

**Minutes of the UAA Executive Committee Meeting**  
**Thursday, September 25, 2014**  
**10:30 am - 12:30 pm**  
**TetraTech Offices**  
**1320 N. Courthouse Rd, Ste. 600, Arlington, VA**

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

**Board Member not attending:** David Eckerson

**Committee Co-Chairs attending:** Owen Cylke, Paula Goddard, George Hill, Marilyn Schmidt, Nancy Tumavick and Jerry Wood

**Committee Co-Chairs not attending:** Ann Van Dusen, Bill Anderson

**Meeting Chair:** Nancy Pielemeier

**Executive Assistant:** Kristina Short

**1. Approval of Minutes from the August 19, 2014 Executive Committee (EXCOM) Meeting:**

The minutes were approved after a brief discussion clarifying:

- Board agreement that, while the UAA will seek to include at least one recent USAID alumnus on the slate of candidates for Board positions, this will be included in the Guidance for the UAA Nominating Committee as a policy preference and not a requirement (see next paragraph). When a recent alumnus is not represented on the Board, the EXCOM will seek to include a recent alumnus on the EXCOM through appointment of Committee Co-Chairs.
- The Board approved at its August 2014 meeting the policy guidance that will guide the work of the current and future Nominating Committees. This “Guidance for the UAA Nominating Committee: mandate, functions, procedures and criteria for selecting a slate of candidates for election to the Board”, is now official policy of the UAA and is included in these Minutes as **ATTACHMENT C**.
- The fee for AGM attendance by 2014 non-contributing alumni will be set at \$20 to cover lunch and other refreshments.

**2. Finance and Membership Reports:**

The financial report as of August 31 was circulated to EXCOM members prior to the meeting (see **ATTACHMENT A**). It was noted that, as anticipated, expenditures related to the 2014 Annual General Meeting will be higher in 2014 than in 2013 due to the introduction of the “alumni of the year” awards program, and higher catering fees due to a higher number of invitees (e.g., USAID Young Professionals and USAID panel members).

The UAA Executive Assistant circulated the August 2014 membership report (see **ATTACHMENT B**) prior to the meeting:

**Registered Alumni:** One new alumna registered with the UAA in August, bringing the number of alumni newly registered in 2014 to 50 and the total number of registered alumni as of August 31 to 852.

**Contributing Members:** 16 alumni made their annual membership contributions in August, bringing the total number of 2014 contributing members to 171 (in contrast to 192 as of Aug. 31, 2013, or 21 below the pace set in 2013). Eight of the 16 alumni contributed at the \$100+ level, bringing the number of \$100+ contributors in 2014 to 64, almost identical to the figure to-date in 2013 (which stood at 65 as of Aug. 31, 2013).

A strong increase in membership contributions followed the Membership Contribution Reminder sent to alumni on August 14.

### **3. Annual General Meeting:**

The AGM Committee met on Tuesday, Sept. 23 with Amanda Leverett, CGD Events Coordinator and Casey Dunning, the UAA’s liaison at CGD, to review the logistic details of the upcoming AGM.

#### **Capturing AGM content:**

CGD will video the plenary discussions and, potentially, the breakout sessions. The CGD videos will be added to the UAA website, as well given to USAID. USAID Counselor Susan Reichle has indicated the possibility of making the videos available to USAID staff, including overseas missions. David Cohen will serve as the UAA contact for CGD audio/visual needs.

It was agreed that the UAA would have volunteers prepare notes of the discussion at each of the six panels for later dissemination to the alumni and USAID. The following Executive Committee members volunteered to compile content:

- David Cohen – Democracy, Human Rights and Governance
- Owen Cylke - Capacity Building (India Case Study)
- Carol Peasley - Agriculture; Administrator Shah’s speech and Q&As
- Nancy Pielemeier - Health
- Alex Shakow - Analytics; Peter McPherson’s session
- Jerry Wood - Private Sector Engagement

Frank Almaguer will compile all these notes into one AGM report for the record.

Revised AGM schedule and agenda:

The AGM will begin at 8:00 AM and end at 3:00 PM. The start and end times were revised to allow for additional time for registration and socializing, while ensuring that the substantive portions of the agenda receive adequate time allotments. The morning schedule is as follows:

- 8:00 - 8:45 - Registration and coffee
- 8:45 - 9:15 – Opening session with updates from the UAA Co-Chairs, Committees, and introductory remarks
- 9:15 – 9:25 - Welcome by the CDG Director
- 9:30 – 10:00 – Keynote by former USAID Administrator Peter McPherson.
- 10:15 -1:00 - Panel discussions (two sessions of three panels each)

The opening session will include a quick overview of highlights from 2014, make note of the September 2014 Board report to members and available committee handouts. The Co-Chairs will encourage alumni to volunteer to become active participants in the UAA committees. (The EXCOM agreed that in the interest of time, Committee Co-Chairs would provide handouts to all participants summarizing Committee activities in 2014 as well future goals and plans. Volunteer sign-up sheets will be available.)

Kristina Short will research the cost of folders or other methods for organizing the agenda and handout packets for each attendee.

Important Dates:

- September 29 - September Newsletter
- October 7 - AGM Reminder with Report to Members
- October 17 - Board Elections Reminder

Advertising:

Committee members discussed the following advertising actions to be taken:

- EXCOM members will reach out to colleagues to encourage attendance;
- Kristina will provide EXCOM members with a list of AGM registered attendees as of October 10;
- Don Soules will reach out to Florida and NC alumni;
- Committee Co-Chairs are to provide Kristina with final versions of their handouts by Friday, October 17.

Introductions:

The Co-chairs will introduce the guest speakers: Nancy Birdsall, Peter McPherson and Rajiv Shah.

Logistics/Other:

The EXCOM concurred on having the new UAA logo displayed onscreen for the duration of the meeting. David Cohen will work with the CGD AV team to formalize how this will work.

The EXCOM agreed that there would not be time for USAID's Public Affairs Bureau (LPA) to hold a briefing at the close of the meeting. The UAA will make available to all attendees LPA's new public outreach pamphlet. The EXCOM also will commit to organizing an LPA briefing in the near future. Carol will ask LPA for copies of *Frontiers in Development* book for distribution at the AGM. Robert Clay will make available the volume on "*50 Years of Global Health*."

#### Presentation of Alumni Awards:

Margaret Carpenter will present the award, if available, with Frank Almaguer serving as the alternate presenter. The award presentation will take place either before or after Administrator Shah's speech and a one-page handout with a description of the award will be included in attendee packets. The awards recipients will be publicly recognized at this time, with an oral synopsis of the individual accomplishments that led to the award. A separate handout with award winners/brief bios will be distributed during the award presentation.

#### **4. Operating Committee Reports:**

##### **Membership:**

Nancy Tumavick relayed the Committee's plans to host one additional event toward the end of 2014, and asked that any suggestions for location, preferably a residence, be sent to her as soon as possible.

Alumni groups in North Carolina and Florida are reasonably active. Two new retirees with whom Diane Ponasik spoke at the Retirement Seminar volunteered to organize alumni in their respective cities/regions: St. Louis and Southern California.

Paula Goddard informed the EXCOM of her intention to step down as Co-Chair of the Membership Committee. The EXCOM recognized her valuable contributions to the UAA and expressed its thanks to Paula, on behalf of all alumni, for six years of dedicated service to the UAA.

##### **Development Issues:**

The committee met on September 23, 2014 at SID, with 10 attendees.

Owen Cylke informed the EXCOM of his intention to step down as Committee Co-Chair. The EXCOM recognized Owen's exemplary contributions to the UAA and expressed its deep appreciation for Owen's untiring efforts on behalf of the UAA and the Development Issues Committee.

Jim Michel nominated Jim Fox for appointment as Committee Co-Chair, with all UAA Board Members welcoming this addition to the EXCOM and voting in favor of this appointment.

### **Public Outreach:**

Carol Peasley met with Susan Reichle, USAID Counselor. Susan indicated that USAID is now prepared to provide support for an oral history project. Susan, along with Carol P., will meet with Ken Brown at Academy of Diplomatic Studies and Training (ADST), as well as the new head of the ADST's Oral Histories project, to work out logistics, volunteer time, and solicitation of interviewers. Carol also will reach out to Haven North regarding his previous work on USAID oral histories through the ADST.

Susan Reichle also contacted LPA to ask whether USAID's new "message manual" could be distributed at the AGM. LPA responded positively; 100 copies of the manual will be made available at the meeting. LPA will also work with the UAA to organize a "training session" for UAA members interested in learning how to communicate more effectively [and currently] about USAID's mission and results. There will be further discussion between USAID and the UAA on public outreach.

Carol will also discuss with Susan Reichle whether USAID, as part of any grant to the ADST for additional oral histories, would consider providing additional resources to support UAA's effort to compile a bibliography of publications by USAID alumni.

Owen Cylke offered to send Carol the name of the individual who filmed alumni at the behest of USAID on S&T issues and suggested that it would be advantageous to partner with a university.

Carol reported that John Champagne has expressed an interest in being more involved with Public Outreach and will follow-up.

### **Strengthening USAID:**

Jerry Wood updated the EXCOM on the UAA/USAID Mentoring Program. Currently, there are 32 active mentoring pairs, resulting in 26 active partnerships. The committee has received responses to a recent survey from 20 mentors and 13 mentees, including from nine mentor-mentee pairs. The committee will meet with USAID coordinators on September 25 and will have a report for circulation soon.

The committee is aiming to launch new cohort of mentor/ mentee pairs in October and has received responses from 17 alumni to the August 22 call for volunteers.

### **5. Website:**

David Cohen reported that the UAA has hired a new Webmaster to replace Sean McKee, who resigned his position for personal reasons. The new Webmaster is Mr. Pedro (Don) Abalos.

### **6. Nominating Committee:**

Executive Committee members discussed and agreed that individuals who are not currently members of the UAA are eligible to run for the UAA Board, but cannot serve until they become members. Frank Almaguer will revise eligibility requirements for Board Candidates to clarify this distinction.

#### **7. Proposal for UAA to engage in developing a history of USAID:**

The EXCOM discussed Alex Shakow's "modest proposal" that the UAA consider supporting efforts to develop a written history of USAID. It was acknowledged that this would be an extremely large undertaking that would require both financial and logistical support from external sources.

There was EXCOM agreement that the UAA cannot take on a project of this scope by itself. Therefore, it will need to explore potential outside collaborations in addition to reaching internal consensus on the scope of this initiative. This idea will be subject of continuing discussion and review in upcoming EXCOM meetings.

#### **8. Next Meeting of the Executive Committee:**

The Executive Committee will hold its next meeting on Thursday, October 16, 2014 from 10:30 AM – 12:30 PM at TetraTech in Arlington.

#### **ATTACHMENTS:**

- A. Financial Report
- B. Membership Report
- C. Guidance for the Nominating Committee

Drafted by KS; edited by FA on 10/5/14 & 10/9/14

**ATTACHMENT A****Financial Report of the UAA as of August 31, 2014**

❖ Balance as of July 31, 2014		\$6,880.69
• Member contributions received in August:		\$2,075.00
• Disbursements for the month:		\$1,024.28
○ Intern:	\$708.25	
○ Web site:	148.00	
○ Miscellaneous	48.03	
○ Logo	120.00	
❖ End August balance:		\$7,931.41

Note: UAA savings account balance: \$10,062.03

**ATTACHMENT B**

**UAA Membership and Contributions Summary**  
**August 1, 2014 – August 31, 2014**  
*Includes 2013 Data for comparison*

**Alumni Registrations Summary:**

New alumni registrations, August 1 – August 31:	1
Total new alumni registrations for 2014 to-date:	50
Total registered alumni to-date:	852

**Newly registered alumna since last report:**

Cathy Bennett Warner

**Membership Contributions Summary:**

Alumni contributions, August 1 – August 31:	16
Total number of new contributors for 2014 - to-date (no 2013 contribution):	34
Total number of contributors for 2014 – to-date:	171
Total number of contributors through Aug. 2013:	192
Total number of \$100+ contributors, Aug 1 – Aug. 31:	8
Total number of \$100+ contributors for 2014 to-date:	64
Total number of \$100+ contributors through Aug 2013:	65

**Contributions received since last report from:****Friends of the UAA: 8 (0 new \*)**

Hank Bassford  
 Elena Brineman  
 Wilma Ditter  
 John Pielemeier  
 Jeffery Malick  
 Dwight (Al) Smith  
 Kiertisak Toh  
 Janice Weber



**Contributing Members: 8 (0 new \*):**

Gerard Bowers  
C. Stuart Callison  
Gene V. George  
Connie Johnson  
Raymond Martin  
Stafford Mousky  
Paul Thorn  
Rob Thurston

September 2014

## Guidance for the UAA Nominating Committee

### Mandate, functions, procedures and criteria for selecting a slate of candidates for election to the Board

The purpose of this document is to clarify and establish UAA practice with respect to the functions of the Association's Nominating Committee and to provide guidance for future members of this *ad hoc* Committee of the UAA Board. The Board reviewed and approved this guidance at the September 25, 2014 Executive Committee meeting,

**Mandate:** Article IV, Section 4, of the UAA By-laws provides that "no later than six months following each annual election, the (UAA) Board shall appoint a Nominating Committee of three Board members, whose duty will be to solicit suggestions for nominees for Board positions scheduled to be filled at the next annual election." In accordance with that mandate, the Board has established the following guidance.

**The functions** of the Nominating Committee are to:

- a) Inform the UAA contributing members (i.e., eligible voters) on a timely basis (i.e., at least two months in advance of the scheduled election) on the upcoming election and the procedures that will be followed.
- b) Request from the UAA membership expressions of interest in serving on the Board.
- c) Compile a list of candidates who have expressed an interest in serving on the Board.
- d) Review the eligibility of each of the candidates. Article IV, Section 1, of the By-laws stipulates that Board members "must be members of the Association." Candidates who are elected must meet that requirement before assuming a seat on the Board. This includes becoming a registered member and making a financial contribution in the current calendar year prior to assuming the Board seat to which the candidate was elected.

- e) Among the candidates, identify those who meet the core criteria listed below and who would add strength and be conducive to having an effective and representative Board.
- f) Recommend to the Board the candidates identified as meeting those criteria for approval to be included in the Board's recommended **"slate."**
- g) Provide the UAA contributing members (i.e., eligible voters) with a ballot listing:
  1. The "slate" of eligible candidates approved by the Board as best meeting the applicable criteria;
  2. All other eligible candidates who have expressed a desire to be listed as candidates; and
  3. Space for "write-in" candidacies.
  4. A short CV on each candidate (as prepared by the candidate).

The Nominating Committee will seek candidates through the Association's website, the UAA newsletter, and other means to ensure that well qualified candidates are identified and that there is widespread information on the upcoming election and on what interested individuals need to do (1) to become candidates and/or provide suggestions for nominees to fill the open positions; and (2) to assume a seat on the Board if elected.

**Procedures:** The Committee shall receive nominations until the announced deadline, which will be no later than five weeks before the date of election.

Immediately after the deadline for nominations, the Nominating Committee shall:

- Validate the eligibility of all of the names submitted for candidacy and compile information on all eligible candidates for sharing with the membership, and
- Develop a proposed slate of candidates who are considered by the Nominating Committee to be the best fit for the Association's projected needs and activities for the coming cycle.
- Report to the Board its recommendations concerning the slate and other eligible candidates.

Upon receipt of the Nominating Committee's report, the Board finalizes the slate of candidates and disseminates to all Association contributing members:

- a. The names and biographic information concerning all of the candidates;

- b. The list of those candidates selected by the Board to be on the slate; and
- c. A description of election procedures, including opportunities for electronic voting prior to the Annual General Meeting and for voting by mail or in person at the Annual General Meeting.

While the slate of candidates must be no less than the number of available vacancies on the Board, the Nominating Committee may recommend and the Board may approve a slate of candidates that exceeds the number of available vacancies.

**Core criteria for selecting candidates to be on the “slate”:**

In approving candidates to be included in the slate, the Board shall consider:

- Demonstrated commitment to the UAA’s goals and objectives;
- Ability to represent the interests of the UAA and its registered alumni in diverse external and internal settings;
- Experience and skills in the fiduciary, social and development areas covered by UAA activities;
- A strong record of teamwork;
- Willingness and ability to attend Board and other meetings regularly; and
- The need to promote diversity and fill gaps in the Board membership with regard to gender, regional and technical areas of service, periods of service to ensure representation of both recent and longer-term USAID alumni, and types of appointment (e.g., FS, CS, AD, FSN, PASA, PSC, etc.). The objective is to have a Board composition that reflects the diversity of the alumni community.