

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

On December 19, 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 (319-527-4940).

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>Deborah Rivera*</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: November 21, 2019

Without objection the minutes were **approved**.

Officer's Reports

President, Monica Heuer spoke about the 5K Virtual Run and the Contest marketing. The Date for the physical run will be the end of March in Charlottesville for the JAWOAC. Monica will be in the class and Charlie will participate in person. **Need to firm date to publicize and set up event pages.**

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**, No Report. Balance budget is published in the November 2019 minutes.

The **Secretary**, Jim Steddum, purchased the rank for the Candidate Outreach Program and shipped them to Rebekah for mailing. **She will keep the receipts for mailing costs.**

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. Discussed in Secretary Officer's Report

Social Purpose and Marketing. AMLA Lapel Pins to Board Members by Jim Steddum. No AMLA Times in December or January. Jonnee's article for Calvin Haynes and his Daughter. Rebekah will do Article for Candidates selected in 2020. Charlie Poulton will also send Article. Will start talking about Scholarship rules after the fundraiser. Andy Perkins talked about the company store proposal. Will be review the proposal to determine if we want to proceed down the avenue of having 4 to 5 items to fill out the store.

Social Media. Changing the daily messages to be more relevant to the organization and holidays.

Unfinished Business.

No unfinished business.

New Business

None reported.

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 6 to 0 on the 16th Day of January, 2020.