

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

On November 21, 2019 at 7:04 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, 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

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 7:04 p.m. EDT.

Roll Call

The Vice-President called roll. A quorum was present. (Validated electronically)

Approval of the Agenda

The agenda was **adopted**.

Approval of the Minutes: September 19, 2019 (No October Quorum)

Without objection the minutes were **approved**.

Officer's Reports

President, Monica Heuer spoke about social media and membership and recruiting. Updated membership letters were drafted and will be reviewing and modifying them shortly.

Vice President, Charlie Poulton. Nothing to report as Vice President but emphasized importance of recruiting letter. Life Member Duane Strunz needs our prayers.

The **Treasurer**, *Vickie Slade*, presented a report summarized by a balance of: \$7944.88 after expenses of PO Box, Registered Agents fees (three years), reimbursements for AMLA Pins and Trophies.

The **Secretary**, Jim Steddum, was present and had no report other than to say that **Tammy Richmond is taking over responsibility of taking the key for the PO Box in Charlottesville. The Treasurer will look**

into forwarding mail to another address and obtaining a street address for deliveries. Will look into paypal business and recurring payments.

Committee Reports

Ambassador and Membership Program. Vice President, *Charlie Poulton* – drafting a letter for renewing membership and recruiting. Use the Virtual 5K for recruiting purposes. Discussion on associate members and civilian legal administrators.

Candidate Outreach Program. Discussion of future purchase of new rank for the selections for appointment before Candidate School-their first introduction with AMLA. Discussion of ARNG and USAR candidates as well entering this outreach program. Ms Scott looking into ARNG Candidate program. Will review and update Candidate outreach letter.

Social Purpose and Marketing. No Report.

Social Media Committee. Ms Scott reported that the campaign was reposted for 5K medal design contest and 7 days of gratitude campaign. Posted about Veterans Day, WO Monument, the Sharon Swartworth anniversary, and design contest netted of 11,000 impressions.

Virtual 5K Committee. Ms Heuer reported of the estimates, formats, and vendors on medals and t-shirt, bibs, and platforms subject to the design based on 100 registrants. Goal is to achieve funding for AMLA Veteran Scholarship Program. To date, no entrants to the design contest have been submitted. To be scheduled for the end of the JA WOAC end of March 2020.

Unfinished Business.

No unfinished business.

New Business

A motion was offered to accept the resignation of Will Teeple from the Board of Director due to ailing health was carried without objection.

A motion to remove the reading program and nest the scholarship program as a part of the veteran success program in effort to streamline was carried without objection.

A motion to remove Kim Pastor from the Board of Directors due to numerous absences and lack of communication was carried without objection.

Attendee and General Membership Comments.

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 5 to 0 on the 19th day of December, 2019.