

**Minutes of the UAA Executive Committee**  
**Thursday, April 17, 2014**  
**10:30 am - 12:30 pm**  
**TetraTech Offices, 1320 N. Courthouse Road, Suite 600**  
**Arlington, VA**

**Board Members Attending:** Frank Almaguer, David Eckerson, Carol Peasley and Alex Shakow

**Board Members Not Attending:** David Cohen, Jim Michel and Nancy Pielemeier

**Committee Co-Chairs Attending:** Owen Cylke, George Hill, Nancy Tumavick and Jerry Wood

**Committee Co-Chairs Not Attending:** Bill Anderson, Paula Goddard and Ann Van Dusen

**Executive Assistant:** Kristina Short

**Meeting Chair:** Carol Peasley

**1. Approval of the March 20, 2014 Minutes:**

The UAA Board approved the minutes of the March 20, 2014 meeting of the Executive Committee.

**2. Membership and Treasury Reports:**

The Treasury Report for March 2014 is included as **ATTACHMENT A** of these minutes.

Kristina provided a report on the number of registered alumni for the month of March 2014.

Registered Alumni: Four new alumni registered with the UAA during this period, bringing the total number of registered alumni to 822 as of March 31, 2014.

Contributing Members: Of the 13 alumni who made contributions for the 2014 calendar year during this period, 5 are in the "Friends of the UAA" (\$100+) category. The total number of 2014 Contributing Members as of March 31 is 48. Kristina noted that there was an upswing in contributions in April, to be detailed in the April Membership Report.

See **ATTACHMENT B** of these Minutes for the detailed March 2014 Membership Report.

**Next Steps:**

1. Kristina will send Alex a list of April 2014 contributors to-date that will be used to help us identify “Friday Forum” participants who have not yet contributed for 2014.
2. Kristina will compile a spreadsheet detailing 2013 vs. 2014 contributors for review by the Executive Committee.

**3. Spring Reception:**

An invitation for the Spring Reception, to be held at DACOR on May 18, 2014, was distributed to all alumni.

The estimated budget for the event is \$4,200, based on 100 alumni and approximately 20 Mission Directors and other invited USAID staff. George Hill has made a deposit for the space at DACOR. Nancy Tumavick will take care of ordering hors d'ouvres.

The event will be held outside, at the DACOR patio, weather permitting, with a cash bar. Space inside the DACOR House is available in case of rain.

Carol Peasley sent a copy of the invitation to Susan Reichle, USAID Counselor, for distribution to Mission Directors and specially invited USAID senior staff. Carol will follow up with Susan regarding how best to track RSVPs from Mission Directors and will confirm that the event will be on the Mission Directors’ agenda.

**Next Steps:**

1. Kristina will send Nancy Tumavick the RSVP list a week before event.
2. Kristina will check into Sunday evening parking options in Foggy Bottom, taking into consideration that the UAA event coincides with the GWU graduation festivities nearby.
3. Kristina will send an event reminder e-mail on May 5th with information on parking and transportation options.

The EXCOM agreed that there would be a short program to acknowledge the participation of several Mission Directors and senior USAID staff and to highlight some of the UAA’s current activities. The focus of the event, however, will be on providing a relaxed venue for alumni to socialize with former colleagues.

In order to more efficiently plan future events, Nancy Tumavick brought up the need to compile a comprehensive list of venues in the DC area for events, with information on location, cost, logistics, and contact information.

**4. March 5th Meeting with USAID Senior Staff:**

**Registering recent alumni:** David Eckerson, on behalf of the UAA, sent a letter to Susan

Reichle containing follow-up actions. He also contacted Elizabeth Kolmstter, USAID's Chief Capital Investment Officer, regarding how the UAA could receive information on recent retirees.

In addition, David will be speaking with Chuck Cooper, Assistant USAID Administrator for Legislative and Public Affairs, about ways the UAA could partner with USAID on outreach.

**Frontlines:** One idea proposed was that the UAA take the initiative of automatically signing up its registered alumni to receive the web-based *Frontlines*. Questions were raised about those alumni who prefer not to be on the *Frontlines* distribution list. EXCOM members pointed out that alumni could opt out of receiving *Frontlines*, if they so desire.

#### **Next Step:**

David Eckerson will contact Chuck Cooper to discuss both the potential partnering with LPA and the *Frontlines* idea.

**Oral History Status:** Carol Peasley volunteered to be an interviewer if the planned effort to get more USAID alumni to record their histories goes forward. There remain questions on costs and logistics of partnering with both USAID and the State Dept. Oral History program run by ADST. Carol will bring up the issue with Susan Reichle.

EXCOM members discussed the question of whether the UAA should pursue this initiative even if USAID is not able to provide financial support. The cost would be approximately \$1,500 per interview, assuming volunteer interviewers.

#### **Next Steps:**

1. Alex will send information provided by Haven North, who was previously involved in Oral History project, to Carol Peasley.
2. Carol will review the information on past oral history initiatives and see if it would be possible to have a more USAID-tailored oral history program (i.e. focus exclusively on USAID issues, rather than on a broader set of issues, including political and personal, found in prior interviews). This could, for example, include a focus on government-to-government programs – a current USAID topic of interest.
3. David Eckerson will talk to Larry Garber (DAA in PPL), to Tony Pryor about the oral histories he led on USAID Iraq and Afghanistan, and to Alexa **NAME?** about interviews she has done on the S&T Bureau program.
4. The EXCOM will also explore other avenues and potential partnerships (e.g., with the National Defense Univ.) for a more USAID-focused Oral History program.

#### **5. 2014 Annual General Meeting:**

Alex and other EXCOM members will meet in the coming days with Casey Dunning of the Center for Global Development (CGD) to discuss the details of CGD's offer to provide the UAA its space, at no cost to the UAA, for the 2014 Annual General Meeting, as well as CGD's desire

for more substantive participation in the AGM.

The AGM Committee will review alumni responses to the recent membership survey requesting feedback on both the AGM format and on topics of interest. As of now, the AGM Committee is considering how best to incorporate into the substantive portion of the agenda the concept of innovations in development, which is a focus of attention by the current USAID leadership.

Nancy Pielemeier has confirmed with the Administrator's office that the AGM currently is on the Administrator's calendar.

## **6. New Annual Awards to Alumni:**

An e-mail announcement of this initiative has been distributed to all UAA registered alumni.

Kristina and Margaret Carpenter, who heads the awards sub-committee of the Membership Committee, have been in contact regarding procedures for tracking and processing nominations. Margaret has asked the Executive Committee to help generate nominations by reaching out to alumni within their networks.

Kristina will include a note in the Awards Section of the April Newsletter directing people to past Alumni Profiles to get them thinking about potential nominees.

One suggestion was to feature the profiles of those who are nominated in the "Alumni Profiles" section of the website.

## **7. Operating Committee Updates:**

### **Development Issues:**

Owen Cylke noted that the platforms used by the Development Issues Committee are very active. These include: 1) "Friday Forums," 2) the UAA/ DACOR Development Dialogues and 3) thematic events, such as the 2013 Urban Series, usually with a co-sponsor (e.g., the Wilson Center)

There are three "hot" topics on the agenda for 2014:

- The interaction among the "3 D's" (diplomacy, development and defense);
- The development agenda then and now: how it has changed over time and how it has been carried out at different times (e.g., government-to-government; through NGOs, etc.)
- Africa: President Obama has invited African heads of state to a summit in August 2014. Given the interest this summit will generate, the Committee would like to co-host and encourage others to sponsor development-oriented events in the weeks leading up to the Summit. The committee is confident about putting together at least three events, with up to ten co-hosted events within the realm of possibility.

Steve Giddings has written a letter to all organizations in the DC area with a focus on Africa. The letter could go out the week of April 21<sup>st</sup>. The Africa working group will also be contacting private contracting firms and NGOs in the hope that they would see a benefit to hosting small and focused events, such as brown bag lunches.

The Committee is also looking at non-discussion events, such as film screenings. Owen has spoken with American University and WAMU, and is working with the Smithsonian regarding the potential for their hosting a reception.

Steve Giddings has been in contact with the USAID Africa Bureau and Carol Peasley has informed the NSC, which seems receptive to the idea of these collateral events in conjunction with the Summit.

The Committee also will be reaching out to five African embassies to solicit their support

The Committee noted that the UAA would not have access to the USAID Training Center space between May 19 and July 4 due to USAID scheduling needs. Hence, alternative venues will need to be identified.

### **Membership:**

The Membership Committee continues to organize “fireside” chats with Mission Directors, with David Eckerson working to recruit additional mission directors when they are in DC.

UAA Annual Picnic: Saturday, August 9 seems to be the consensus date. Location will again be Fort Hunt Park. Nancy Tumavick will work with George Hill to book the site.

Outreach to New Members: The Committee is working to get out an announcement through DEVEX. UAA has a large number of potential members in the PSC community whom we are currently not reaching. Nancy Tumavick is also working through the e-mail “bounce list” among our registered alumni to gather updated information on them and ensure that they are being reached through the various UAA communication tools.

### **Outreach:**

There were no representatives from the Public Outreach Committee at the meeting.

### **Strengthening USAID:**

Jerry Wood updated the Executive Committee on the UAA/USAID mentoring program:

- Have completed matching 16 pairs of mentor/mentees, for a total of 29 active pairs;
- The new round of mentoring has broadened the geographical coverage of the program: 6 pairs from the Latin America Bureau, 5 for Africa, as well as pairs in E&E, PPL and Global Health;

- Coordinators having been doing an excellent job, taking initiative for keeping track of what's happening in each of the mentor/mentoree arrangements and handling initial introduction of mentors to mentees;
- There are 2-3 potential mentor/mentee mismatches that will be monitored;
- There is a need for more participation by committee members in order to monitor more closely the expanded mentoring program: at least one committee member for each participating bureau - Africa, LAC, E&E, etc. Jerry Wood asked for any Executive Committee member who knows of potential volunteers to contact him.

The mentoring program should be briefly highlighted at the Spring reception, with emphasis on the need for more volunteers as the program expands. Jerry will send speaking points to the Co-Chairs.

Frank raised the desirability of beginning to look at other training and professional development opportunities for current USAID staff where UAA talent could be of assistance to USAID in the future.

#### **9. Other Business:**

- Committee members briefly discussed UAA promotion of the annual State Department-sponsored "Foreign Affairs Day", which is open to alumni of all of the foreign affairs agencies. In the past, the event has not been much of a draw for USAID alumni. Alumni were informed via e-mail notice of the upcoming Foreign Affairs Day (May 2), and were provided with contact information if they wish to be included on the invitation list for future years.
- To facilitate decisions at the end of the year on the utility of recording UAA events, Kristina will work with David Cohen to review statistics on the use of video and audio now available in the UAA website. Kristina will also track "clicks" from April 2014 Newsletter to better determine how many alumni are following links to video and audio hosted on the website.

#### **10. Next Meeting:**

The next meeting of the UAA Executive Committee will be held on Thursday, May 15, 2014 from 1030 am – 12:30 pm at the TetraTech offices in Arlington, VA.

#### **Attachments:**

- A. Treasurer's Report as of March 31, 2014
- B. UAA Membership Report for March 2014

## ATTACHMENT A

**Financial Report of the UAA as of March 31, 2014**

❖ Checking Acct. balance as of February 28, 2014:	\$11,001.46
• Member contributions received in March:	\$975.00
• Disbursements for the month:	\$958.50
○ Office Assistant:	\$768.75
○ Web site:	\$148.00
○ Miscellaneous	\$ 41.75
❖ End of March balance:	\$11,017.96

Note: UAA savings account balance as of 3/31/14: \$10,059.52

## UAA Membership and Contribution Summary

**March 1, 2014 – March 31, 2014**

*Includes 2013 Data for comparison*

### **Alumni Registration Summary:**

New Alumni Registrations, March 1 – March 31:	4
Total New Alumni Registrations for 2014 to-date:	20
Total Registered Alumni to-date:	822

### **Newly Registered Alumni since last report:**

Glenn Anders  
Cindy Davis Gersony  
Pau Delay  
David Leong

### **Membership Contribution Summary:**

Alumni Contributions, March 1 – March 31:	13
Total Number of new contributors for 2014 – to-date (no 2013 contribution):	22
Total Number Contributors 2014 to date:	105
Total Number of Contributors through March 2013:	130

Total Number of \$100+ Contributors, March 1 – March 31:	5
Total Number of \$100+ Contributors for 2014 to-date:	32
Total Number of \$100+ Contributors through March 2013:	48

### **Contributions received since last report from:**

#### **Friends of the UAA: 5 (3 new \*)**

Glenn Anders \*  
Owen Cylke  
Cindy Davis Gersony \*  
Pau Delay \*  
Jeffery Malick



**Contributing Members: 8 (3 new \*)**

Cecile Adams

Robert Dubinsky

David Leong \*

Charles Llewellyn

Maria Mamlouk \*

Sam Rae

Julie Rae

Wendy Stickel \*