

Minutes of the UAA Executive Committee
Thursday, May 21, 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

Board Member Absent: Franklin Moore (see Section 3 of the Minutes)

Committee Co-Chairs Attending: George Hill, Jim Michel, Nancy Tumavick, Ann Van Dusen and Jerry Wood

Committee Co-Chairs Absent: Bill Anderson, Jim Fox and Marilyn Schmidt

UAA Executive Assistant: Absent

Meeting Chair: Carol Peasley

1. Minutes of the April 16, 2015 Executive Committee Meeting (EXCOM) Minutes:

The UAA Board reviewed and approved the Minutes of the April 16 EXCOM meeting.

2. Finance and Membership Reports:

The April Financial Report (see **Attachment A**) continues to show year-to-year growth in membership contributions. The contributions received in April (\$2,125) are comparable to contributions received in April 2014 (\$2,550). However, contributions for the first three months of 2015 were significantly higher than the contributions received during January-March 2014. This implies a growing number of early-in-the-year contributors and new contributors for 2015.

The April Membership Report is not available at this time due to the absence of our Administrative Assistant, who tendered her resignation in March.

George Hill will continue to track “Click and Pledge” records.

Next steps: George and a yet-to-be-hired Administrative Assistant will work closely to regularize the record-keeping process, including ensuring that the alumni registry and the membership list are similarly updated on a monthly or more frequent basis. They will also be asked to look at options for further simplifying the entire process to assure that our systems accurately record what happens when an individual registers or makes a

financial contribution. The system should keep track of all contributions and membership status of individuals. Among issues to be considered are simplifications such as offering lifetime membership and automatic payment of annual contributions.

3. Recruitment of New Board Members:

The Board ratified the appointment of Franklin Moore to fill until the next election the Board seat that was vacated by Denise Rollins. The remaining Board members, via e-mail exchanges, had previously unanimously agreed on this appointment. In accordance with the UAA By-laws, at the next Annual General Meeting, the position will be contested for a one-year term ending October 2016. Franklin was on travel and unable to attend the first EXCOM meeting since his designation as a Board member.

Frank noted that we need to find additional candidates for the Board elections in October. There are five Board slots (out of seven positions), including one for a one-year term and four for two-year terms. While there are two incumbents eligible to run for re-election, one (David Eckerson) has indicated that he will not be able to seek another term. So far, several names have surfaced but we need to confirm their interest and availability.

Next steps: Every EXCOM member should reach out to their contacts and seek firm expressions of interest in running for one of the seats. Further, we need to send out a reminder email message to all contributing members, as well as ensure that we use the website and other communication tools to get as many names as possible before the slate of candidates is announced by no later than September 7, six weeks before the Annual General Meeting.

4. Recruitment for the Administrative Assistant position:

Frank announced that some 15 applications had been received and that the *ad hoc* selection committee was in the final stages of interviewing candidates. The committee expects to reach a decision in the coming two weeks. The EXCOM agreed to give the *ad hoc* selection committee (Frank, David C., George H. and Carol P.) delegated authority to select the new Administrative Assistant. The selected individual is expected to be on-board by June 15.

Next steps: The Selection Committee will make a decision by May 31 and the Co-Chairs will reach out to Kristina Short to arrange for an orientation for the new person and to transfer all UAA documents in her possession.

5. Status of the USAID History Project:

Alex provided an update on the status of the project, with a number of key issues still pending. At this point, issues under consideration include: a) identifying potential author(s); b) finding new contributors to the project, including reaching out to all registered alumni and individuals and/or organizations willing to make substantial pledges; c) identifying candidates for an editorial board; and d) setting the scope and design of the book (which must await the selection of an author).

Next step: Alex will continue to lead the process. He will prepare a message for distribution to registered alumni and will report back at the next EXCOM meeting.

6. Annual General Meeting (AGM) status report:

Nancy P. reported that George Ingram has agreed to moderate a panel of three former members of Congress (McHugh, Berman and Kolbe) on their experience over the years working with USAID and with Congress on key development initiatives. The AGM working group will meet on June 9. A more comprehensive report on the AGM agenda and proposed speakers will be reviewed at the next EXCOM meeting.

7. Operating Committee Reports:

- A. Membership:** Nancy T. reports that there has been limited progress in plans to recruit as potential members AAAS Fellows who meet the membership requirements. She also reported that plans are on track for the UAA Spring Reception being held at Alex's home on May 31. Up to 100 guests are expected. Dave E will follow up to see if there are any Mission Directors available for meetings with Alumni in July and/or August, preferably at DACOR or possibly at Crystal City.
- B. Public Outreach:** Ann reported that John Pielemeier expects to be able to share the USAID authors' bibliography in the next few weeks. This will also be shared with the Legislative and Public Affairs Bureau at USAID and in our website. She also met with USAID's public affairs staff who expressed great interest in collaborating with UAA on special events, use of their new collection of videos, and in a rejuvenated speakers' bureau. The next newsletter should contain a squib about John Champagne and the search for volunteer speakers on behalf of USAID. [Ann – correct?]
- C. Development Issues:** Jim M. reported that PADF Executive Director John Sanbrailo has offered to host in his Conference Room Development Issues Committee meetings on a periodic (e.g., bi-monthly) basis. The Committee will continue to plan its meetings around specific development topics that will engage the participants in open discussions. Carol noted Susan Reichle's

interest in UAA collaborating with USAID on a session focused on “learning from failures”. Carol will follow up with Susan on June 4.

- D. USAID Strengthening:** Jerry W. reported that the USAID Bureau Coordinators of the mentoring program got together on May 14 to discuss next steps. There was agreement that the Bureau coordinators need to be proactive in ensuring the participation of all bureaus and following up on the results of individual mentor- mentee pairings. There is interest in another cohort of mentor-mentee pairings this year, perhaps in October, including “out-of-cycle” pairings.

8. Other Business:

Website: David C. reported that while the website continues to be updated frequently, there has been a drop in website “hits” because there has not been a recent newsletter in the “new on the website” information since Kristina’s departure.

Alumni Award Nominations: Frank reported that there have been no nominations-to-date. It was agreed that we will need to send a reminder message to all registered alumni via the Newsletter and individual email messages as soon as possible.

Next Meeting of the EXCOM: It was agreed that the next regular meeting of the EXCOM will be moved from Thursday, June 18 to Thursday, June 25 to accommodate a number of EXCOM members who will be away on the 18th. It was further agreed to hold the meeting at one of the USAID facilities in Crystal City to accommodate Frank and David C., who are participating in this year’s USAID Performance Evaluation Panels.

Attachment: April 2015 Financial Report

ATTACHMENT A

Financial Report of the UAA as of April 30, 2015

❖ Balance as of 31 March 2015	\$13,385.03
• Member contributions received in April	\$ 2,125.00
• Disbursements for the month:	\$ 707.01
○ Web site	\$ 405.00
○ Miscellaneous	90.01
○ Membership Comm. Mailing:	212.00
❖ End of April balance:	\$14,803.02
➤ Note: UAA savings account balance as of 4/30/2015:	\$10,267.17