

Minutes of the UAA Executive Committee Meeting
Thursday, May 19, 2016
10:30 AM – 12:00 PM

Board Members Attending: Carol Peasley, Nancy Pielemeier, John Heard, George Hill

Board Members Absent: Tish Butler, David Cohen, Franklin Moore

Committee Co-Chairs Attending: Jose Garzon, Nancy Tumavick, Jim Fox, Frank Almaguer

Committee Co-Chairs Absent: Ann Van Dusen, Bill Anderson, Steve Giddings, Jerry Wood, Alex Shakow

Administrative Assistant: Ven Suresh

Meeting Chair: Carol Peasley

1. Minutes:

The April Minutes were approved.

2. Finance and Membership Reports:

- The April 30 Financial and Membership Reports were reviewed and approved.
- The April 30 Financial Report is Attachment A.
- The April 30 Membership Report is Attachment B.

3. Finance:

- The identification of candidates for the Co-Chairs of the Finance and Administration Committee is still outstanding. If no good candidate is identified in the near term, consideration will be given to recruitment of Board members standing down in October.
- 2015 tax report was filed with the IRS. Appeal to the IRS on the late fee of \$2203.85 is still outstanding.
- Confirmed that the signatory authority for the UAA LFCU account is now vested in Carol, Tish and George.
- Discussed possibility of moving a portion of the checking account balance to the UAA savings account after next quarter expenses are disbursed. Decision not made.

4. D & O Insurance:

- Carol reviewed information she had gathered regarding various types of insurance coverage usual to non-profit organizations to find that it varies significantly. General Liability Insurance, which may be more appropriate for UAA than D & O insurance, would range from \$500 to \$1,000 annually depending upon specifics of the policy.

- Carol, with assistance from George, will continue with research for further discussion at the June Board meeting.

5. Membership

- Ven Suresh reported that the number of the 900+ listed in the Directory with geographic locations has increased to over 700 in response to his email requests.

6. AGM

- Nancy P provided an update on program plans. Nine historians (including three UAA members) have been contacted about participating as panelists in the 2 morning sessions. Four acceptances have been received and two are pending. Two former USAID Administrators have accepted the invitation to participate in the afternoon panel, with a third yet to confirm.
- Panel moderators are being recruited. Still considering whether or not to recruit panelists from outside the D.C. area since increases costs. The general consensus was not to invite additional panelists from outside DC, due to other upcoming and anticipated expenses for the AGM, the spring reception, and general liability insurance.
- George is working on finalizing a contract with CGD for the use of their facilities.
- Purchase of event insurance may not be needed if the Board decides to proceed with a General Liability policy prior to the AGM.

7. Operating Committee Reports

• Membership:

- The Spring Reception will be held on June 5 at DACOR. Senior USAID leadership as well as participants in the Mission Director Training Program have been invited. Total acceptances to date are 76. Additional email will go out o/a May 23. Nancy T reported that the logistics are under control. Will request a speaker system be set up in the patio area as per previous event.

- The subject of creating a membership category for USAID spouses was re-introduced and referred to the Membership Committee for recommendations on some type of membership status for Alumni spouses, including those of deceased Alumni.

- Email announcement of August picnic at Fort Hunt will go out in mid-June.

• **USAID Strengthening:** The evaluation of the Mentoring program is in progress under the leadership of David Sprague has volunteered to lead this effort. USAID Bureau Coordinators of the program are fully engaged. A final report is expected by August.

• **Development Issues:** A second book review session, led by Jim Fox, is planned for May 26. A bibliography event will be held at DACOR on June 7, featuring a current USAID employee's discussion of his recent photographic work.

• **Public Outreach:** Ann is still seeking a person to serve as Co-Chair.

• **Awards Committee:** Frank reported there have been 4 nominations received by the committee with more expected.

8. Other Business:

- Frank raised the point that a Nominating Committee was needed to assure viable candidates for the vacancies in October. Nancy P and John volunteered to serve on the committee which will be chaired by Carol. **Announcement will be included in the June newsletter.**

- **June newsletter will go out later in the first week of June so that brief article and photos on the June 5 Spring Reception can be included. Carol will contact Barbara Garms to ask if she will serve as photographer.**

Attachment A

Financial Report of the UAA as of May 31, 2016

| | |
|--|--------------|
| ❖ Balance as of end April, 2016 | \$ 23,160.61 |
| Member contributions received in May | \$ 1,800.00 |
| • Disbursements for the month: | \$ 214.36 |
| O Web site including 1 yr. subscription to Sound Cloud | \$ 166.50 |
| O Misc. (Bank charges) | \$ 47.86 |
| ❖ End May balance: | \$ 24,746.25 |

Note: UAA savings account: Balance \$10,280.00

ATTACHMENT B

UAA Membership and Contributions Summary May 1, 2016 – May 31, 2016 Includes 2015 Data for comparison

Alumni Directory Entries:

| | | |
|--|--------------------|------------------------|
| New alumni registrations, May 1 – May 31: | 3 | |
| Total new alumni registrations for 2016 till May 31: | 20 | |
| Total registered alumni till May 31 2016: | 921 | |
| Total registered alumni till May 31 2015: | Data not available | (876 as of March 2015) |

Newly registered alumni in May 2016:

- Catherine Pajic
- Valerie Smith
- Timothy Moore

Alumni whose names have been removed: deceased / unsubscribed:

- None

Membership Contributions Summary:

| | | |
|--|-----|--------------------------------------|
| Alumni contributions, May 1 – May 31: | 28 | |
| Total number of contributors for 2016 till May 31: | 210 | |
| Total number of contributors through May 2015: | | Data unavailable (127 till 03/15) |

| | | |
|---|------------------|-----------------|
| Total number of \$100+ contributors, May 1 – May 31: | 11 | |
| Total number of \$100+ contributors for 2016 to May 31: | 82 | |
| Total number of \$100+ contributors through May 2015: | Data unavailable | (46 till 03/15) |

Contributions received in May 2016:

Friends of UAA: 11

Loren Schulze
Ludwig Rudel
George Ingram
Clarence Zuvekas
Rob Sonenthal
Niel Boyle
Ken Smith
Terrence Brown
Linda Whitlock Brown
Timothy Moore
Ludwig Rudel

Contributing Members: 17

Robert Berg
Mary Lee McIntyre
William Goldman
Walter North
Carl Derrick
Howard Sumka
Arthur Silver
Buddy K Dodson
Lois Richards
Donald Steinberg
Nancy Martin
Regina Dennis
Stephen Allen
Sigrid Anderson
Gary Merritt
Marilyn Merritt
Paul Thorn

Drafted: Nancy T 6/14/16