

**Minutes of the UAA Executive Committee**  
**Thursday, March 26, 2015**  
**10:30 am - 12:30 pm**  
**TetraTech Offices, 1320 N. Courthouse Road, Arlington, VA**

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

**Committee Co-Chairs Attending:** Jim Fox, George Hill, Jim Michel, Marilynn Schmidt, Nancy Tumavick and Jerry Wood

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

**UAA Executive Assistant:** Kristina Short

**Meeting Chair:** Alex Shakow

**Note:** This EXCOM meeting was scheduled for Thursday, March 19 but was subsequently moved to March 26 to accommodate EXCOM members who could not be present on the originally scheduled day.

**1. Approval of February 19, 2015 Executive Committee Meeting (EXCOM) Minutes:**

The UAA Board reviewed and approved the Minutes of the February 19, 2015 EXCOM meeting.

**2. Finance and Membership Reports:**

Frank reported that in CY 2014 the UAA received \$4,300 more in contributions than in CY 2013 (\$22,035 vs. \$17,636 – almost a 25% increase in cash contributions year-to-year and ahead of the anticipated collections for 2014 of approximately \$19,500).

The Finance and Administration Committee is working to improve and correct issues that have surfaced in our recordkeeping with regards individual contributions. While 100% of the contributions are accounted for, there have been instances in which contributors did not receive an acknowledgement of the contribution. The problem appears to stem from issues with Click and Pledge, the UAA's electronic vendor. George Hill retrieved a record from Click and Pledge of all payments received during CY 2014 and for the period January 1 - March 8, 2015 and he and Kristina are reconciling all relevant data. From now on, George will download from Click and Pledge a list of all electronic contributions received monthly and reconcile that list with receipts for individual contributions generated during that month. Kristina and George will reconcile monthly the list of contributors to ensure that all contributions are recorded in the UAA records on a timely basis.

In response to reports by a few of our registered alumni that their UAA messages are being automatically sorted into spam folders, Kristina will send a message to all registered alumni encouraging them to add [usaidalumni.org](http://usaidalumni.org) as a “favorite” in their preferred e-mail list.

Kristina will determine whether alumni are able to update their own information (e-mail address, phone number, etc.) in Constant Contact and, if so, will draft a request for registered alumni to review/ update their information. She will also work to reconcile the list of contributors obtained by George with the current e-mail distribution list and the alumni directory on the UAA website.

**Next steps:** George and Kristina will report at the April EXCOM meeting on progress in achieving full reconciliation of the various financial and membership reports for 2014 and for 2015 to-date, as well as on any additional steps that may be necessary to ensure that all internal record-keeping systems meet the UAA’s operational requirements and the membership’s information needs.

The Financial Report for March (**ATTACHMENT A**), the Membership Report for February (**ATTACHMENT B**), which was not available at the time of the March EXCOM meeting and the March Membership Report (**ATTACHMENT C**) are part of these Minutes.

### **3. USAID HR Commitments:**

David Eckerson and Nancy Tumavick coordinated the printing of UAA brochures and letters to be sent by HR to 323 USAID CY2014 departing employees. We understand that HR has mailed those letters. From now on, HR will include UAA information in all departure packages of individuals eligible to join the UAA (i.e., over 18 months of service in a direct appointment with USAID).

The EXCOM expressed its gratitude to David and Nancy T. for their effort and to HR for taking on this role.

### **4. Monthly Newsletter:**

EXCOM members discussed the monthly newsletter to be distributed on March 31. That newsletter will include

- An announcement for the annual Spring Reception, urging alumni to RSVP as early as possible. A separate announcement will be distributed in late April noting that the deadline to RSVP is May 15. EXCOM members were urged to send to Carol and Alex by April 3 the names of USAID staff who they feel should be invited to the Spring Reception.
- A contribution reminder, including a note regarding who to contact if any alumnus believes that he or she has contributed for 2015 but is not included on the 2015 membership list. This note will be added to all future contribution solicitations and Kristina will include a note at the top of the 2015 membership list specifying the date through which the list is updated.

- The announcement drafted by Carol Peasley soliciting nominations for the 2nd Annual Alumni Awards. This call for nominations will also be distributed separately at a later date.
- The March Newsletter will also include two alumni profiles.

### **5. UAA Board meeting with Senior USAID Staff:**

Alex Shakow, Carol Peasley, Jim Michel, Frank Almaguer, Nancy Pielemeier, David Cohen and David Eckerson met with senior USAID staff including Counselor Susan Reichle, AA for Public and Legislative Affairs Chuck Cooper, the Chief Strategy Officer Carla Koppell, as well as Jake Grover and DAA Pat Raider from PPL.

Carol and Alex advised that Ann has since received follow-up correspondence from Todd Stubbendike, at the request of Chuck Cooper, regarding Public Outreach issues. USAID expressed particular interest in having alumni participate in career talks.

Other items of discussion included the management and institutionalization of USAID reforms, the interest of UAA in being listed as a regular recipient of USAID invitations and informational notices for external groups, the Acting Administrator's interest in meeting periodically with select alumni on issues of interest to him and the possibility of hosting a joint event when the bibliography of alumni publications being prepared by John Pielemeier is ready for release.

**Next step:** Carol will follow-up with a message thanking USAID staff for meeting. It will provide specifics regarding points of contact within the UAA and suggested next steps. Committee members agreed on the need to institutionalize the linkage between UAA and USAID at all levels.

### **6. 2015 Annual General Meeting:**

Carol Peasley and Nancy Pielemeier met with Susan Reichle in early March to discuss the proposed agenda. Reichle identified those subjects of particular interest to USAID at this time, which include:

- Ending extreme poverty and comparing current efforts to those of the past (e.g., with earlier "meeting basic human needs" and "Development Fund for Africa" legislation),
- Dealing with natural and manmade disasters, and
- USAID's role in countries that are foreign policy priorities but not necessarily development priorities.

Jake Grover from PPL is point-of-contact for involving younger USAID staff in the upcoming AGM.

The AGM committee will meet the week of March 30, 2015 and, following this meeting, will go back to USAID to discuss participation of USAID staff. The AGM Committee will coordinate with the CGD public outreach/advocacy team, including a meeting in early April.

The committee will also solicit ideas from alumni with Congressional experience, including experience in drafting legislation, to include in the topics being considered for the AGM agenda.

### **Nominations Committee:**

Frank Almaguer was appointed Chair of this ad hoc committee, which will also include continuing Board members David Cohen and Nancy Pielemeier. The terms of Board Members Frank Almaguer and Alex Shakow will end in October and they are not eligible for re-election (having served the maximum of two continuous terms). David Eckerson and Carol Peasley will conclude their first term in October and they are eligible for re-election. The seat vacated by Denise Rollins will be competed in October for a one-year term to maintain the ratio of Board members elected in any one year to no more than 3 or 4. However, in 2015, there will be election of five of the seven seats on the Board.

**Next step:** Frank will prepare an announcement to the membership seeking expressions of interest in running for seats on the Board.

### **Replacement for Denise Rollins:**

Prior to the EXCOM meeting Denise Rollins informed the UAA Board of her intention to resign from the Board because she has been rehired by USAID in a full-time position. She had been elected in October 2014 to serve a two-year term ending in October 2016. In accordance with the UAA Bylaws, when a position becomes vacant between annual elections, the Board will appoint a member to serve until the next election.

Several suggestions were made regarding potential candidates to fill Denise's position until the October 2015 elections, including members who have volunteered as mentors and those who have been regularly attending Development Dialogues and Friday Morning Sessions.

**Next steps:** EXCOM members were asked to send ideas on possible immediate appointees to the Board to Carol Peasley and Alex Shakow by April 3, 2015. This issue will be on the agenda of the April EXCOM meeting.

## **7. Operating Committee Reports:**

### **Membership:**

The committee discussed a possible change in the definition of a UAA Member to include eligible alumni who contribute less than the amounts suggested by the Board. The conclusion was that contributions in smaller amounts (which are made by some alumni) will continue to be received, but those making such smaller contributions will not be considered UAA members and, therefore, will not be eligible to hold office or vote in UAA elections.

**Next Step:** Kristina review the list of 2015 UAA Members on the website to ensure that it includes only those alumni only those who have contributed at the suggested amount for the current year.

Marilyn Merritt has volunteered to request that the AAAS organizers send information/web site link on the UAA to the list of AAAS participants, highlighting that former AAAS fellows are eligible for membership.

North Carolina alumni plan to have a get together in the fall. In addition to those NC alumni included in our Directory, there are at least an additional ten alumni in NC who will be invited to attend the gathering and, hopefully, they too will join the UAA.

### **Development Issues:**

The Committee will meet on March 26 and has 16 alumni signed up to attend.

The Economic Growth Group took the lead in organizing the March 23, 2015 Development Dialogue at DACOR with Steve O'Connell and the Climate Change Group has lined up Andrew Steer for a Development Dialogue to be held on April 13, 2015.

Jim Michel had a conversation with Steve O'Connell and Jake Grover on the possibility of planning events around the theme of ending extreme poverty within the context of economic growth and good governance.

### **Public Outreach:**

There were no representatives in attendance from the Public Outreach committee.

Nancy Pielemeier reported that the bibliography of material published by USAID alumni is on track for completion in April. A suggestion was made to include in the follow-up letter to Susan Reichle a report on the completion and format of the bibliography, as well as share information on how this material will be utilized.

Carol Peasley reported that moving forward on additional oral histories of USAID alumni will require grant support from USAID to ADST. She volunteered to help ADST to prepare the letter request from ADST to USAID.

### **Strengthening USAID:**

Jerry Wood reported that 50 responses were received on a survey to analyze the effectiveness of the mentoring project to-date. Twenty-two of the responses were from active mentors. Four or five alumni from the current group of mentors have yet to respond. Tracking the responses to-date reveals that the project is generally well received by the mentees and that most mentors are

actively engaged. Some mentors have indicated they would be ready for additional pairings with new mentees.

The committee planned a mid-March meeting with USAID Bureau coordinators. This meeting, however, has been pushed back, with a meeting now planned for the first week of April. The meeting agenda includes:

- Discussion of failed mentor-mentee matches,
- Review of the mentee screening process, and
- More active engagement of senior USAID Bureau staff in the project.

Jerry elaborated on possible reasons for failed matches, including:

- Mentorships viewed by some mentees as a box to be checked without a real commitment,
- Staff in the Missions stretched thin and being pulled into roles that more senior people would ordinarily have, and
- Managing time differences and finding free time in mentees' schedule.

Jerry noted that there is insufficient feedback to conclude that matches with only 1-2 meetings, or with contact lost after a month, failed. Oversight of these mentorships has not been systematic on the part of some USAID staff, creating information gaps.

The committee also reported receiving a message from Richard Whelden, PPL Coordinator, with a request that the UAA identify a mentor for the Agency's new Representative to the Africa Union, headquartered in Addis Ababa. Committee members with ideas of appropriate mentors for this challenging assignment, as well as for recently hired staff should send these names to Jerry. The committee will also follow up with mentors from previous cohorts who are no longer engaged in a mentoring relationship to assess their interest in continuing in the mentoring role.

## **8. Other Business:**

### **Report on website developments:**

David Cohen reported that the UAA website is now almost four years old but website usage has increased significantly during the past 5-6 months. In February 2015, 4,500 hits were recorded, with an average of 163 per day. Prior to this, the largest single month was December 2013 during which 3,800 hits were recorded. Four out of last five months have averaged over 100 hits per day.

### **History of USAID:**

Alex Shakow reported on continued efforts to gain support, secure funding and find author candidates.

### **Alumni Award Nomination Message:**

Carol Peasley will send the text of the message to Kristina for inclusion in the March UAA Newsletter. A separate message will be sent in April and responses will be sent to the same e-mail address as last year. Kristina will check the account to clear any spam since last year, and will ensure the award year is not part of the name of the e-mail address used for this purpose.

**Expanding the volunteer base:**

Alex called upon EXCOM members for ideas on how to expand the active volunteer base. Citing the success of the Development Issues Committee in expanding its number of volunteers, one method suggested to draw people in is through having program discussions in addition to business meetings. Additional suggestions from EXCOM members included:

- More timely follow-up with individuals who have indicated interest in participating,
- Asking already engaged individuals take on an even more active role in UAA activities,
- Encouraging alumni outside the Beltway who are already involved (i.e., mentoring program) to further engage them in organizing regional events and participating long-distance in committee activities,
- Changing perceptions of alumni outside the Beltway re. their ability to contribute,
- Highlighting what alumni, such as John Champagne, are doing from afar. Carol Peasley will work to compile profiles on John Champagne and John Heard, both of whom are actively involved in the UAA from a distance, and
- Identifying concrete tasks to draw in interested alumni.

**9. April 2015 EXCOM Meeting:**

The April meeting of the Executive Committee will take place on April 16, 2015 from 10:30 am - 12:30 pm at TetraTech's office in Arlington.

**Attachments:**

- A. Financial Report for March 2015
- B. Membership Report for February 2015
- C. Membership Report for March 2015

**Financial Report of the UAA as of March 31, 2015**

❖ Balance as of the end of February 2015	\$12,585.96
• Member contributions received in March	2,325.00
• Disbursements for the month:	1,525.93
○ Executive Ass't. - 2 Months:	\$1,237.50
○ Miscellaneous	110.93
○ Web site	45.00
○ UAA printing	207.76
❖ End of March balance:	\$13,385.03

Note: UAA LFCU savings account balance: \$10,267.17

## ATTACHMENT B

**UAA Membership and Contributions Summary**  
**February 1, 2015 – February 28, 2015**  
*Includes 2014 Data for comparison*

**Alumni Registrations Summary:**

New alumni registrations, Feb. 1 – Feb. 28:	8
Total new alumni registrations for 2015 to-date:	17
Total registered alumni to-date:	874

**Newly registered alumni since last report:**

Ali Kamel Ali  
 John Eriksson  
 Charles Mohan  
 Christopher McDermott  
 David Soroko  
 Erin Soto  
 John Thomas  
 Paul Vitale

**Membership Contributions Summary:**

Alumni contributions, Feb 1 – Feb 28:	53
Total number of new contributors for 2015 - to-date (no 2014 contribution):	18
Total number of contributors for 2015 – to-date:	98
Total number of contributors through Feb 2014:	101
Total number of \$100+ contributors, Feb 1 – Feb 28:	12
Total number of \$100+ contributors for 2015 to-date:	32
Total number of \$100+ contributors through Feb 2014:	26

**Contributing Members (41; 10 new\*\*)**

Caroline Abla\*\*  
 Ali Kamel Ali\*\*  
 Timothy Beans\*\*  
 Dianne Blane  
 Ed Butler

Margaret Carpenter  
 Robert Chase  
 Colette Cowey  
 Jonathan Conly  
 George Deikun  
 Regina Dennis  
 Carl Derrick  
 Will Elliott \*\*  
 Kenneth Farr  
 Alan Foose \*\*  
 Stephen Giddings  
 John Holley \*\*  
 Thomas Irvin  
 William Johnson  
 Mary Kilgour  
 Kristin Loken  
 Raymond Malley  
 Christopher McDermott \*\*  
 Robert N. Meriwether \*\*  
 Gary Merritt  
 Kevin Mullally  
 Margaret Neuse  
 David Ostermeyer  
 Allan Reed \*\*  
 Kian Schuerman\*\*  
 Donald Soules  
 Glenn Slocum  
 John Thomas  
 Joseph Van Meter  
 Ray Van Raalte  
 Nilka Varela  
 Paul Vitale  
 Jim Watson  
 Janice Weber  
 Moennes Youannis  
 Clarence Zuvekas

**Friends of the UAA (12; 2 new\*\*)**

William Anderson  
 James Brady  
 Edwin Chapman  
 Leslie Dean  
 Calista Downey (2 contributions of \$75)

B Loc Eckersley  
John Eriksson \*\*  
Howard Handler\*\*  
James Kelly  
Joseph Lombardo  
Marianne O'Sullivan  
David Sprague

**UAA Membership and Contributions Summary**  
**March 1, 2015 – March 31, 2015**  
*Includes 2014 Data for comparison*

**Alumni Registrations Summary:**

New alumni registrations, Mar. 1 – Mar. 31:	10
Total new alumni registrations for 2015 to-date:	19
Total registered alumni to-date:	876

**Newly registered alumni since last report:**

Illona Countryman  
 Paul Holmes  
 Abid Hussain  
 Tim Resch  
 Georgia Sambunaris

**Membership Contributions Summary:**

Alumni contributions, Mar 1 – Mar 31:	27
Total number of new contributors for 2015 - to-date (no 2014 contribution):	29
Total number of contributors for 2015 – to-date:	127
Total number of contributors through Mar 2014:	113
Total number of \$100+ contributors, Mar 1 – Mar 31:	14
Total number of \$100+ contributors for 2015 to-date:	46
Total number of \$100+ contributors through Mar 2014:	31

**Contributing Members (15; 7 new\*\*)**

C. Stuart Callison  
 Illona Countryman \*\*  
 Frank Hardy Denton\*\*  
 Carl Derrick  
 Carol Grigsby  
 Paul Holmes\*\*  
 Raymond King  
 Jim Kunder\*\*

Charles Llewellyn  
Paul Mulligan\*\*  
Viviann Petterson  
Georgia Sambunaris\*\*  
Joseph Stepanek\*\*  
Charles Stephenson  
Rob Thurston

**Friends of the UAA (14; 5 new)**

Donald Brown \*\*  
Morrie Blumberg  
Leslie Curtin \*\*  
Robert Dakan  
Carol Dabbs  
Michael Deal  
Curtis Farrar  
James Govan \*\*  
Raymond Martin  
Don Pressley\*\*  
Ken Smith  
Paul Thorn  
Kiertisak Toh  
James Walker\*\*