

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, February 16, 2017
10:30 AM—12:30 PM

The Executive Committee of the USAID Alumni Association (the "Association") met on Thursday, February 16, 2017, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201.

The following UAA directors, committee co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Tish Butler
Juan Buttari
George Hill
Carol Peasley

Absent:

Barbara Seligman
John Heard
Franklin Moore

COMMITTEE CO-CHAIRS:

In person:

Carol Dabbs
Steve Giddings
Nancy Pielemeier
Alex Shakow
Rob Sonenthal

Absent:

Bill Anderson
John Champagne
David Cohen
Jim Fox
Jose Garzon
Nancy Tumavick
Jerry Wood

ADMINISTRATIVE STAFF:

In person:

Ven Suresh

MEETING CHAIR:

Juan Buttari

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Juan Buttari called the meeting to order at 10:30 a.m., and noted the presence of a quorum.

1. MINUTES.

A motion to approve the minutes of the January 19, 2017, meeting of the Executive Committee ("ExCom"), duly seconded, was adopted without objection.

The ExCom asked Ven Suresh to make sure that the minutes of ExCom meetings are posted to the Association web site as soon as they are approved, and are available both to members and to the general public (including potential members). If portions of its deliberations must be kept confidential, the ExCom can go into executive session.

2. FINANCE AND MEMBERSHIP REPORTS.

A. George Hill delivered the Association Financial Report as of January 31, 2017 (Attachment A). The amount of membership contributions received in January had increased over last year; additional contributions had been received in the first weeks of February, but are not reflected in the report. The balance, which was \$14,530.98 at the end of January, is currently back over \$18,000.00.

B. Carol Dabbs delivered the Membership and Contributions Report as of January 31, 2017 (Attachment B). She noted the following improvements over last year:

	as of January 31	
	<u>2016</u>	<u>2017</u>
Registrants	906	963
Contributors	102	151*
Contributors (\$100+)	44	72#

* including 17 in mailbox

including 8 in mailbox

Once the last payments from February are collected and recorded, a reminder will be sent out in early March to members who contributed in 2016, but whose contribution for 2017 has not been received and recorded, requesting that 2017 contributions be made within 2 weeks of the date of the notice.

3. BOARD OFFICERS AND COMMITTEE CO-CHAIRS.

A. USAID C3S Opportunities.

- Tish Butler reported that USAID management is now clearly aware of the Association as a possible resource for agency activities. A recent example is a call from Sharon Wolner and Kaleb Johnson of DCHA's Crisis Surge Support Staff (C3S), asking that the Association help identify candidates for C3S's Firehouse. This is in response to the upcoming solicitation for personal services contractors with critical development skills available to C3S for short-term technical assistance. An item on the C3S Firehouse solicitation could be added to the text of the Monthly Newsletter and/or in the "Jobs and Volunteer Opportunities" section.

B. Other USAID Contacts.

- Although USAID provides retiring agency employees with information about the Association, it does not provide the retirees' names and contact information to the Association — as we understand it, because of privacy concerns. The consensus was that regular contact with USAID personnel management would be useful, both to encourage them to provide UAA materials to all retirees, and to explore again whether retiree names and contact information could be made available to the Association.
- It was agreed that the Association should not wait for the arrival of a new USAID Administrator and other senior political appointees before starting to schedule meetings with them. Accordingly, Tish Butler agreed to draft a request to meet with USAID Counselor Susan Reichle and her successor, Tom Staal, before Ms. Reichle's departure in early March.

C. U.S. Global Development Lab.

Steve Giddings reported on his meeting with Harry Bader, Acting Executive Director of the Global Development Lab. GDL's staff of scientists, engineers, technology and partnership experts, and program and administrative specialists could use the support of individuals with development experience to engage with the Lab on a short-term basis on topics of interest. To that end, GDL wishes to identify technical experts for an Innovations Brains Trust to provide advice to GDL in their areas of expertise.

Juan Buttari noted that GDL is looking to identify technical experts, but specifically technical experts who are familiar with USAID operations overseas.

After discussion, it was agreed that the GDL will have to define its specific needs more clearly — e.g., background, skills, expected contribution — before the Association can determine if (and how) it can help identify possible candidates. In particular, does GDL need only technical expertise or also experience in general project development? Does GDL want recommendations from the Association? If we agree to make recommendations, we will need to establish a vetting process to protect the Association's credibility and reputation.

Juan will take responsibility for further contacts with the GDL.

4. POLICY ISSUES.

A. Transition.

The committee discussed the possibility of including more information on transition on the Association website and/or the Monthly Newsletter, including official and other publicly available information, and providing a forum for comments on transition, similar to the forum on the AFSA website. The presentation would have to avoid any suggestion that the Association itself takes a position on any transition issue, and David Cohen, as website curator, would have to monitor the comments.

B. Obituaries.

It is Association policy to announce the deaths in the Obituary section of the Monthly Newsletter, but no to send out individual notices. Should there be an exception to this policy in order to inform people in local areas when a funeral or other memorial event is imminent?

Carol Peasley cautioned that it is difficult to define a policy on individual announcement (When is an event imminent? Other than funerals, what kind of events would be covered?) George Hill added that public announcement may go against the wishes or expectations of the family.

After discussion, the committee decided that, while Association members might properly communicate with their friends, the Association itself should continue to avoid individual announcements.

5. OPERATING COMMITTEE REPORTS.

A. Finance and Administration.

George Hill will circulate a copy of the Association budget for 2017 by e-mail.

B. Membership.

Carol Dabbs reported that—

- Winterfest 2017 took place on Saturday, February 11, at the home of Dave Eckerson and Connie Hansen. Seventy-five members and guests attended.
- The Spring Reception is scheduled for Sunday, May 21, at the home of Alex and Pat Shakow.
- The Summer Picnic will be held on Saturday, July 22, at Fort Hunt Park in Alexandria, Virginia.

C. Development Issues.

- Steve Giddings reported that the next meeting of the Development Issues Committee will take place on Thursday, March 16, at 2:00 p.m., at the Pan American Development Foundation (PADF). The guest speaker will be Sarah Rose, a senior policy analyst at the Center for Global Development and an expert on country ownership issues. Jim Michel has been preparing abbreviated minutes of the Development Issues Committee discussions. It was agreed that, if Jim concurs, the meeting minutes should henceforth be posted on the Association website.
- Alex Shakow added that, on March 10, Frank Vogl, one of the founders of Transparency International, will be speaking on corruption, foreign aid and security at the DACOR Development Dialogue.

D. History of USAID.

- On Monday, February 13, Alex Shakow moderated a discussion on the History of USAID project with USAID retirees. Alex noted that the discussion was focused on the substance of USAID's history, with questions about the structure of the book set aside until an author is chosen. There is clearly a lot of interest in the project, and the diversity of views and suggestions for USAID's successes and failures expressed at the meeting was valuable.
- Alex reported that the new leadership at the Center for Global Development continues to strongly support hosting the History of USAID project as part of CGD's priority objective of strengthening U.S. development programs.

E. Public Outreach

- Nancy Pielemeier alerted the ExCom to a series of talks to be offered by Ambassador Jonathan Addleton in a number of cities across the country. Nancy asked Ven Suresh for assistance in identifying the Association members residing near the scheduled talks so that they can attend. (The talk will also be available on the Association website.) Nancy will draft a proposed notice.

F. Awards.

Bette Cook has agreed to serve as co-chair of the Awards Committee, replacing Frank Almaguer. Carol Peasley is the Board liaison to the committee, and will serve as a voting member of the committee.

G. Annual General Meeting.

- Nancy Pielemeier and Alex Shakow reported on their discussions with Center for Global Development regarding use of CDG space for the 2017 Annual General Meeting. According to Alex, CDG program staff believes its relationship with the Association is important, providing real benefits to both parties. They will ask CDG administrative staff to reconsider the need to charge the Association a fee for the use of CDG facilities. A decision is expected by March 15.
- A reasonable alternative to CDG is the Public Welfare Foundation at 1200 U Street, NW, which has space available for a November 3 meeting.
- As to the subject of the AGM, Nancy indicated the committee is considering "Commercial Partnerships, Intellectual Partnerships." The committee will contact Susan Reichle, Tom Staal and others at USAID working on public/private partnerships. Tish Butler will also be contacting Holly Wise at Georgetown University, who worked on Global Development Alliances at USAID in the 1990s.

6. Other Business.

- Ven Suresh aims to distribute the March newsletter by Monday, March 6.

- It was noted that the list of contributing members is updated on the website after the end of each month

7. Next Meeting.

The next meeting of the Executive Committee is scheduled for Thursday, March 16, 2017, from 10:30 a.m. to 12:30 p.m., at the offices of Tetra Tech Inc.

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The meeting was adjourned at 12:15 PM.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

March 14, 2017

Date

Attachments:

- A UAA Financial Report as of January 30, 2017
- B UAA Membership and Contributions Summary, January 1 - 31, 2017

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF JANUARY 31, 2017**

- Balance as of end October, 2016 \$ 6,017.23
- Member contributions received in November \$ 8,765.00
- Disbursements for the month: \$ 274.98
 - Mentor training \$ 144.98
 - Web site
 - Constant Contact \$ 130.00
 - \$ 274.98
- End [January] balance: \$ 14,530.98

NOTE: UAA savings account balance \$ 15,290.29

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY JANUARY 1 — JANUARY 31, 2017 [includes 2016 Data for comparison]

Alumni Directory Entries:

New alumni registrations, January 1 – January 31:	6
New associate members, January 1 – January 31:	1
Total new registrations, January 1 – January 31:	7
Total new registrations for 2017 till January 31:	7
Alumni whose names were removed in January:	1
Total registered alumni till January 31, 2017:	963
Total registered alumni till January 31, 2016:	906

Newly registered alumni in January 2017:

- Christian Holmes
- Andrew Lewis
- Chad Hayward
- Mark Peterson
- Dennis Weller
- Jonathan Addleton

New registered associate members in January 2017:

- Susan Malick

Alumni whose names have been removed: deceased / unsubscribed:

- Kelly Cronen (unsubscribed)

Membership Contributions Summary:

Alumni contributions, January 1 – January 31:	134
Total number of contributors for 2017 till January 31:	134
Total number of contributors through January 2016:	102
Total number of \$100+ contributors, January 1 – January 31:	64
Total number of \$100+ contributors for 2017 to January 31:	64
Total number of \$100+ contributors through January 2016:	44

Contributions received in January 2017:

Friends of UAA: 64

Anne Aarnes	David Leibson
Frank Almaguer	Susan Malick
Peter Amato	Raymond Martin
Jeffery Bell	James Michel
Peter Bloom	Desaix Myers
Gretchen Bloom	Gary Newton
Elena Brineman	James Norris
Letitia Butler	Diana Ohlbaum
Malcolm Butler	William Paupe
Juan Buttari	E Anne Peterson
Margaret Carpenter	Nancy Pielemeier
Robert Chase	John Pielemeier
Eric Chetwynd	Tony Pryor
Toni Christiansen	Michael Reardon
David Cohen	Ernest Rojas
Colette Cowey	Ludwig Rudel
Michael Crosswell	John Sanbrailo
Christopher Crowley	Barbara Seligman
Carol Dabbs	Alexander Shakow
Harriett Destler	David Shear
Paul Deuster	Steven Sinding
Loc Eckersley	Glenn Slocum
David Eckerson	James Smith
Alan Foose	Donald Soules
David Garms	Dianne Tsitsos
Stephen Giddings	Nancy Tumavick
John Heard	Barbara Turner
Michael Hirsh	Ann Van Dusen
Beth Hogan	Mark Wentling
Robert Jordan	Gordon West
Erna Kerst	John Westley
Peter Kimm	Marilyn Zak

Contributing Members: 70

John Anderson	Andrew Lewis
Jeff Borns	Charles Llewellyn
Frank Brecher	Kristin Loken
James Brody	Ken Lyvers
C. Stuart Callison	Shane MacCarthy
William Carter	Maria Mamlouk
Gerry Cashion	Josette Maxwell
Roberta Cavitt	Frank Miller
John Champagne	John Miller
Constance Collins	Kevin Mullally
Lewis Conner	Robert Muscat
Richard Cornelius	Walter North
George Daikun	Jon Orouke
Anne Dammarell	Viviann Pettersson
Alan Davis	David Piet
Michael Deal	Patrick Rader
Carl Derrick	James Redder
Dirk Dijkerman	Allan Reed
Lawrence Dolan	Irving Rosenthal
C. David Esch	Joe Ryan
Peter Ewell	Kenneth Schofield
Arthur Fell	Satish Shah
Philip Gary	William Sigler
James Gaughran	Arthur Silver
William Goldman	Emmy Simmons
Carey Gordon	Roger Simmons
Jean Harman	Mary Skarie
Margaret Ann Healey	John Thomas
Christian Holmes	Rob Thurston
George Ingram	Robert Traister
Ganghran James	Charles Uphaus
William Johnson	Ronald Venezia
Mary Kilgour	Gerald Wein
Elisabeth Kvitashvili	Jerry Wood
Ronald Levin	Clarence Zuvekas