

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

On March 19, 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: 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 7:00 p.m. EDT.

Roll Call

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

Approval of the Minutes: February 20, 2020

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

Officer's Reports

President, *Monica Heuer*, reported from Charlottesville while attending the JAWOAC. She was quarantined in accordance COVID19 procedures. Social gatherings have been cancelled.

Vice President, *Charlie Poulton*, no report (see below).

The **Treasurer**, *Vickie Slade*, reports the PayPal balance is \$1617.44, deposits for \$575 for the Run4Veterans, and annual membership, and one lifetime membership (Mary Beth Fangman). The Bank of America balance is \$5361.17 for total financial assets of **\$6978.61** following expenditures for the Run4Veterans purchases.

Committee Reports

Ambassador and Membership Program. Vice President, Charlie Poulton – Sent 57 emails and called several informing them of the reduced prices. Received some responses including one annual renewal and one upgrade to lifetime and updated some records.

Candidate Outreach Program. Director, Rebekah Stuyvesant, sent the last of the rank packages including the USMC to new warrant officers. She will send the receipts to Vickie for reimbursement from herself and Tim Dechicckis (USMC).

Social Purpose and Marketing. Director, Andy Perkins, we have received 300 AMLA silicone bracelets which we will begin marketing on the AMLA store. I also sent AMLA pins in the Run4Veterans packets for runners that are members. Samples should be prepared to be discussed in April.

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

Unfinished Business.

Maybe we should look at three \$1000 scholarships. One will be a dependent of AMLA members. The others would be non-affiliated veterans. At this point, we have broken even on the Run4Veterans expenses—every other registration will be profit. A motion was proposed to authorize the scholarship committee to advertise one AMLA family member scholarship and two Veteran scholarships totaling \$1000 each. The motion was carried unanimously.

New Business

Planning AMLA Summer events including elections should be initiated. Based on COVID19 mitigation measures, we should suspend planning summer event except elections. There was discussion about a resolution to create a virtual Annual meeting of the members to be voted on in April. The current Board members all agreed to continue in their current position if reelected if necessary.

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 7:53 p.m. (Eastern).

By:

Jim Steddum

Jim Steddum,
Chief Administrative Officer

Approved by a voice vote of 5 to 0 on the 16th Day of April 2020.