

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

On February 20, 2020 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 (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	<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: January 16, 2020**

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

**Officer's Reports**

**President**, *Monica Heuer*, Run4Veterans is set up. The Candidates have received the letters and shoulder boards.

**Vice President**, *Charlie Poulton*, discussed the membership rosters. We have 68 life memberships. We have three inactive members. We have four active annual members. We have 36 expired annual members. We have dropped to our annual members rates and associate membership fees to \$25 and that is updated in the AMLA Store. We need to emphasize that because fees are lower, we need contributions to support our programs (like supporting the AMLA Store or Run4Veterans).

The **Treasurer**, *Vickie Slade*, reports the PayPal balance is \$1617.44. This does not include our Bank of America Account.

## Committee Reports

**Ambassador and Membership Program.** Vice President, *Charlie Poulton* – Already spoke about membership.

**Candidate Outreach Program.** Director, *Rebekah Stuyvesant*, reports that six of ten have received AMLA packages and three AC and one USAR graduated WOCS. The USMC rank has been purchased. Receipts will be forwarded.

**Social Purpose and Marketing.** Director, *Andy Perkins*, discussed the suggested items that we put in the AMLA Store like fidget spinners, Yeti thermal mugs, coyote t-shirts, moisture wicking polos, and other tangible items.

**Social Media. Committee Chair,** *Alana Almon-Scott*, Valentines and Black History Month posts are out and drawing attention. March is Women's History Month and we will be posting videos in celebration. We will also reshare Run4Veterans events.

## Unfinished Business.

The Run4Veterans has 12 registered runners as of this meeting. We need re-emphasize that this is a Virtual race and it can be done anywhere and at any time. It does not have to be done by running, it can be a walk, hike, bike, drive, etc. Call your friends and encourage them to participate! We ordered 200 medals and bibs. The bibs should be in this week and the medals by the 10<sup>th</sup> of March. We hope to give \$2K in scholarships and hope to give \$4K to be paid in August.

## New Business

Based on data collection practices, we are moving the Run4Veterans registration to the AMLA store from Eventbrite.

## Attendee and General Membership Comments.

None.

## Closing Remarks

The **Vice-President** closed the meeting with his remarks to stay safe amid the growing COVID crisis.

**Adjournment** - There being no future business, the meeting was adjourned at 7:55 p.m. (Eastern).

By:

*Jim Steddum*

Jim Steddum,  
Chief Administrative Officer

Approved by a voice vote of 6 to 0 on the 19<sup>th</sup> Day of February 2020.