

**Minutes of the UAA Executive Committee Meeting**  
**Thursday, November 19, 2015**  
**10:30 AM – 12:30 PM**  
**TetraTech Offices**  
**1320 N. Courthouse Road, Arlington, VA**

**Board Members Attending:** Nancy Pielemeier, David Cohen, John Heard, George Hill

**Board Members Absent:** Franklin Moore, Carol Peasley, Tish Butler

**Committee Co-Chairs Attending:** Jim Michel, Marilyn Schmidt, Jerry Wood, Ann Van Dusen, Alex Shakow, Jim Fox and Nancy Tumavick

**Committee Co-Chairs Absent:** Frank Almaguer, Bill Anderson

**Absent Administrative Assistant:** Ven Suresh

**Meeting Chair:** Nancy Pielemeier

**1. Minutes:**

The October Minutes were approved.

**2. Finance and Membership Reports:**

The Financial Report can be found in Attachment A.

There are a few minor expense claims relating to the Annual General Meeting that may be paid in November. (These involve travel expenses of two guests and services of the caterer's staff.)

There is no October Membership Report. The next report will be for November.

**3. 2016 Plan and Budget**

The following notional schedule was approved:

1. The Membership Committee will elicit input from members on their interests through a survey in early January.
2. All Committees will submit their proposed activities and budget needs to the Board by mid-January.
3. The Board will consider approval the new plan and budget at its January 2016 meeting.

#### **4. AGM Etceteras**

Approximately 119 or 120 people (members and guests) attended the AGM. This compares favorably with previous year attendance.

While an AGM evaluation survey form was sent to the membership, a glitch in Constant Contact prevented the receipt of its information. A re-sent Survey Monkey form has drawn a much diminished response.

Informally, it was clear that the Alumni Award continues to be a popular feature and should be retained. Frank Almaguer will chair next year's award committee.

It was noted that more than 20 percent of those who RSVP'd their attendance at the AGM, did not attend. This resulted in a cost to the UAA to pay for unconsumed food. A better "absentee" estimate will be necessary for the planning of next year's AGM.

Very few alumni voted on paper ballots at the AGM. It was agreed that, next year, all voting for Board members will be completed electronically prior to the AGM, with no voting taking place on the day of the event.

The AGM Committee for 2016 will be established after the New Year.

#### **5. New Board Members and Responsibilities**

Newly elected to the Board are Tish Butler (one year term), George Hill and John Heard. Re-elected members are Carol Peasley and Franklin Moore. On-going members are Nancy Pielemeier and David Cohen.

Following the AGM, the newly constituted Board made the following assignment decisions (for a table view and liaison responsibilities, see

<http://www.usaidalumni.org/about-us/board-of-directors-executive-committee/>):

Co-Chairs: Carol Peasley, Tish Butler  
 Treasurer: George Hill  
 Secretary: David Cohen

Committee Co-Chairs are as follow:

Membership: Nancy Tumavick, Frank Almaguer  
Development Issues: Jim Fox, Jim Michel\*

Strengthening USAID: Jerry Wood, Marilyn Schmidt\*  
Public Outreach: Ann Van Dusen, TBD

- \* Note: Both Jim and Marilyn have indicated their intention to cease their service as committee co-chairs in January 2016.

Jim Michel noted that the newly elected Board members who were not already Executive Committee members will be required to sign their acknowledgement of the UAA ethics and conflict of interests policy. As Jim will be leaving the Executive Committee in January, it was noted that someone will need to be designated to perform activities such as bylaw revision and structuring of the Association annual plan after his departure.

## 6. Operating Committee Reports

- **Development Issues:** Jim Michel will be stepping down as committee co-chair in January. Replacement possibilities were discussed. Alex mentioned a new event planned for December 2: Jonathan Addleton will talk about his publication “The Challenges of Writing Books While a USAID FSO.” The DI Committee’s November meeting will include a discussion of global climate change and development. A thematic group within the committee is preparing a case study on agricultural extension services in response to the expressed USAID interest in “learning from failure.” Committee members will have a lunch discussion in December of the Angus Deaton book *The Great Escape: Health, Wealth, and the Origins of Inequality*.
- **USAID Strengthening:** Marilyn Schmidt announced her resignation as committee co-chair, to be effective January 1. Forty mentoring requests have been received, a new record. Making the necessary matches has been very labor intensive, but the task is nearly complete. Further coordination with USAID and new mentor training is planned for the next several weeks.
- **Membership:** The possibility of putting membership data on a GIS map will be considered. Ven will be requested to bring recent membership

information to each monthly EXCOM meeting. The possibility of offering a lifetime UAA membership option was considered. The general opinion was to not proceed with this.

- **Outreach:** The use of alumni as speakers who might respond to requests to USAID for speakers is under discussion with LPA Discussions are also underway regarding possible collaboration with the AFSA speakers' bureau. It was confirmed that individual alumni speakers would be speaking in a personal capacity and not on behalf of UAA.
- **History Project:** While active requests for pledges ended several months ago, pledges now total approximately \$160,000. Alex hopes demonstration of strong support from the UAA itself will encourage support from foundations and others. The effort continues.

## 7. Other Business:

- David Cohen recently received and shared a communication from USAID AFSA Rep. Sharon Wayne. She sought UAA collaboration on a variety of mostly advocacy activities. Conclusion: David will draft a response for EXCOM clearance.
- Nancy T. raised the possibility of sending a monthly or bi-weekly notice containing links of articles of interest to the membership. While the pros and cons were discussed, there was a general concern that the number of UAA notices already being sent was rather high and that it would be best to hold this idea in abeyance at the present time.
- The next EXCOM meeting is scheduled for December 17, 2015.

Drafted by DC  
Attachments:

### A. Financial Report

**Financial Report of the UAA as of November 30, 2015**

❖ Balance as of end October, 2015	\$ 14,790.44
Member contributions received in October	\$ 450.00
• Disbursements for the month:	\$ 1,532.88
O Web site	\$ 45.00
O Annual General Mtg.	
Name tags etc.	\$ 227.88
O Admin. Ass't.	\$ 1,260.00
Nov. 30 Balance:	<b><u>\$13,707.56</u></b>