

Minutes of the UAA Executive Committee Meeting
Thursday, March 20, 2014
10:30 am - 12:30 pm
TetraTech Offices
1320 N. Courthouse Rd, Suite 600, Arlington VA

Board Members attending: Frank Almaguer, David Cohen, Jim Michel, Carol Peasley, Nancy Pielemeier and Alex Shakow

Committee Co-Chairs attending: Owen Cylke, Paula Goddard, George Hill and Jerry Wood

Board Member not attending: David Eckerson

Committee Co-Chairs not attending: Bill Anderson, David Eckerson, Marilynn Schmidt, Nancy Tumavick and Ann VanDusen

UAA Executive Assistant: Kristina Short

Meeting Chair: Nancy Pielemeier

1. Approval of the February EXCOM Meeting Minutes and Reports:

- a. **Minutes:** The Minutes from the February 20, 2014 meeting of the Executive Committee (EXCOM) were approved.
- b. **Finance Report:** Prior to the meeting, the Treasurer circulated the report on the finances of the UAA through February 28, 2014 for review (see ATTACHMENT B). EXCOM had no questions.
- c. **Membership Report:** UAA Executive Assistant Kristina Short circulated the February 2014 Membership Summary (see ATTACHMENT B):
 - **Registered Alumni:** Five new alumni registered in February, bringing the number of new alumni registered in 2014 to 16 and the total number of registered alumni to 820.
 - **Contributing Members:** 16 alumni made their annual contribution in February, bringing the total number of 2014 contributing members to 92. Four of those 16 alumni contributed at the \$100+ level, bringing the number of \$100+ contributors in 2014 to 27.

Next steps:

1. To encourage past contributors to continue their support, the Co-Chairs will send a message to individuals who contributed in 2013 but have yet to make their 2014 contribution. This message will include information about past and upcoming programs and events.
2. The Membership Committee will consider a strategy to increase membership and contributions. Ideas discussed at the EXCOM included:
 - Use the upcoming announcement of the new UAA alumni awards program to attract more alumni.
 - Consider a possible award for an active USAID employee, perhaps targeting Civil Service staff members.
 - Follow-up on an offer from Rob Warne of the DACOR Program Committee to invite USAID retirees to DACOR's periodic retirement events. Alex has been invited to participate in DACOR's Program Committee meetings and will follow up.
 - Include a link to the UAA's "Where Are They Now" webpage section in messages to potential UAA members.
 - Seek to have USAID's "*Frontlines*" website publicize the UAA and include a link to the UAA website. This item will be raised in follow-up discussions with USAID senior staff.
 - Get word out on the UAA through the on-going mentoring program.

2. Membership Survey:

Carol Peasley summarized the results of the January 2014 Membership Survey. The results will be posted in the website and linked to the April 2014 Newsletter. Committee Co-Chairs are asked to review survey findings and to follow-up directly with alumni who expressed interest in volunteering for their committees and/or who offered specific recommendations that pertain to the scope of work of their committee.

Next steps:

- Kristina will send a list of potential volunteers to Committee Co-Chairs.
- David Cohen will post the survey results summary in the website.
- Kristina will include a brief note in the April 2014 Newsletter to draw member attention to survey results.

3. Possibility of Sub-Lease for UAA office space:

Frank updated the EXCOM on the costs associated with leasing office space from PADF and the OAS. EXCOM reviewed options, including the USAID Training Center. Although USAID has been receptive to requests for meeting space, it is unlikely that additional meeting space will be available from USAID.

Decision: Given the uncertainty in projecting membership contributions, committing at this time a large portion of the UAA budget to renting office space may not be advantageous.

Paula noted TetraTech's continued willingness to offer free-of-charge meeting space to the UAA. Alex moved to postpone consideration of UAA-dedicated space until 2015. The Board concurred unanimously. Frank will let PADF and the OAS know of the UAA's decision.

4. March 5, 2014 Meeting with USAID Senior Staff:

Prior to the meeting, David Eckerson circulated a draft letter from the UAA to USAID Senior Staff following the March 5, 2014 meeting. This letter was already sent to Susan Reichle with a suggestion that the letter be forwarded to the other USAID participants. The UAA Co-Chairs will follow-up with David E. on USAID's response and on any other follow-up required.

One suggestion to increase awareness of the UAA among USAID employees was to invite Mission Directors to the UAA Spring Reception, which will be held on Sunday, May 18, a date that overlaps with the upcoming Mission Directors' Conference. Alex (as host of the reception), in coordination with the Co-Chairs, will determine the maximum number of mission directors who could be invited to the reception, given space limitations. Other sites will also be considered.

Carol Peasley and Nancy Pielemeier will also consider other options for bringing together Mission Directors and the UAA during the Conference. They will discuss ideas with Susan Reichle. Appropriate sites will also be considered for this possible event.

5. 2014 Annual General Meeting (AGM):

Venue Options: Nancy Pielemeier reported that the Woodrow Wilson Center would not be able to provide the space we will require for this year's AGM. Alternative space in the Ronald Reagan Building is expensive and not a viable options. Committee members suggested several alternative venues and will report back on cost and logistics:

- Alex will contact the Center for Global Development.
- Frank will report back on potential for space at the OAS.
- Jim will look into space at CSIS.
- Jerry Wood will contact Patrick Fine about the possibility of using FHI 360 space.
- Nancy Pielemeier will look into the National Press Club.
- George Hill will follow-up with the National Rural Electric Cooperative Association in Ballston.

Next steps:

- Kristina will send out an e-mail soliciting ideas on the agreed-on October 2014 AGM theme of innovation.
- All information on venues should be sent to Nancy Pielemeier and Carol Peasley for collation.
- Nancy Pielemeier will contact USAID about the availability of the Administrator for the AGM keynote. The target date for the 2014 AGM is Friday, October 24 but this

date remains flexible until we can pin down the Administrator's availability.

6. Annual Awards to Alumni:

Margaret Carpenter drafted an announcement detailing the award criteria for review by the EXCOM. The EXCOM agreed with the draft text, with minor editorial modifications.

Next Steps:

- Nancy Pielemeier will work with Margaret to finalize the text.

7. Operating Committee Updates:

A. Development Issues:

a. UAA/DACOR Development Dialogues: The March 25 Dialogue will focus on media coverage of global development issues and will feature John Schidlovsky and Jennifer James. Gary Merritt is organizing this program. On May 13 Charles Kenny of the Center for Global Development (CGD) will speak on the theme of his recent book, *"The Upside of Down: Why the Rise of the Rest is Good for the West."* The June 13 Dialogue will feature former senator Tim Wirth. He has been active on global environmental issues and will address that topic. Admiral James Stavridis, former chief of the European Command and currently Dean of the Fletcher School, is scheduled to be the featured speaker at the Nov. 14 Dialogue.

b. Friday Forums: The March 28 Forum at the USAID Learning Center will focus on "Re-inventing Science and Technology at USAID" and features Alex Dehgan and Andy Sisson. Dave Eckerson will moderate. There are as yet no "Friday Forum" programs scheduled after March 28. EXCOM and alumni are encouraged to submit ideas to Alex S.

c. Next Development Issues Committee Meeting: Owen Cylke reported that the Committee will meet on March 24 to discuss future program activities. These include: 1) a discussion program on the "Three Ds" (Diplomacy, Development and Defense), 2) urban issues in partnership with the Wilson Center, 3) a program on Africa to coincide with the upcoming US/Africa Presidential Summit, and 4) explore a role for the UAA in conjunction with the annual Smithsonian Folklife Festival, which this year will feature Kenya.

d. Oral History Program: Alex raised the issue of UAA support for the Oral History Program carried out by the Academy for Diplomatic Studies and Training (ADST) at FSI. The topic was raised at the UAA meeting with senior USAID staff on March 5. UAA participants at that meeting will follow up with USAID.

e. Public/ Private Partnership: Jim Michel suggested that this topic be considered for a future “Friday Forum.”

B. Membership:

a. Spring Reception: Paula Goddard reported that a number of activities are in the planning stage, including the May 18 Spring reception hosted by Alex Shakow. The EXCOM discussed the feasibility of inviting mission directors who will be here during that time. The Committee will ask USAID for more details on the upcoming Directors’ Conference.

b. Outside the Beltway activities: Jim Michel will be a speaker at an April 28-29 symposium of the Santa Fe, NM World Affairs Forum. The UAA will be listed as a co-sponsor and alumni in the region will be invited and eligible for a reduced fee to participate in the event. In addition, contacts are being made with emerging groups in northern Florida, Asheville, NC and the Raleigh/ Durham area.

c. Marketing campaign: EXCOM discussed the need for a marketing campaign to attract more alumni, both inside and outside the Beltway, to become active participants and contributing members.

C. Public Outreach:

The EXCOM discussed the status of the UAA logo and the LinkedIn social media site. The Public Outreach Committee will be asked to provide an update on these at the next EXCOM meeting, as well as on the status of the bibliography collection project. Carol P. noted that it would be useful to collect course syllabi on development issues prepared by alumni, as well, since these could be of help to others who may be interested in making public presentations on development issues.

D. USAID Strengthening:

Jerry W. provided a status report on the UAA/USAID staff-mentoring program. The program has been expanded and now has 33 pairs of new mentors/mentorees. On March 14, there was an orientation for 15 mentor participants. Location of the mentor is not an issue – one mentor lives in Italy. Hence, alumni who live outside the Beltway may participate.

There are now five Bureau coordinators at USAID, a significant expansion from the time the mentoring program started with only one Bureau (E&E). These coordinators are expected to stay in touch with mentees in their respective bureaus, identify issues and future needs. The current plan is to recruit mentors and mentees twice per year. Each paired relationship is intended to continue for six months but is extendable if the mentor and mentee chose to continue the relationship.

The EXCOM congratulated the Committee for this excellent program, which has become one the UAA’s best known and major accomplishment to-date.

8. Other Issues:

Jim Michel will check with DC government authorities on whether the UAA, as a non-profit organization registered in DC, must have at least one of its Board meetings each year in the District. While the UAA has had one Board meeting at DACOR-Bacon House each year, this may no longer be required under the recently revised DC law.

9. Next Meeting:

The next meeting of the UAA Executive Committee will be on April 17, 2014 from 10:30 AM to 12:30 PM at TetraTech's offices in Arlington, VA.

Attachments:

- A. Financial Report of the UAA as of 2/28/14
- B. UAA Membership and Contribution Summary for February

Compiled by KS and FA 3/27
Edited by FA on 3/29/14

Financial Report of the UAA as of February 2014

❖ Checking account balance as of January 31, 2014:	\$10,094
• Member contributions received in February:	1,300
• Disbursements for the month:	392
○ Intern:	\$ 0
○ Web site:	201
○ Miscellaneous:	<u>191</u>
❖ End of February LFCU checking account balance:	\$ 11,002

Note: UAA/ LFCU savings account balance as of 2/28/14: \$10,057

ATTACHMENT B

UAA Membership and Contribution Summary
February 1, 2014 – February 28, 2014
Includes 2013 Data for comparison

Alumni Registration Summary:

New Alumni Registrations, Feb 1 – Feb 28:	5
Total New Alumni Registrations for 2014 to-date:	16
Total Registered Alumni to-date:	820

Newly Registered Alumni since last report:

Aleksandra Braginski
Rick Gold
Charles Schwartz
James Unti
James Walk

Membership Contribution Summary:

Alumni Contributions, Feb 1 – Feb 28:	16
Total Number of new contributors for 2014 – to-date (no 2013 contribution):	16
Total Number Contributors 2014 to date:	92
Total Number of Contributors through February 2013:	111
Total Number of \$100+ Contributors, Feb 1 – Feb 28:	4
Total Number of \$100+ Contributors for 2014 to-date:	27
Total Number of \$100+ Contributors through Feb 2013:	45

Contributions received since last report from:**Friends of the UAA: 4 (2 new *)**

Carlton Bennett *
Peter Bloom
Paul Isenman *
Nancy Tumavick

Contributing Members: 12 (2 new *)

Tim Anderson *

Peter Askin

Juan Buttari

David Cohen (+ \$75 Jan 2014 = "Friend" level)

James Dunlap

Randolph Harris

James Kelly

Mary Lee McIntyre *

Marianne O'Sullivan

Donna Stauffer

James Unti

Moenes Youannis