

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
ASSOCIATION OF MILITARY LEGAL ADMINISTRATORS**

On July 18, 2018 at 7:00 p.m. EDT the Board of Directors of the Association of Military Legal Administrators (AMLA) met for a regular meeting at individual locations by audio and video teleconferencing methods (515-604-9300; 294964).

The following directors were present/absent (\* indicates absence):

President	<i>Monica Heuer</i>
Vice President (VP)	<i>Charlie Poulton</i>
Chief Administrative Officer (CAO)	<i>Jim Steddum</i>
Chief Financial Officer (CFO)	<i>Vickie Slade</i>
Director, Governance	<i>William Teeple</i>
Director, Public Relations	<i>Andy Perkins</i>
Director	<i>Rebekah Stuyvesant</i>
Director	<i>Kim Pastor*</i>
Director	<i>Deborah Rivera*</i>

The following members/guests were also present: None

President, *Monica Heuer*, presided over the meeting; CAO, *Jim Steddum*, kept the minutes.

**Call to Order**

The **President** called the meeting to order at 7:02 p.m. EDT.

**Roll Call**

The President called roll. A quorum was present.

**Approval of the Agenda**

The agenda was **adopted**.

**Approval of the Minutes: June 28, 2019 (Annual Meeting of the Members)**

Without objection the minutes were **approved**.

**Officer's Reports**

The **Public Relations Director**, *Andy Perkins* called for a meeting between *Jonnee Carter*, *Jim Steddum*, and *Will Teeple* to discuss outlining a plan for the public relations director for the coming year. A meeting will take place within the next working week.

The **Treasurer**, *Vickie Slade*, outlined a transition plan between herself and the former Treasurer, Amy Reeves. The plan calls for taking over the Bank of America and Paypal accounts, purchasing laptop computer, and installing new financial management software. Once installed, the Treasurer and a finance committee can input data to produce precise financial reports. *Will Teeple* is familiar with the software and offered assistance.

## Committee Reports

**Ambassador Program.** Vice President, *Charlie Poulton* agreed to take ownership of this program. Research the intent, and create a plan to execute it.

**Candidate Outreach Program.** Director, *Rebekah Stuyvesant*, Chair of this committee briefed on the collection of used Warrant Officer Rank collected at the Law Office Management Course in June, and asked if anyone has seen the box--it is missing. Additionally, we will attempt to get new WO1 rank to WOC Herdegen (USAR), who graduates candidate school on 7 August.

**Social Purpose and Marketing.** Director, *Will Teeple*, briefed the Board that Matt Casey was the previous Chair of this committee whose purpose is to develop and execute a multi-modal social media campaign to inform internal and external audiences of the authentic purpose of the Association and generate interest in fundraising, membership, and other services provided by the organization. After discussion, Andy Perkins and Will Teeple will coordinate a plan. Monica Heuer suggested that she would recruit young members of the Association that are more familiar with Social Media usage to participate in this endeavor.

**Scholarship Program.** Chaired by *Katrina Steddum*, Associate Member with assistance from *Kinsey Teeple*, Associate Member. Jim Steddum briefed the Board that scholarship applications were received, made anonymous, and were sent to a board for a blind review and ranking based on a pre-established rubric. Once the results are tabulated, the winners of both the Veteran scholarship and the AMLA family member scholarship-the Board will be notified and allowed to validate the results. A hasty Public Relations strategy will be developed so when the funds are distributed, we can market the program for the next cycle (and for fundraising purposes). Announcement is expected to be made on 29 July, the JAGC Birthday.

**Reading Program.** Created and previously chaired by Jonnee Carter, this program posts books that may be of interest to our membership and that are consistent with our Values. No books have been posted to the website in over six months. This program must be connected to the Authentic Purpose/Market Social Media campaign to be effective. *Jim Steddum* will take ownership in his role as Executive Director, Additionally, *Jim Steddum* will work with Kristi Estes to find out the books she uses in the USALSA Book Club and find ways to highlight their books. *Rebekah Stuyvesant* will do the same as Qnette McCoy.

**Veteran Success Program.** *Will Teeple*, Chair of this committee, with five established members, aimed at creating services to help veterans in their transition to civilian life and beyond. The committee is working on Charter development and a handout or employment kit that could be used to generate revenue to sustain the program.

Veteran Service Organization/Charitable Transparency. Jim Steddum, chairs strategic efforts to create VSO status for the organization. Additionally, he works efforts along with the Treasurer to ensure that organization is transparent with respect to its public charity, accountability, and programs to the general public through Guidestar. He is working to obtain the Gold Seal of Transparency for the Association.

**Capital Fundraising.** *Will Teeple* offered that once Public Relations and Social Market develop integrated plans, our fundraising effort can take off. Monica Heuer and Charlie Poulton also discussed ways to use virtual racing and other techniques to raise funds for our programs. Using a national level market campaign is a strategic goal of the Association.

**Authentic Purpose.** *Will Teeple* briefed the board on the authentic purpose of the organization and the committee appointed to advise the board aimed at keeping the authentic purpose of the organization in mind. He advised all Directors to reading the founding documents which can be found in the Board of Directors folder or the public website.

**Board Recruiting.** *Will Teeple* that since the Board is newly installed that this not currently a priority. However, he offered that we should all be scouting for new members to come behind us for the health of the organization.

### **Old Business**

Mostly covered in the Treasurer's report (added to the Agenda during the course of the meeting). The plan to get on the bank and Paypal accounts by Saturday, August 20, 2019 and the purchase a laptop to hold the financial data. Vickie Slade said she would send a group message when these actions are complete.

### **New Business**

The Executive Director, Jim Steddum, briefed all Directors that the G Suite account where the Board of Directors files are located are compliments of TechSoup, an organization that provides technology to nonprofits. Additionally, he briefed that the Board has access to a document called the running estimates, it is a list of all identified due out and can be edited by all Directors. Further, he advised the Directors to familiarize themselves with all aspects of the public website to help with the concept of Authentic Purpose.

### **Financial Report**

No additional comments.

### **Attendee and General Membership Comments**

Will Teeple suggested that we appoint a chair for the membership committee within 30 days. Charlie Poulton volunteered to chair the committee, the motion was seconded by Vickie Slade and without objection Charlie Poulton is appointed Chair of the membership committee.

**Adjournment** - There being no future business, the meeting was adjourned at 8:05 p.m.

By: *Jim Steddum*

Jim Steddum, Chief Administrative Officer

Approved by roll call vote of 5 to 0 on 15th day of August, 2019.