



MARINE CORPS LEAGUE
National Headquarters
NATIONAL MIDWINTER CONFERENCE

ALTERNATE PLAN

Five Paragraph Order

Situation:

If the National Midwinter Conference is not able to be held “in-person” at the facility in Norfolk, Virginia an alternate plan must be established. Virginia Governor has restricted gatherings to 10 persons until 2/28/2021. The vaccine for COVID-19 was released at the end of December 2020 to healthcare workers. It is projected to be available nationally by 6/30/2021.

Mission:

In the event the Midwinter Conference is not able to be held and the contract is unable to be fulfilled, a plan must be developed to executable detail. The plan must include addressing a forced majeure with the hotel as well as a detailed schedule of events (SOE) for what will occur in place of a live event.

Execution:

The National Commandant/CEO and the Board of Trustees are the convening authority for the conference. That body will need to evaluate information to make a timely decision for go-no go of the live event as well as a virtual event.

Administration and Logistics:

- Physical space: Marine Corps League Headquarters Office, 3619 Jefferson Davis Highway, Suite 115, Stafford, VA 22554
- Virtual space: A virtual event can be built utilizing the [Marine Corps League Library Conference Tab](#) supported by Facebook posts at [The Marine Corps League](#) page.
- Recording Mechanism: Facebook Live to do live announcements, Zoom used for classes, and cell phones to record videos. Bob Borka and Johnny Baker each have Zoom accounts. 100 participants maximum.

Command and Signal:

- Lead: Dennis Tobin, National Commandant, nationalcommandant@mcleague.org
- Assist: Johnny Baker, National Senior Vice Commandant, jbaker@mcleague.org
- Support: Bob Borka, Chief Operating Officer, bborka@mcleague.org
- Support: Victoria McCoy, Chairperson Public Relations Committee, twisted_entertainer@yahoo.com
- Support: Lynn Williamson, Office Manager, lwilliamson@mcleague.org
- Support: Jim Ransom, Chairperson Conferences and Conventions, jransom@uwt-inc.com



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Plan of Action and Milestones (POAM)

1. Need to have a go/no-go with the hotel and execute force majeure if necessary. Do we like the location and just extend contract to 2023?
2. Ensure the MODD and MCLA are included in planning and discussions
3. Recommend most sessions are recorded and placed on the MCL Library Conference Tab
4. Recommend Board of Trustees meeting be a Zoom event (not recorded)
5. Recommend Commandant's Council be a Zoom event (recorded)
6. Utilize the PowerPoint and Zoom to record a Memorial Service
7. Hold Board meeting and Commandant's Council in the evening to allow for West Coast
8. Record Awards ceremonies via Zoom
9. Record two database classes – Database 101 and Database 102 with live database Zoom recording
10. Waive off Mike McNamara's Post Traumatic Winning (not as effective just watching videos)
11. Waive off David Bray's performances
12. Offer for Toys for Tots to give us a pre-recorded video to post on the Conference Tab
13. Offer for Marine Youth Foundation to give us a pre-recorded video to post on the Conference Tab
14. Offer for Young Marines to give us a pre-recorded video to post on the Conference Tab
15. Offer Chapel of Four Chaplains to give us a pre-recorded video to post on the Conference Tab
16. Offer MCL Foundation to give us a pre-recorded video to post on the Conference Tab
17. Notify LtGen Hedelund's office (USMC)

Pre-Planning Milestone Events:

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| 12/15/20 | 9:00am EST Meeting - Dennis Tobin, Johnny Baker, TJ Morgan, Warren Griffin, Bob Borka meet virtually to discuss draft SMEAC/POA. |
| 1/4/2021 | Jim Ransom to coordinate with hotel to determine ability to hold conference with 250+ people or if we need to execute a force majeure |
| 1/14/21 | 6:00pm EST Board of Trustees meeting to determine go/no-go. Board meeting determined to meet on 2/2 pending Governor of Virginia action |
| 2/2/21 | Board of Trustees Meeting along with w/MODD & MCLA to determine Go/No Go |
| 2/3/21 | Jim Ransom goes back to hotel with decision |
| 2/3/21 | HQMCL begin refunding of monies paid |
| 2/3/21 | Put out an email message that if people are running for top four office, they should send a written document and/or video to me for posting on the web page |
| 2/3/21 | Commandant send notice to Committee Chairpersons for report submissions. Written reports sent to coo@mcleague.org for website posting. Committees can also email a video if they desire |
| 2/8/21 | Host Zoom Class with a Division (Department Commandants & Paymasters) for Database 101 and Database 102 – Record as classes (hoping to do all divisions this way) |
| 2/22/21 | Prepare recordings to be placed on the MCL Library Conference Tab |



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Schedule of Events:

2/26/21 Friday

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| 8:00am | Commandant's Facebook Live Announcements and Awards |
| 10:00am – 11:00am | Post Dave Bray welcome Video
Post Committee Report Videos (Written and Recorded Video)
Introductory Video Speech/Commandant's Report (Recorded Video) FB
Chaplain's prayer for those who have passed (Recorded Video) FB
Memorial Service Video (Recorded Video and Presentation)
Chapel of Four Chaplains Video (Recorded Video) FB
National Senior Vice Commandant Video (Recorded Video) FB
National Junior Vice Commandant Video (Recorded Video) FB
National Judge Advocate Video (Recorded Video) FB
MODD Video (if they desire)
Auxiliary Video (if they desire)
U.S. Marines Youth Foundation Video (if they desire)
Young Marines Video (if they desire)
Toys 4 Tots Video (if they desire)
Database 101 Video
Database 102 Video |
| 6:00pm – 8:00pm | Department Commandant's Council (Zoom Meeting) |

2/27/21 Saturday

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|------------------------|---|
| 8:00am | Commandant's Facebook Live Announcements |
| 1:00pm – 3:00pm | Board of Trustees Meeting (Zoom Meeting) |