

Minutes of the UAA Executive Committee Meeting
Thursday, October 13, 2016
10:30 AM – 12:30 PM

Board Members Attending: Carol Peasley, Tish Butler, David Cohen, John Heard, George Hill

Board Member Absent: Franklin Moore, Nancy Pielemeier

Committee Co-Chairs Attending: Frank Almaguer, Nancy Tumavick, Jerry Wood, Rob Sonenthal, Alex Shakow

Committee Co-Chairs Absent: Ann Van Dusen, Bill Anderson, Jim Fox, Steve Giddings, Jose Garzon

Administrative Assistant: Ven Suresh

Meeting Chair: Tish Butler

1. Minutes: The September Minutes were approved.

2. Finance and Membership Reports:

- The September 30 Financial Report is Attachment A
- The September 30 Membership Report is Attachment B

3. Finance:

- George reported that all the necessary AGM payments have been made. The Board has authorized up to \$500 to support travel expenses of awardees who must travel long distances to attend the AGM.
- The \$1500 contribution to **DACOR** for the construction of an accessibility ramp has been made.
- The liability insurance package discussed at the last EXCOM has been purchased.

4. Membership:

- There continues to be concern re. the lists of paid memberships in 2015 and 2016. Ven's comparison of the two shows that 88 members that paid in 2015 have not yet paid this year. **Nancy T and others will contact a sampling of these names both to verify that we have the correct information and, in the case of non-payees, to encourage payment.**
- The associate member bylaw amendment draft was approved by a unanimous Board vote. **Tish will send David an electronic version of the bylaws as amended to be posted on the UAA website.**
- To date, 67 members have voted in the election for new Board members.

- The annual membership survey will go out in January.
- A decision on the **Alumni of the Year** awards is near completion. \$500 per award is being held in contingency to support any necessary travel expenses.
- **Carol Dabbs will send out the membership survey o/a January 15.**

5. AGM:

- Program and logistics arrangements are all on track.
- All PowerPoints and other visual aids will be conveyed to David NLT COB Tuesday, Oct. 18.
- 57 young USAID professionals, many more than anticipated, have signed up to attend the AGM. This is a potential problem both in terms of limited space availability and the significantly elevated cost of providing lunch. **Tish will talk with USAID** re. managing this situation, perhaps by dividing them into morning and afternoon groups.
- **Carol Dabbs will send the AGM evaluation form to attendees** over the weekend following the meeting.
- **Ven will manage AGM participant handouts.** Among items in the package will be: a meeting agenda, speaker bios, an announcement of the Vitale DACOR event, and information on becoming a UAA mentor.
- Alex will fill in for Frank as the compiler of the AGM meeting notes. All notetakers (but David) will have a backup.

6. **Strategic Plan:** Carol has circulated a draft 2017-19 Strategic Plan. The final will be published on the website during the week of October 17.

- **UAA Meeting with A/AID Gayle Smith:** The meeting with the Administrator took place on September 29. A variety of subjects was discussed. These included: 1) how UAA can provide support to the development diplomats in residence program that is to begin in two locations this year, 2) the great utility the Agency finds in the UAA mentoring program, along with a wish that it be extended to GS staff, 3) the newly signed UAA-supported Agency grant to ADST for doing USAID oral histories, and 4) the strong desire to maintain the bi-partisan support the Agency recently has had in Congress.

7. **USAID Strengthening:** A call for mentors for Cohort 6 has gone out. To date, 10 new and 14 previous mentors have indicated an interest in participation. Three new Bureau coordinators have been named to replace Agency staff that has moved on. Plans are advanced for Cohort 6 mentor/mentee training in December.

Attachment A – Finance**Financial Report of the UAA as of October 31, 2016**

Balance as of end September, 2016	<u>\$ 16,781.40</u>
• Member contributions received in October	\$ 2,760.00
• Disbursements for the month:	\$ 10,261.83
> AGM	
Caterer	\$ 6,448.74
GGD space 1/2	\$ 1,988.00
Awards Committee	\$ 146.30
> Admin Ass't.	\$ 1,509.00
> Web site	\$ 65.00
> Misc. (bank charges)	\$ 104.00
End October balance:	<u>\$ 9,279.57</u>

Note: UAA savings account: Balance \$15,286.44

Attachment B – Membership**UAA Membership and Contributions Summary
October 1, 2016 – October 31, 2016***Includes 2015 Data for comparison***Alumni Directory Entries:**

New alumni registrations, October 1 – October 31:	6
New associate members, October 1 – October 31:	1
Total new registrations, October 1 – October 31:	7
Total new registrations for 2016 till October 31:	56
Total registered alumni till October 31 2016:	956
Total registered alumni till November 30 2015:	906

Newly registered alumni in October 2016:

- Robert J Ballantyne
- Carleene Dei
- Madhumita Gupta
- Rodeina Abdel Fattah
- Deborah Prindle
- Elizabeth (Beth) Hogan

New registered associate members in October 2016:

- Susan Stamberg

Alumni whose names have been removed: deceased / unsubscribed:

- None

Membership Contributions Summary:

Alumni contributions, October 1 – October 31:	33
Total number of contributors for 2016 till October 31:	335
Total number of contributors through November 2015:	284

Total number of \$100+ contributors, October 1 – October 30:	13
Total number of \$100+ contributors for 2016 to October 30:	128

Total number of \$100+ contributors through November 2015: 122

Contributions received in October 2016:

Friends of UAA: 13

Stacy Rhodes
Kiertisak Toh
Linda Gregory
David Jessee
John Eriksson
Carleene Dei
Janet Ballantyne
Abbe Fessenden
Erin Soto
Paula Goddard
Jim Kelly
Marianne O'Sullivan
Lee Roussel

Contributing Members: 20

Robert J Ballantyne
Margaret Miller
Jack Heller
Elizabeth Carter
C David Esch
Donnie Harrington
Mellen Duffy Tanamly
Jeffrey Grieco
Pushkar Brahmbhatt
Madhumita Gupta
Jim Dempsey
William Douglass
William Elliott
Ramesh Navaladi
Rodeina Abdel Fattah
Paul Mulligan
Roger Simmons
Dennis Chandler
Allan Reed
Alan Berg