

Minutes of the UAA Executive Committee Meeting
Thursday, December 18, 2014
10:30 am - 12:30 am
TetraTech Offices
1320 N. Courthouse Road, Arlington, Virginia

Board Members Attending: Frank Almaguer, David Cohen, Carol Peasley, Denise Rollins and Alex Shakow

Board Members Not Attending: David Eckerson and Nancy Pielemeier

Committee Co-Chairs Attending: Jim Fox, George Hill, Jim Michel, Marilyn Schmidt and Nancy Tumavick

Committee Co-Chairs Not Attending: Bill Anderson, Owen Cylke, Ann Van Dusen and Jerry Wood

Office Assistant absent: Kristina Short

Meeting Chair: Alex Shakow

1. Approval of the November 2014 EXCOM Meeting Minutes:

The Minutes of the November 20, 2014 Executive Committee (EXCOM) meeting were reviewed and approved.

2. Report on Finances and Membership:

See **Attachment A** for the November 2014 financial report. George Hill and Frank Almaguer reported that the UAA is running ahead of 2013 in terms of revenue, thanks in part to the relatively high number of members who contributed at the “Friends of the UAA” level.

The EXCOM agreed that a call for contributions for 2015 would be sent to registered alumni in January 2015. This message will be followed by personalized solicitations in February 2015, as necessary.

The November Membership Report is included as **Attachment B** of these Minutes.

Next steps:

- Kristina will circulate the draft January 2015 “call for membership contributions” for feedback and revisions by the EXCOM.
- Kristina will review and compare the list of contributing members with the list of registered alumni in the UAA directory to ensure that all contributing members appear in the directory (unless an individual has opted out of the directory), as well as facilitate the process of keeping both lists current.
- Although absent from the meeting, Kristina has reported via email that she is working on a statistical summary of alumni registrations, membership contributions and other data (e.g., geographic location) going back to the early days of the Association. This is intended to help the EXCOM – and the Membership Committee in particular – identify additional ways of reaching out to alumni and increase both registrations and contributions in the coming year. This report will be discussed at the January 2015 EXCOM meeting.
- David Eckerson will be asked to discuss with HR (upon his return from international travel) the process being followed by HR to ensure that retiring USAID employees receive information on the UAA. The process agreed on between the UAA and HR apparently is not being followed consistently (some recent retirees have not received the agreed-upon information from HR).
- David Eckerson also will be asked to raise with HR the discrepancy between the State Dept. practice of sharing names and addresses of retirees in the Foreign Service system (including USAID retirees) with the new Diplomacy Center for solicitation purposes and the USAID practice of declining to share comparable information with the UAA. The UAA would like to have access to contact information for USAID retirees for purposes of inviting them to register with and to contribute to the UAA.
- Frank Almaguer will reach out to the new State Dept. Director General of the Foreign Service (Arnie Chacon) to discuss sharing of retiree lists and to ensure that all UAA registered alumni are invited to participate at the annual Foreign Affairs Day in May.

3. Status of the Draft 2015-17 Strategic Plan and Membership Survey:

Jim M. reminded the EXCOM that it will need to finalize the Strategic Plan at the January meeting based on feedback from Committees and membership.

Next Steps:

- All Committee Co-chairs were asked to review their draft Committee plans for the coming year so that these can be reflected both in the UAA Strategic Plan for 2015-2017 and the 2015 budget that will also be reviewed and approved at the January meeting. These plans should also consider the results of the recent *Membership Survey* to be conducted in early January.
- Kristina should circulate the Membership Survey feedback as soon as possible.
- Based on an earlier EXCOM decision, Newsletters will be issued monthly starting in January 2015.

- Proposed changes in the draft Strategic Plan should be communicated to Jim by no later than January 12 so that he can reflect those changes in the final draft document that will be presented to the EXCOM for approval at its January meeting.
- Similarly, budget implications should be shared with Frank and George as soon as possible so that they can be reflected in the draft budget document to be reviewed and approved at the January meeting (see Section 4 below).

4. 2015 Budget Discussion:

Frank shared a preliminary draft budget for 2015 and explained the assumptions in the draft. The EXCOM was satisfied with the preliminary assumptions for 2015 revenues: \$22,800 in membership contributions – a 5% increase from anticipated 2014 contributions – and a projected checking account carry-over balance of \$5,000 as of 12/31/2014, for a total of \$27,800 in projected availability.

The EXCOM noted that the UAA maintains a healthy savings account balance of some \$10,400, which has not been touched to-date. It was the consensus of the group that if there were worthy project proposals, the EXCOM would be willing to tap part of these funds to help finance the 2015 budget.

Next step:

- Frank will circulate within a week an updated draft 2015 Budget, based on feedback received from the EXCOM.
- Committees are asked to use that revised draft as a template to update their budget submissions (per Section 3 above) for review and approval at the January EXCOM meeting.

5. 2014 and 2015 Annual General Meetings:

Jim Michel reminded the EXCOM of the need to constitute formally an AGM Committee. At the November meeting, the EXCOM accepted Nancy Pielemier's offer to take the lead on AGM preparation.

The EXCOM agreed that the AGM Committee for 2015 would consist of EXCOM members Nancy Pielemeier (Chair), Frank Almaguer, George Hill, Carol Peasley, Denise Rollins and Alex Shakow. It was noted that other EXCOM members might be asked to participate, particularly as the planning process for the 2015 AGM advances.

Next Step:

- AGM Chair Nancy Pielemeier plans to convene a meeting of this Committee on/about January 12, 2015.

6. UAA Affiliations and Dissemination of Information to Registered Alumni:

Earlier this month, the Diplomacy Center Foundation Chair, Amb. William Harrop, requested the UAA to join sister organizations (e.g., DACOR, AFSA, ADST, etc.) in co-signing a letter to the retirees from State, USAID and other foreign affairs agencies soliciting individual contributions for the recently established Diplomacy Center, which will feature the history and practice of American diplomacy, including development. Based on e-mailed support from most EXCOM members, Carol Peasley co-signed the letter on behalf of the UAA.

The EXCOM discussed whether the UAA mailing list should be used to support such efforts in response to similar requests from other affinity groups (e.g., CGD, SID, InterAction, etc.). The EXCOM concluded that we would respond to such requests on a case-by-case basis, rather than issuing a broader policy at this time. The EXCOM also agreed to indicate in an upcoming Newsletter that interested UAA registered alumni can sign up with the CGD to be placed on that organization's mailing list.

The EXCOM also renewed a discussion tabled two years ago regarding whether and in what ways the UAA might establish various forms of affiliation with sister organizations (DACOR, AFSA, etc.) or affinity groups (CGD, SID, etc.). The consensus was to review this matter on a case-by-case basis. There was consensus that UAA relationships with these external groups are progressing satisfactorily without the need to formalize them. No further action on this issue is required at this time.

The EXCOM also discussed the possibility of sharing with registered alumni on a regular basis articles in the mass and specialized media on issues of potential interest to the alumni community, including development issues and USAID activities. The EXCOM requested the Membership Committee to review this matter and to offer a recommendation to the EXCOM at a future date.

7. Operating Committee Updates:

Membership:

The Membership Committee will continue to consider and provide recommendations to the EXCOM by its March 2015 meeting on the sharing of articles (as discussed in Section 6 above), as well on actions that may further the UAA's objective of expanding its list of registered alumni to reach 1,000 registrations by the end of 2015.

The social event planned for Saturday, February 7 at David Eckerson's home is in the planning stage and further details on the event will be published in early January.

Development Issues:

- The Committee, in partnership with DACOR, held a highly successful Development Dialogue with Amb. Carlos Pascual on Dec. 17. Several UAA events are already in the calendar for DACOR and at the USAID Learning Center. Alex Shakow continues to line up speakers for additional events to be held during the next several months.
- Jim Michel outlined the themes for which Development Issues Committee members have volunteered to organize program activities in 2015. These include:
 - Climate Change, to be led by Steve Klein and Tom Fox;
 - Effective Donor Engagement and Local Ownership, led by Jim Fox;
 - Economic Growth, led by Juan Buttari and Paul Mulligan; and
 - Institutional Capacity Development, led by Ken Lanza
- Alex S. will continue to work with external partners (e.g., CGD) to further advance the proposal for preparation of a history of USAID. Alex will continue to report on a regular basis to the EXCOM on the evolution of this project.

Public Outreach:

- Carol Peasley reported that there has been further discussion between USAID and the ADST on expanding USAID alumni participation in the oral history project managed by the ADST. At this point, the ball is in USAID's hands and, given USAID active interest, it is unlikely that the UAA will need to make available an "incentive contribution" as had been previously discussed.

Strengthening USAID:

- David Cohen reported that the mentoring program continues to grow and expand. The original goal was to add 10 mentors in this phase of the program. This goal has been exceeded, with 17 pairs already made and an additional pairing in progress. The addition of these 18 new pairs brings the total number of active mentoring pairs in the program to 40. Training for mentors will take place on January 8. Bureau-based coordination is working well.

8. Other Business:

A. Hostages: The EXCOM discussed the recent release of DAI Contractor Alan Gross. The UAA wishes to express public satisfaction for this happy outcome. At the same time, the EXCOM agreed that the UAA should remind USG authorities that additional efforts are needed to seek the release of USAID contractor Warren Weinstein, who is being held in Pakistan. It was noted that the UAA letter of June 30, 2014 to Secretary Kerry and Administrator Shah has not been answered.

Next Steps:

- Alex Shakow volunteered to draft a letter to the Secretary and the Administrator to congratulate them on the safe release of Mr. Gross and to request further efforts for the release of Mr. Weinstein. Alex will secure e-mail clearances from the EXCOM to ensure that the letter goes out before the upcoming holidays.
- Alex will also try to share our letters on the subject with Mr. Gross.

B. Website: David Cohen reported that the UAA website has experienced in 2014 a 15% increase in the number of “hits” as compared to 2013. He also reported that the contract to include videos in the website will be allowed to lapse since usage has been minimal.

The EXCOM discussed the overall appearance of the website, which currently has a great deal of text in its cover page. David explained that we have been trying to balance the desire to add material while facilitating access by alumni who may not be computer savvy.

Next Step:

- David C. will consider the issue in consultation with the new UAA Webmaster. David will be seeking a small budget allocation to facilitate the development of a refreshed and simplified home page.

C. EXCOM Conflict of Interests Policy: New EXCOM members signed and submitted the form attesting that they understand and will abide by the UAA’s Conflict of Interests Policy.

9. Next Meeting:

The January 2014 meeting of the UAA Executive Committee will take place on Thursday, January 15, 2015 from 10:30 AM - 12:30 PM at TetraTech’s offices in Arlington, Virginia.

ATTACHMENTS:

- A. Financial Report for November 2014
- B. Membership and Contributions Summary

Drafted by FA 12/20/14; edited 12/27/14 & 1/4/15

Attachment A

Financial Report of the UAA as of November 30, 2014

❖ Balance as of end October, 2014		\$5,966.06
• Member contributions received in November	\$	645.00
• Disbursements for the month:		\$1,151.60
○ Miscellaneous	\$154.10	
○ Web site	45.00	
○ Executive Assistant – Oct.	<u>952.50</u>	
❖ End November balance:		\$5,459.46

Note: UAA savings account balance: \$10,264.58

**UAA Membership and Contributions Summary
November 1 – 30, 2014**

Includes 2013 Data for comparison

Alumni Registrations Summary:

New alumni registrations, Nov. 1 – 30:	3
Total new alumni registrations for 2014 to-date:	67
Total registered alumni to-date:	856

Newly registered alumni since last report:

Naveed Athar Sheihk
Sherif Mowafy
Denise Rollins

Membership Contributions Summary:

Alumni contributions, Nov. 1 – 30:	3
Total number of new contributors for 2014 - to-date (no 2013 contribution):	46
Total number of contributors for 2014 – to-date:	228
Total number of contributors through Nov. 2013:	238
Total number of \$100+ contributors, Nov. 1 – 30:	1
Total number of \$100+ contributors for 2014 to-date:	77
Total number of \$100+ contributors through Nov 2013:	78

Contributions received since last report from:

Friends of the UAA: 1 (0 new *)

Paula Goddard

Contributing Members: 2 (0 new *):

Oliver Davidson
Philip Birnbaum