR, SR VICE, JR VICE, ADJ, QM, CoS)
2:30PM – 3:50PM	Council of Administration Meeting <ul style="list-style-type: none">• Budget Approval Close Council of Administration Meeting
4:00PM – TBD	District Commander's SOI (Each Sub-Block will be 5-7min) <ul style="list-style-type: none">• District Commanders Expectations – Mike Gronkowski• Supporting Posts – Mike Gronkowski• District Program Expectations/Responsibilities – Danny Sample• Inspection Program – Robert Whiting<ul style="list-style-type: none">• District Inspector Responsibilities• District SOI Topics – Mike Gronkowski• Updating Bylaws (Boundaries) – John Tuck• Membership Drives – Bill Millington• Administrative Suspension Committees / Disciplinary Actions – Lee Lambert / Jim Steddum• All American / State Dashboard Input – Colt Drouillard/Bobby Lee
TBD – 10:00PM	Hospitality Room – Funding/Operations – Mike Gronkowski

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August 30, 2025

8:00AM – 1:30PM	Registration
8:00AM – 8:50AM	Leadership Team Meet and Greet – Lobby
9:00AM – 9:50AM	Joint Session w/Auxiliary Quilt of Valor Presentation – Teresa Dryer All State Awards – Mike Gronkowski Warrior Freedom Project Presentation Commanders Guidance/Special Project – Mike Gronkowski
9:50AM – 10:00AM	Break
10:00AM – 10:30AM	Post Expectations – Mike Gronkowski <ul style="list-style-type: none">• Non-Negotiables• How to Conduct a Post Meeting
10:30AM – 11:50AM	Programs Overview – Danny Sample / Colt Drouillard <ul style="list-style-type: none">• Program Dates• Program Participation• Buddy Poppy Program• All American / State Dashboard – Colt Drouillard/ Bobby Lee
12:00PM – 1:30PM	Lunch - (On Your Own)
12:00PM – 1:30PM	All American Club Luncheon (All American Commanders and Quartermasters Only)

SCHOOL OF INSTRUCTION Breakout Sessions

August 30, 2025

Commanders

1:30PM – 2:20PM	Code of Ethics / Fiduciary Duties – John Tuck
2:20PM – 2:30PM	Break
2:30PM – 3:20PM	Post Development / Revitalization / Social - Media / Teamwork – Bob Schmidbauer/ Colt Drouillard / Mike Gronkowski
3:20PM – 3:30PM	Break

3:30PM – 3:50PM	Post Inspections – Robert Whiting
3:50PM - 4:20PM	Membership Goals / Program – Bill Millington
4:20PM – 4:30PM	Veterans & Military Support Program – Eric Roloff
4:30PM – 4:40PM	Break
4:40PM – 5:20PM	Community Service Reporting <ul style="list-style-type: none"> • Community Service Reporting – Colt Drouillard/Bobby Lee
6:30PM – TBD	Banquet (Beach Theme)

Quartermasters, Trustees, Post Board of Management

8:00AM – 10:30AM	BASIC / ADVANCED AOI / Bylaws / Membership processing / Budget development / Process reports
10:50AM – 11:50AM	ABC Operations / Contract Operations
12:00PM – 1:30PM	Lunch (On Your Own)
1:30PM – 2:20PM	Scenario Training/Position Responsibilities – Lee Lambert / Jim Steddum
2:30PM – 3:20PM	990 Tax Return Requirements – Lee Lambert / Jim Steddum
3:30PM – 4:20PM	Trustee Reports / Audits – Lee Lambert / Jim Steddum
4:30PM – 5:20PM	Community Service Report – Lee Lambert / Jim Steddum Chaplain Report Deceased – Raymond Brandon
6:30PM – TBD	Banquet (Beach Theme)

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August 31, 2025

8:00AM – 8:30AM	Memorial Service – Raymond Brandon
8:30AM – 8:50AM	Legislative – Bob Schmidbauer
9:00AM – 9:30AM	Q/A - Commander
9:30AM – 10:00AM	Conclude SOI

SAFE TRAVELS HOME!