

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

On September 19, 2019 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>

The following members/guests were also present: Alana Almon-Scott, Michael Rodriguez

Vice President, *Charlie Poulton*, presided over the meeting; CAO, *Jim Steddum*, kept the minutes.

**Call to Order**

The Vice-President called the meeting to order at 7:05 p.m. EDT.

**Roll Call**

The Vice-President called roll. A quorum was present.

**Approval of the Agenda**

The agenda was **adopted**.

**Approval of the Minutes: November 21, 2019 (No October Quorum)**

Without objection the minutes were **approved**.

**Officer's Reports**

The **Treasurer**, No Report.

The **Secretary**, Jim Steddum, was present and had no report. **Due out will be included in this and future minutes (highlighted in Yellow).**

## Committee Reports

**Ambassador and Membership Program.** Vice President, *Charlie Poulton* is making contact with old (legends) and new/potential members. Two new members joined and one renewed. During the meeting, one member upgraded to life membership (Alana Almon-Scott).

**Candidate Outreach Program.** No Report.

**Social Purpose and Marketing. Director (Public Relations),** No Report.

**Scholarship Program.** Chaired by *Katrina Steddum*, Associate Member. Nothing new to report.

**Reading Program.** No Report.

**Veteran Success Program.** *Will Teeple* briefed the work he is doing to create a charter for the Veteran Success Program.

**Veteran Service Organization/Charitable Transparency** – *Jim Steddum* will create a strategy for AMLA to gain VSO recognition by 1 January 2021.

**Authentic Purpose.** Nothing new to report.

## Old Business

Virtual 5K discussion for programs fundraising and creating an ad hoc committee on messenger and using all of the members to establish this committee and endeavor. **President**, *Monica Heuer*, is leading this committee with members. The target date agreed without objection is April 2020 for the Race.

## New Business

No new business reported.

**Financial Report.** No Report.

## Attendee and General Membership Comments

Alana Scott (Arlington, VA).

**Adjournment** - There being no future business, the meeting was adjourned at 8:00 p.m. (Eastern).

By: *Jim Steddum*

Jim Steddum, Chief Administrative Officer

Approved by a voice vote of 4 to 0 on the 21st day of November, 2019.