

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

On January 16, 2020 at 7:01 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>

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

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

#### **Call to Order**

The **President** called the meeting to order at 7:01 p.m. EDT.

#### **Roll Call**

The **CAO** called roll. A quorum was present. (Validated electronically)

#### **Approval of the Minutes: December 19, 2019**

Without objection the minutes were **approved** unanimously.

#### **Officer's Reports**

**President**, *Monica Heuer*, reported that she has several quotes for the Run4Veterans medals. They average \$3.60 each from a company out of Maryland. The bibs average \$0.22 each for a total of about \$40. The medal design was approved and described to the board. The Virtual Run will be complimented with a physical run in conjunction with the JAWOAC and a follow-on social event (brunch) to be conducted on March 21, 2020 (Saturday). The hope is that everyone runs on March 21<sup>st</sup>, no matter where they are. The cost for each runner is estimated to be just under \$10 (medal, bib, service charges, and postage). The cost of the run was set at \$30.00. The events will be managed and promoted through Facebook and Eventbrite by the Executive Director. We may plan for t-shirts for large group runs like the LOMC in June.

**Vice President**, *Charlie Poulton*, made some posts on the AMLA website and Facebook pages promoting the Run4Veterans. We will look at opportunities for recruiting with the Run4Veteran's program. We will also see if we need a new Authority Operate for the JAG School.

The **Treasurer**, *Vickie Slade*, reports following operating payments, the new balance \$7,869.73.

## **Committee Reports**

**Ambassador and Membership Program. Vice President, Charlie Poulton** – No responses from emails to prospective members for renewals; continuing to make social media posts.

**Candidate Outreach Program.** Mailed three packages. Four packages are backordered. The Marines will be purchased by our USMC counterpart (Tim). He will be reimbursed by AMLA. Receipts will be sent to Vickie for payment.

**Social Purpose and Marketing. Director, Andy Perkins,** reports that we will create a poll for the four or five items we want to place in the AMLA Store.

**Social Media. Committee Chair, Alana Almon-Scott,** reports that reach is expanding. We will work on creating events to reach more people.

### **Unfinished Business.**

No unfinished business.

### **New Business**

Scholarship program was discussed, specifically do we want to donate the money to a larger scholarship program or maintain in-house for the Veteran scholarship?

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

Prayer requests for Rebekah's husband deploying soon and Will Teeple (our Co-Founder).

### **Closing Remarks**

The **Vice-President** closed the meeting with his remarks.

**Adjournment** - There being no future business, the meeting was adjourned at 7:51 p.m. (Eastern).

By: *Jim Steddum*

Jim Steddum, Chief Administrative Officer  
Approved by a voice vote of 6 to 0 on the 16<sup>th</sup> Day of January 2020.