

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

On April 16, 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 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: Katrina Steddum (Assoc Member)

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

**Call to Order**

The **President** called the meeting to order at 7:06 p.m. Eastern Time.

**Roll Call**

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

**The Agenda was approved without objection.**

**Approval of the Minutes: March 19, 2020 was approved unanimously.**

**Officer's Reports**

**President**, *Monica Heuer*, Mr. Vest, AMLA Life member will run point on the AMLA Golf Tournament and Alumni Dinner in conjunction with the LOMC tentatively scheduled for 17-21 August 2020. Need to increase social media posts about the Run4Veterans as fitness activities are opening back up. We have 38 registered runners as of this date. There are no scholarship applicants at this time. Thank you for awarding me with the Carl Rickert Distinguished Graduate Award. Brandon Grace received the Derwin McGriff Leadership Award (activated for COVID response in Michigan).

**Vice President**, *Charlie Poulton*, no report.

The **Treasurer**, *Vickie Slade*, reports the PayPal balance is \$2169.11. The Bank of America balance is \$5361.17 for total financial assets of **\$7530.28**.

## **Committee Reports**

**Ambassador and Membership Program. Vice President, *Charlie Poulton*** – no reports.

**Candidate Outreach Program. Director, *Rebekah Stuyvesant***, program reimbursements are complete. Two candidates will be at Rucker when allowed to travel.

**Social Purpose and Marketing. Director, *Andy Perkins***, no report. Jim Steddum moved to appoint Leilani Steddum, Chair of Social Purpose Marketing with Andy as the Board overseer and join with Social Media team. Ms. Slade further suggested the two committees combine. Andy becomes the Director of Public Relations, Leilani is Chair of Marketing, and Alani is Chair of Social Media (without objection).

**Scholarship Committee, Katrina Steddum**, updated the rubric and the 2020 application form, and the Scholarships.com submission.

**Social Media. Committee Chair, *Alana Almon-Scott***, the Women's History Month videos are a huge success focusing on female Legal Administrators!

## **Unfinished Business.**

Nominations for elections in June are self-nomination from the current board. By-law resolution 20-01 updates processes as a result of COVID-19. A motion to accept as drafted was made by the VP, seconded by the treasurer, and was unanimously passed (5-0) by voice vote.

## **New Business**

No new business was introduced.

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

None.

## **Closing Remarks**

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

**Adjournment** - There being no further business, the meeting was adjourned at 7:40 p.m. (Eastern).

By:

*Jim Steddum*

Jim Steddum,  
Chief Administrative Officer

Approved by a voice vote of 5 to 0 on the 28<sup>th</sup> Day of May 2020.