

**OFFICER'S TRAINING INSTITUTE SCHEDULE**  
**Kahler Grand Hotel, 20 2<sup>nd</sup> Ave SW, Rochester MN**

**June 12 - 13, 2024**

**WEDNESDAY EVENING, June 12, 2024**

**6:00 – 8:00 PM**      **District Officers Leadership Roundtable**      **Windsor Hall 1**  
Instructor: David Staehlin, Incoming State Commander

**THURSDAY, June 13, 2024**

**8:00 am – 8:45 am**      **Mental Health Awareness (Commanders, Quartermasters, Adjutants, Sr. Vice Commanders required to attend)** Instructor: Dr. James Tuorila, State Surgeon

**SHORT BREAK:** Commander's OTI sessions will meet in Windsor Hall 1 & 2; Quartermasters meet in Windsor Hall 3.

**9:00 am – 4:00 pm**      **Commander's School (110 people)** Classroom set up **Windsor Hall 1 & 2**

- 1) VFW Leadership**  
Instructor: David Staehlin, State Sr. Vice Commander
- 2) Membership**  
Instructor: Ed Keogh, State Jr. Vice Commander
- 3) Programs**  
Instructors: David Staehlin, State Sr. Vice Commander  
Charles Hawkins, Sr., State Judge Advocate
- 4) Administrative Responsibilities**  
Instructor: David Staehlin, State Sr. Vice Commander
- 5) Parliamentary Procedure: Leading Effective Meetings**  
Instructor: David Staehlin, State Sr. Vice Commander
- 6) Fundraising**  
Instructor: Ken Schroepfer, President, MN VFW Charitable Assoc.
- 7) Summary of Quartermaster and Trustee's Responsibilities**  
Instructors: Barry Henriksen, State Quartermaster/Adjutant and  
Dewey Hermanson, State QM/Adj Emeritus
- 8) Questions and Open Discussion**  
with David Staehlin, State Sr. Vice Commander; Ed Keogh, State Jr. Vice  
Commander; Charles Hawkins, Sr., State Judge Advocate

**9:00 am – 3:00 pm**      **Quartermaster's School (50 People)** Classroom set up **Windsor Hall 3**

- 1) Quartermaster Responsibilities: All-American Dashboard, Online Membership System (OMS), Community Service Reporting**  
Instructors: Barry Henriksen, State Quartermaster/Adjutant  
Dewey Hermanson, State QM/Adj Emeritus

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9:00 am – 3:00 pm **Quartermaster's School (50 People)** Classroom set up **Windsor Hall 3**

**2) Inspections**

Instructors: Darrin Ewing, State Chief Inspector and  
Larry Grindland, State Chief Inspector Emeritus

**OTI LUNCH BREAK in Heritage Hall 3 VFW Noon-12:30 pm; Aux 12:30-1:00 pm.** The room holds 175 people, plenty of room and plenty of food. We stagger lunch times to give hotel staff plenty of time to keep the food trays full. Garden Salad with two dressings; Platters of Turkey on Focaccia with Sweet Mustard or Ham and Swiss Sandwiches, Assorted Chips, Assorted Cookies, Coffee and Water.

**Instructors:** Please use Attendance Sheets for Morning and Afternoon Meetings.

**Attendees:** Please don't forget to sign in!