

**Minutes of the UAA Executive Committee Meeting**  
**Thursday, December 17, 2015**  
**10:30 AM – 12:30 PM**  
**TetraTech Offices**  
**1320 N. Courthouse Road, Arlington, VA**

**Board Members Attending:** Carol Peasley, Tish Butler, Nancy Pielemeier, David Cohen, John Heard, Franklin Moore

**Board Members Absent:** George Hill

**Committee Co-Chairs Attending:** Jim Michel, Marilyn Schmidt, Jerry Wood, Alex Shakow, Nancy Tumavick, Frank Almaguer

**Committee Co-Chairs Absent:** Ann Van Dusen, Bill Anderson, Jim Fox

**Administrative Assistant:** Ven Suresh

**Meeting Chair:** Carol Peasley

**1. Minutes:**

The November Minutes were approved.

**2. Finance and Membership Reports:**

The November 30 Financial Report was reviewed without comment.

The December 31 Financial Report can be found in Attachment A.

The December 31 Membership Report is Attachment B.

**3. 2016 Plan and Budget**

- The History of USAID effort will appear as a distinct goal in the Plan.
- The Summary Budgetary items still appear as blanks in the draft
- Membership comments on the Plan will be sought in a survey to be sent out after Jan. 1.
- The Plan and Budget will be reviewed and approved at the January EXCOM.

*Follow-up:* Committee co-chairs are asked to provide content regarding their planned committee activities to Jim M. by January 15 (including activities and a top-line committee budget estimate) for a review of the budget with George and distribution of a revised draft plan and budget in advance of the January 21 EXCOM.

**4. Website:** Tish Butler volunteered to be a backup to David Cohen as website “curator.” Perhaps next year, she will take over the full responsibility.

**5. Finance and Administration Committee:** Though the committee appears in the draft plan, now that George Hill is Board Member/Treasurer, the continued need for a Finance and Administration Committee was discussed. No decision was made. If the Committee is to continue, it will be necessary to appoint new co-chairs. If the Committee is not continued, some other disposition will be needed for the activities described in the strategic plan as being within the responsibilities of the Finance and Administration Committee. George will be asked for his recommendation. If the Committee is continued, a new Chair will need to be selected, who will then become a member of the Executive Committee.

**6. Inter-Linking Membership Databases:** Currently there are three such databases: the mailing list, the Alumni Directory, and the paid-up list. The EXCOM discussed whether these three could be managed from a single software platform.

*Follow up:* David and Ven will pursue this and report back to the EXCOM in January in consultation with George to ensure that “Click and Pledge” requirements are maintained.

**7. A call for 2016 Membership Contributions** will go out in the first week of January. It was noted that there is a need for a workable system for the acknowledgement of payments.

**8. USAID Administrator Gayle Smith’s confirmation** was noted. Tish has sent her a message offering UAA’s congratulations and support. A meeting with Gayle will be sought. Related issues will need to be identified.

**9. Advocacy:** Pursuant to the November email discussion of this topic, the following was decided by the EXCOM: While UAA is not an advocacy

organization, on occasion, it will publicly express positions on subjects of importance.

## **10. Operating Committee Reports**

- **Development Issues:**

- The Board appointed Steve Giddings as the new committee co-chair, vice Jim Michel.
- Tish Butler will investigate the possibility of using a direct-feed Webinar tool for the Development Dialogue series.
- Gordon West and Terry Myers are putting together a program on migration.
- Jim M. will explore with USAID a possible series of programs on USAID's evolving approach to support for development.

- **USAID Strengthening:**

- Training was held on December 11 for the new group of mentors.
- While possible candidates have been identified, the nomination of a co-chair replacement for Marilynn Schmidt is an important pending priority.
- The new group of mentor/mentee pairings totals approximately 38. Since the program's onset three years ago, there have been 87 of these. This program is an excellent example of UAA/USAID collaboration to present to A/AID Smith.

- **Membership:**

- USAID has enough brochures for new retirees for the time being. Nancy T will check with USAID to be sure these are being distributed and ascertain whether more are needed.
- The Winterfest social event is scheduled to take place on Feb. 20 at Dave Eckerson's home. A notice to members will be sent out in January.
- The May reception requires more planning and a budget.

- The Awards Committee has adequate volunteers. Nancy Pielemeier will be the Board liaison to this effort.
  - **Outreach:** Nothing new to report.
  - **History:** The search for financial support from a foundation continues.

Drafted by DC 1/17/16 update  
Attachments:

**A. Financial Report**

**B. Membership Report**

**Attachment A****Financial Report of the UAA as of December 31, 2015**

❖ Balance as of end November, 2015		\$ 13,533.32
Member contributions received in October		\$ 435.00
• Disbursements for the month:		\$ 139.10
	○ Web site	\$ 45.00
	○ Annual General Mtg.	
	Gratuities. supplies	\$ 64.00
	○ Misc.	\$ 30.10
❖ End December balance:		\$ 13,829.22

Note: UAA savings account: Balance \$10,277.44

**Attachment B**

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

**Alumni Directory Entries Summary:**

New alumni directory entries, December 1 – December 31: 6  
 Total new alumni registrations for 2015 till December 31: 79  
 Total registered alumni till December 31: 912

**Newly registered alumni in December 2015:**

- Ruth Strande
- Alan Davis
- Gegory Huger
- Kevin Rushing
- Nancy Hoffman
- John Hatch

**Alumni names removed from the Directory: deceased/unsubscribed:**

- None

**Membership Contributions Summary:**

Alumni contributions, December 1 – December 31: 0  
 Total number of contributors for 2015 till December 31: 284  
 Total number of contributors through Dec 2014: 229

Total number of \$100+ contributors, Dec 1 – Dec 30: 0  
 Total number of \$100+ contributors for 2015 to Dec 31: 122  
 Total number of \$100+ contributors through Dec 2014: 78

**Contributions received in December 2015:**

**Friends of the UAA: 0**  
**Contributing Members: 0**