

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, March 16, 2017
10:00 AM — 12:00 PM

The Executive Committee of the USAID Alumni Association (the "Association") met on Thursday, March 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

Absent:

John Heard
Franklin Moore
Carol Peasley
Barbara Seligman
Franklin Moore

COMMITTEE CO-CHAIRS:

In person:

David Cohen
Carol Dabbs
Jim Fox
Alex Shakow
Rob Sonenthal
Nancy Tumavick
Jerry Wood

Absent:

Bill Anderson
John Champagne
Jose Garzon
Steve Giddings
Nancy Pielemeier

ADMINISTRATIVE STAFF:

In person:

Ven Suresh

MEETING CHAIR:

Tish Butler

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Tish Butler called the meeting to order at 10:00 a.m., and noted the absence of a quorum. The Board members present decided to proceed through the agenda. If formal

action by the Board is required, that action can be submitted to the Board under Article IV, Section 8.c of the Association Bylaws.^[1]

1. MINUTES.

A motion to approve the minutes of the February 16, 2017, meeting of the Executive Committee ("ExCom"), duly seconded, was adopted without objection.

2. FINANCE AND MEMBERSHIP REPORTS.

- A.** George Hill delivered the Association Financial Report as of February 28, 2017 (Attachment A).
- Membership contributions through the end of February 2017 are ahead of the same period in 2016, resulting in a balance as of February 28 of \$16,764.91.
 - Expenses for 2017 are projected to be lower than for 2016 — particularly if Alex Shakow's negotiation with the Center for Global Development results in a reduction in rental costs for the Annual General Meeting. The Spring Reception is expected to cost approximately one-third of the cost in 2016.
 - The reduction in the contribution for members outside the Washington metropolitan area has resulted in a decrease in revenue of about \$2,500. The effect of the reduction on the number of outside members is still uncertain, and may only become clear toward the end of the year.
 - Currently, a member's location in the records of the Association is based on the location of the account from which his/her contribution is made, which is not necessarily the member's residence, although registrants at the AGM provide their home addresses to receive communications.
 - Tish Butler will look into software programs capable of tracking members by location (e.g., by zip code).
 - The Committee will consider whether it is possible to collect and deposit checks received by the Association more quickly.
- B.** Carol Dabbs called to Committee's attention to the Membership and Contributions Report as of February 28, 2017 (Attachment B).

^[1] "Matters of urgency may be decided without a meeting by a recorded vote of a majority of the Board." USAID Alumni Association Bylaws, Article IV, Section 8.c.

3. BOARD OFFICERS AND COMMITTEE CO-CHAIRS: ISSUE UPDATES.

A. USAID Counselor Transition.

- The Association is trying to schedule a meeting with USAID Counselor Susan Reichle and her successor, Tom Staal, within the next two weeks, as Mr. Stall will soon be leaving for Africa. Four members of the UAA Board will attend. When the Board met with Ms. Reichle last year, the agenda included an update on UAA activities, and consideration of ways that the UAA could contribute to agency activities. The agenda for the upcoming meeting is likely to be similar.

B. Status of USAID Global Development Lab Volunteer Roster Request.

- Juan Buttari reported that the Association has responded to the GDL's request for a roster of volunteer technical experts familiar with USAID operations overseas, and is waiting for feedback.
- If the GDL does not respond in the next week or two, Juan will seek a meeting with Harry Bader, Acting Executive Director of the GDL.

4. OPERATING COMMITTEE REPORTS.

A. Finance and Administration.

- George Hill reported that membership contributions for 2017 were on track.
- Tish Butler noted that, in early March, an e-mail was sent to each UAA member who had not made his/her contribution by the end of February, which is likely to result in additional contributions by the end of the month. Ven Suresh added that a total of 187 e-mails were sent out; but it is difficult to project the total amount of contributions to expect in response to the e-mail, in part because we cannot determine the number non-paying members in the Washington metropolitan area vs. outside the Washington metropolitan area.
- George Hill cautioned that, although the e-mail should move some contributions from later in the year to March/April, it may not result in an increase in contributions. Still, lower projected expenses for the year should result in an increase in UAA discretionary funds.

B. Membership.

- Nancy Tumavick asked whether the minutes of Board committees should be made available on-line. Most committees keep minutes, and share those minutes with the ExCom; but additional effort would be required to make the minutes suitable for posting. After discussion, the Committee reaffirmed its current policy — that is, each committee would decide for itself whether or not to post its minutes on the UAA website.
- Carol Dabbs reported that—
 - The results of the membership survey will be available soon.
 - For Winterfest 2017, there were 92 acceptances, 19 no-shows, and last-minute arrivals.
 - 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.
 - The Annual General Meeting is scheduled for November 3.
 - Diane Tsitsos would welcome suggestions for future USAID alumni profiles for the Newsletter. Alex Shakow suggested profiling one or more of the individuals who have given interviews for the oral history project.
- The National Defense University (NDU) has offered UAA members free subscriptions to PRISM, a quarterly journal published on-line and in hard copy. PRISM was established with USAID assistance, and although USAID is no longer involved, the journal does include development topics, and could be interesting to UAA members. Nancy Tumavick will draft a notice, to be included in the April newsletter, informing UAA members that free subscriptions to PRISM are available at the NDU website.
- Nancy Tumavick discussed the Committee's membership recruitment efforts. The Committee provides materials for distribution to new USAID retirees, especially Senior Foreign Service retirees; it tracks attendance at UAA-sponsored events to identify attendees who may be eligible for UAA membership, and then approaches them individually to suggest that they enter their names in the directory and join the UAA. Another possible source of recruits: former political appointees, including former USAID Administrators.
- Tish Butler reported on her efforts to develop the UAA Linked-in web page. She invited approximately 40-50 people to link with the UAA. Although some of the

invitees may not be eligible for UAA membership — for example, contractor employees — all who ask to link will be accepted, and encouraged to apply for UAA membership if eligible.

C. Development Issues.

- A meeting of the Committee is schedule for this afternoon at the Pan American Development Foundation (PADF). Sarah Rose of the Center for Global Development will speak on country ownership.
- The book group is planning a meeting on Tom Friedman's "Thank You for Being Late"; the discussion will be led by Jim Fox.
- A UAA/DACOR Development Dialogue is planned with Ngozi Okonjo-Iweala, former Finance Minister and Foreign Minister of Nigeria, and head of GAVI, now a Distinguished Visiting Fellow at the Center for Global Development.

D. History of USAID.

Alex Shakow reported on the status of the History of USAID project.

- On February 13, approximately 25 people met for four hours at the office of former USAID Administrator Peter McPherson to discuss the project. The focus was on the content of the history rather than on project logistics.
- The project is preparing to select an author.
- The project has the support of Masood Ahmed, Nancy Birdsall's successor as CGD President.
- CDG has received pledges in support of the project from 130 or 140 people, totaling approximately \$180,000. Once an author is identified and a timetable established, additional pledges should be forthcoming.

E. USAID Strengthening.

Jerry Wood reported on behalf of the USID Strengthening Committee.

- Group 6 of the UAA/USAID Mentoring Program was launched in January.

F. Awards.

- Frank Almaguer, the outgoing Co-Chair of the Awards Committee, has provided Betty Cook, his successor, with the guidelines used by the Committee. Betty is planning to attend the ExCom meeting in July.
- The "Alumni of the Year" award competition will be announced in the April Newsletter and in a follow-up e-mail to the membership

G. Annual General Meeting.

- The location of the 2017 AGM has been determined: the Center for Global Development. A meeting with Scott Morris of CGD to discuss logistics is scheduled for March 26. Mr. Morris' office will be UAA's point of contact at CDG; all logistical matters should be directed through his staff.
- A meeting of the Committee to discuss the theme of the 2017 AGM is scheduled for March 23.

H. Other Business.

Alex Shakow reported that, on the CSIS web site, the announcement of a special event at CSIS on March 29 to honor Fred Cuny indicates that the event has "promotional support from the USAID Alumni Association." Although the UAA (Franklin Moore) was consulted while the event was being planned, we did not formally agree to be identified as a "promoter." This particular case may not be a problem, but it suggests nonetheless that we should be careful about the unauthorized use of the UAA name.

5. Next Meeting.

The next meeting of the Executive Committee is scheduled for Thursday, April 20, 2017, from 10:30 a.m. to 12:30 p.m., at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201.

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The meeting was adjourned at 12:00 PM.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

April 20, 2017

Date

Attachments:

- A UAA Financial Report as of February 28, 2017
- B UAA Membership and Contributions Summary, February 1 - 28, 2017

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF FEBRUARY 28, 2017**

• Balance as of end January 2017		\$ 14,530.98
• Member contributions received in February 2017		\$ 4,225.00
• Disbursements for the month:		\$ 1,991.07
○ Winter Fest	\$ 1,055.49	
○ Web site		
Constant Contact	\$ 65.00	
○ Bank charges	\$ 395.58	
○ Fort Hunt Res.		
Summer picnic	\$ 475.00	
• End [February] balance:		\$ 16,764.91
NOTE: UAA savings account balance		\$ 15,290.29

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY FEBRUARY 1 — FEBRUARY 28, 2017

Includes 2016 Data for comparison

Alumni Directory Entries:

New alumni registrations, February 1 – February 28:	1
New associate members, February 1 – February 28:	0
Total new registrations, February 1 – February 28:	1
Total new registrations for 2017 till February 28:	8
Alumni whose names were removed in February:	2
Total registered alumni till February 28, 2017:	962
Total registered alumni till February 29, 2016:	911

Newly registered alumni in February 2017:

- Ibanez Jacobs

New registered associate members in February 2017:

- NONE

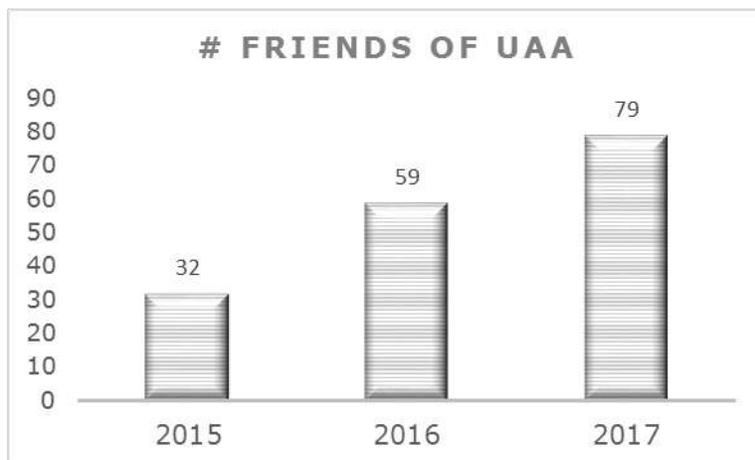
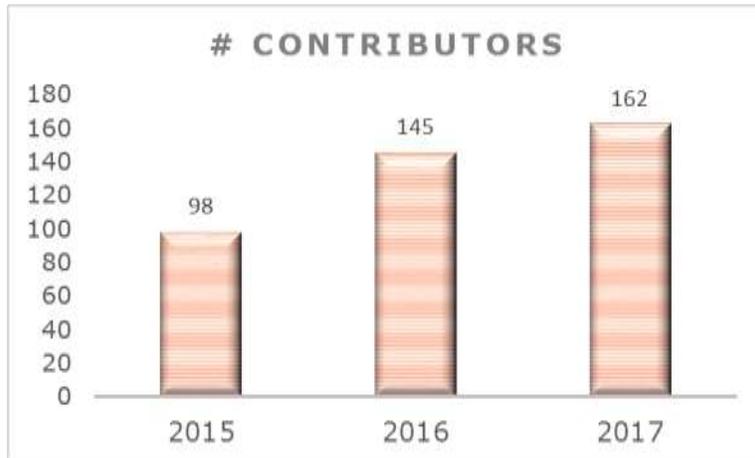
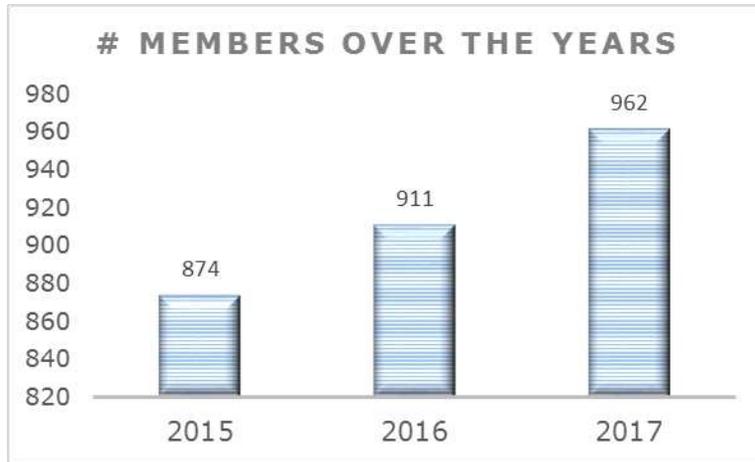
Alumni whose names have been removed: deceased / unsubscribed:

- Robert Aten (deceased)
- Jerry Jordan (deceased)

Membership Contributions Summary:

Alumni contributions, February 1 – February 28:	28
Total number of contributors for 2017 till February 28:	162
Total number of contributors through February 2016:	145
Total number of \$100+ contributors, February 1 – February 28:	13
Total number of \$100+ contributors for 2017 to February 28:	79
Total number of \$100+ contributors through February 2016:	59

Comparison over the years as of end February:



Contributions received in February 2017:

Friends of UAA: 13

Robert Sonenthal
Jim Watson
Norma Parker
Carol Peasley
David L. Jessee
Harriett Destler
Peter Lopera
Katherine Jones Debay
James Fox
Carlton Bennett
Michael Kerst
David Sprague
James Dunlap

Contributing members: 15

William Douglass
Brad Langmaid
Morrie Blumberg
Owen Cylke
Margaret Neuse
Mary Huntington
Christopher McDermott
Carol Grigsby
Duane Muller
Patricia Matheson
William Elliott
Jose Garzon
George Deikun
George Carner
Donna Stauffer