

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, August 17, 2017
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association (the "UAA") met on Thursday, August 17, 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
George Hill
Carol Peasley
Franklin Moore (joined in progress)

Absent:

John Heard

By video link/telephone:

Barbara Seligman

COMMITTEE CO-CHAIRS:

In person:

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

Absent:

Bill Anderson
John Champagne
Betty Cook
Jose Garzon
Steve Giddings
Nancy Pielemeier

ADMINISTRATIVE STAFF:

By video link/telephone::

Ven Suresh

MEETING CHAIR:

Tish Butler

* * * * *

Tish Butler called the meeting to order at 10:35 a.m., and noted the presence of a quorum.

1. MINUTES.

A motion to approve the minutes of the June 15, 2017 meeting of the Committee, duly seconded, was adopted without objection.¹¹

2. FINANCE AND MEMBERSHIP REPORTS.

A. George Hill delivered the Financial Reports for July 2017. (See Attachment A.)

George proposed arrangements for managing the flow of funds, both income and expenditures, for the History of USAID Project: the establishment of a separate subaccount within the UAA's current credit union account (same taxpayer identification number) in which funds donated for the project will be deposited and segregated; and special authority vested in two members of the Board to cosign for disbursements from the subaccount.

The Committee confirmed that, at present, George is the only Board member with a UAA credit card; the consensus was that one other UAA officer should also have a card

ACTIONS:

A motion authorizing George to establish a subaccount for the History of USAID Project within UAA's current credit union account, and to designate George Hill and Tish Butler as co-signers for disbursements from the subaccount, duly seconded, was adopted by unanimous vote.

The Board also authorized issuance of a UAA credit card to Tish.

[FRANKLIN MOORE JOINED THE MEETING.]

B. Nancy Tumavick called the Committee's attention to the UAA Membership and Contributions Summary for July 2017 (Attachment C).

- The total number of registered alumni through July 31 was 969 — close to the goal of 1000.
- Only one former political appointee has joined UAA this far. The committee plans to continue reaching out to this group of potential members, although with invitations to participate in UAA events rather than a direct appeal to join.
- The Membership Committee has not as yet tried to contact FSNs regarding membership, other than FSNs who have come to the U.S. to live. (However,

¹¹ The Executive Committee did not meet in July 2017.

Carol Peasley has invited FSNs who were interviewed for the ADST project to UAA events, but none has joined UAA as yet.)

3. CURRENT PLANNING ISSUES.

A. Annual General Meeting.

1. Panels.

Barbara Seligman reported on matters relating to the panel discussions to be presented at the Annual General Meeting, scheduled for November 3, 2017.

- Both panel discussions scheduled for the morning session — on commercial partnerships (moderated by Jim Michel) and university partnerships (moderated by Tag Demment) — are coming together very nicely.
- Jim Michel has prepared an outline for the panel on commercial partnerships. A similar outline will be prepared for the panel on university partnerships.
- The AGM Committee is in the process of identifying a moderator, and confirming panelists, for the afternoon session, including the possible participation of USAID officials.
- The committee intends to invite the new USAID Administrator to participate in the afternoon session, although it has yet to determine how to deliver that invitation — in writing, or at an introductory meeting with the UAA Board. Tish Butler will prepare and circulate a draft letter to the USAID Counselor on the subject.
- The AGMC will meet next week to complete arrangements for the university partnership panel.

2. Board Nominations.

On behalf of the Nominating Committee ("NC"), Carol Peasley reported on the committee's efforts to identify candidates for the Board positions.

- Two Board seats must be filled at the AGM.
- Four eligible individuals have expressed interest.
- One of the four, residing outside the Washington metropolitan area, was eliminated from consideration: The UAA's growing workload requires that as many Board members, committee members and other volunteers as possible be located in Washington. The Board has one non-resident member already, and felt it unwise to add a second.
- In making its recommendations, the committee is considering, among other things, whether the candidate is willing to commit time and effort to the work

of the Board and its committees; whether the candidate's commitment is long-term, so that his/her appointment would contribute to organizational continuity and sustainability; and whether the candidate's appointment would add to UAA's contacts with the development community and with new groups of potential members.

The Committee discussed the qualifications of the individuals who expressed interest in serving on the Board.

Carol Peasley will contact each remaining candidate to make certain that he/she understands the work of the Board and its committees — *i.e.*, monthly meetings and significant committee work, referring to the Strategic Plan on the UAA website — and to determine his/her level of commitment.

The Committee also discussed a number of possible options for handling the UAA's growing workload, including—

- an increase in the number of Board members (which would require an amendment to the UAA Bylaws);
- offering candidates not chosen for the Board a position on one of the Board's committees; and/or
- engaging a second part-time administrative assistant.

3. Invitations.

Nancy Tumavick discussed the AGMC's approach to AGM invitations. In 2016, although there were 210 acceptances; approximately 160 attended; food was ordered for only 140. The main problem, however, was the open-ended invitation extended to "young professionals" at USAID.

Questions that must be addressed include:

- Whether to limit the number of attendees and, if so, who should be given priority? (As an example, the invitation could establish a ceiling for total number of attendees, and give contributing members priority through a certain date, after which the remaining seats become available to non-members.)
- How to identify and invite USAID officials. (Nancy will circulate a preliminary list of possible USAID invitees to the Committee for comment.)
- How to manage invitations to USAID "young professionals." (For example, we could extend a specific number of invitations to USAID, with USAID responsible for allocating the invitations to YPs who are certain to attend.)

- How to handle payment for lunch. (We can adjust the number of lunches ordered until 36 hours before the event.)

B. History of USAID Project—Financing Plans.²

Alex Shakow reported on recent developments on the History of USAID Project:

- Alex and Jim Michel are in discussions with the Center for Global Development regarding a memorandum of understanding. Once CGD contracts with the project author, UAA expects to make a grant to CGD covering the author's compensation, and providing for an advisory committee of 3 UAA representatives and 3 CDG representatives to oversee project implementation.
- Once the memorandum of understanding is in place, we expect to begin contacting existing pledgers to solicit payment of their pledges, and searching for additional funding.
- All contributors will receive an acknowledgement of contribution that will permit them to deduct the contribution from their taxes.
- It now looks as if work on the project will begin on January 1, 2018, and extend through the year and perhaps two months into 2019.

C. UAA Strategic Plan for 2017-2019.

Carol Peasley called the Committee's attention to the annual work-flow schedule for UAA program and budget activities each year, beginning, in January, with the approval of a program plan and budget for the coming year, with notional plans for the following year. The plans are posted on the UAA website prior to the Annual General Meeting, along with a progress report on the year's activities. Members are asked to comment on the preliminary plans for the upcoming year; they also contribute to planning via their comments in the AGM membership survey. The Committee is behind schedule in meeting these requirements.

Accordingly, Carol will ask all committee co-Chairs for a report on progress this year against the goals of the 2017-2019 Strategic Plan, along with a preliminary plan for 2018, and indicative plans for 2019-2020, to be submitted at the September Committee meeting. The progress report and plans will then be combined in a single document and, in October, posted on the UAA website.

² The discussion in Paragraph 3.B was overtaken by subsequent events.

4. OPERATING COMMITTEE REPORTS.

A. Finance and Administration.

[See Paragraph 2.A. above.]

B. Membership.

Carol Dabbs reported that

- The Summer Picnic has been rescheduled for Saturday, October 7. A stand-alone email will be sent in advance to remind folks to sign up to attend.
- The September Newsletter will be issued on September 6, rather than the first Monday of the month, because of the Labor Day weekend.
- Sarah Clark has joined the Membership Committee to assist with conducting surveys. She is preparing a draft of the 2017 AGM evaluation survey for review at the Membership Committee's September meeting and at the September Board meeting. She will also prepare a draft of the 2018 Membership Survey for review at the November meetings.

C. Development Issues

Jim Fox reported that the next meeting of the Development Issue Committee, on the recent CSIS Task Force report on reorganizing U.S. foreign assistance, has been postponed from September 21 to September 28.

Alex Shakow noted three upcoming Development Dialogues at DACOR, including—

- On September 18, David Steinberg, Distinguished Professor Emeritus of Asian Studies at Georgetown University, will be speaking on the contrasting development experience of South Korea and Burma";
- On October 23, Inder Sud, formerly of the World Bank, will speak on reforming foreign aid.
- On December 4, Jerry Wolgin, will discuss African economic development.

D. USAID Strengthening

Jerry Wood reported that the USAID Strengthening Committee is completing the sixth year of the USAID/UAA Mentoring Program and preparing for the program's seventh cohort, beginning in September. The committee will be—

- confirming that its current Bureau coordinators are still participating in the program;
- sending the Bureau coordinators an announcement encouraging them to begin identifying potential mentees; and
- contacting the UAA membership regarding the program, and soliciting expressions of their interest in participation.

E. Public Outreach

Tish Butler reported that John Champagne, co-Chair of the Public Outreach Committee, is preparing a brief notice for the September newsletter on the Osher Life Long Learning Institutes (OLLIs). OLLI has affiliated institutes throughout the country, which could serve as a convenient forum for engaging the public on the role of USAID and its global development mission.

F. Awards

Carol Dabbs reported on behalf of Bette Cook, chair of the Awards Committee, that things are on track. There are multiple excellent nominations, so we will have good awardee(s) this year.

G. Other Business

None.

5. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, September 21, 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 12:25 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

September 27, 2017
Date

Attachments:

- A UAA Financial Report as of July 31, 2017
- B UAA Membership and Contributions Summary, June 1, 2017 – June 30, 2017
- C UAA Membership and Contributions Summary, July 1, 2017 – July 31, 2017

ATTACHMENT A
UAA FINANCIAL REPORT
AS OF JULY 31, 2017

• Balance as of end June 2017		\$ 21,152.64
• Member contributions received in July 2017		\$ 1,925.00
• Disbursements for the month:		\$ 143.18
○ Bank charges	\$ 78.18	
○ Web site	\$ 65.00	
• End July balance:		\$ 22,934.46

NOTE: UAA savings account balance **\$ 15,294.06**

ATTACHMENT B
UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

June 1, 2017 – June 30, 2017
(includes 2016 data for comparison)

Alumni Directory Entries:

New alumni registrations, June 1 – June 30:	4
New associate members, June 1 – June 30:	0
Total new registrations, June 1 – June 30:	4
Total new registrations for 2017 through June 30:	16
Alumni whose names were removed in June:	1
Total registered alumni through June 30, 2017:	979
Total registered alumni through June 30, 2016:	924

Newly directory listings in June 2017:

- Mary Pat
- Jerry Bauer
- Kempe Hope
- Miguel Encamacao

New registered associate listings in June 2017:

NONE

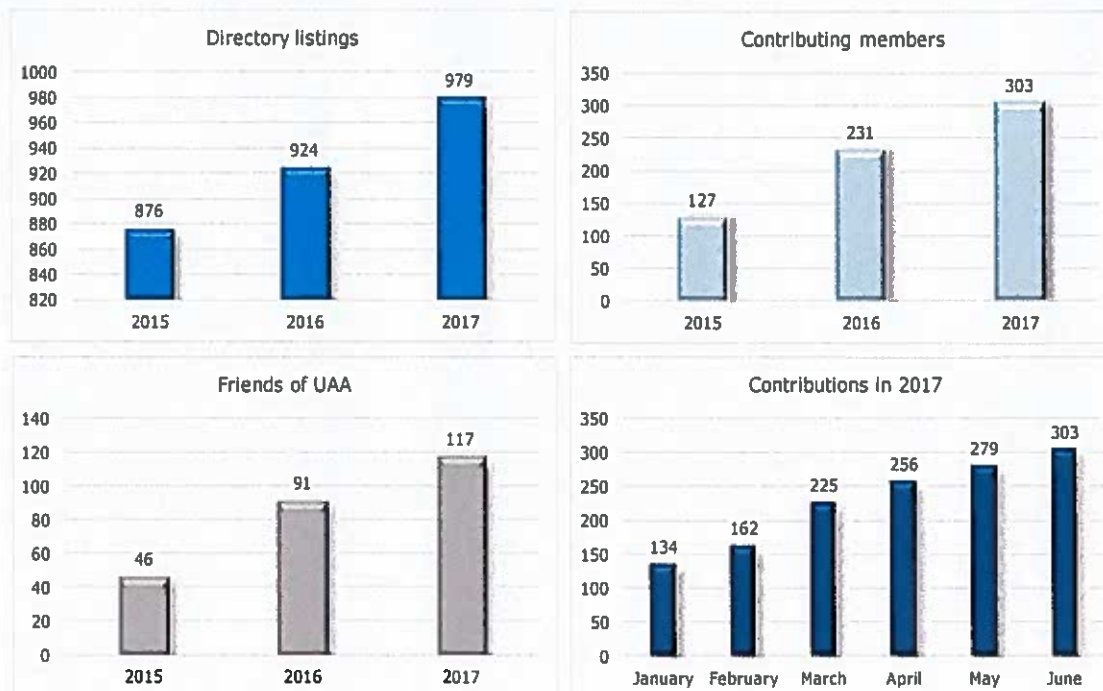
Alumni whose names have been removed: deceased / unsubscribed:

- Stafford Mousky (unsubscribed)

Membership Contributions Summary:

Alumni contributions, June 1 – June 30:	24
Total number of contributors for 2017 through June 30:	303
Total number of contributors through June 2016:	231-
Total number of \$100+ contributors, June 1 – June 30:	10
Total number of \$100+ contributors for 2017 to June 30:	117
Total number of \$100+ contributors through June 2016:	91

Comparison over the years as of end June:



Contributions received in June 2017:

Friends of UAA: 10

Stacy Rhodes	Dan Runde
Abdi Wardere	David Jessee
Barbara Bennett	Martha Fleming
Bill Anderson	Loren Schulze
Kathryn Panther	Janice Weber

Contributing members: 14

Mike McGahuey	Tony Pipa
John Harbeson	Felice Apter
Lloyd Feinberg	Rodger Garner
James Ward	Kate Alexander
Paul Mulligan	John Johns
Dawn Liberi	Marcia Bernbaum
Michele Sumilas	Stephen Grant

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ATTACHMENT C
UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

July 1, 2017 – July 31, 2017
(includes 2016 data for comparison)

Alumni Directory Entries:

New alumni registrations, July 1 – July 31:	7
New associate members, July 1 – July 31:	0
Total new registrations, July 1 – July 31:	7
Total new registrations for 2017 through July 31:	23
Alumni whose names were removed in July:	1
Total registered alumni through July 31, 2017:	969
Total registered alumni through July 31, 2016:	929

Newly directory listings in July 2017:

- Thomas Johnson
- Brenda Pearson
- Joan Steiger
- Tony Pipa
- Barbara Bennett
- Daniel Runde
- Carmen Henriquez

New registered associate listings in July 2017:

NONE

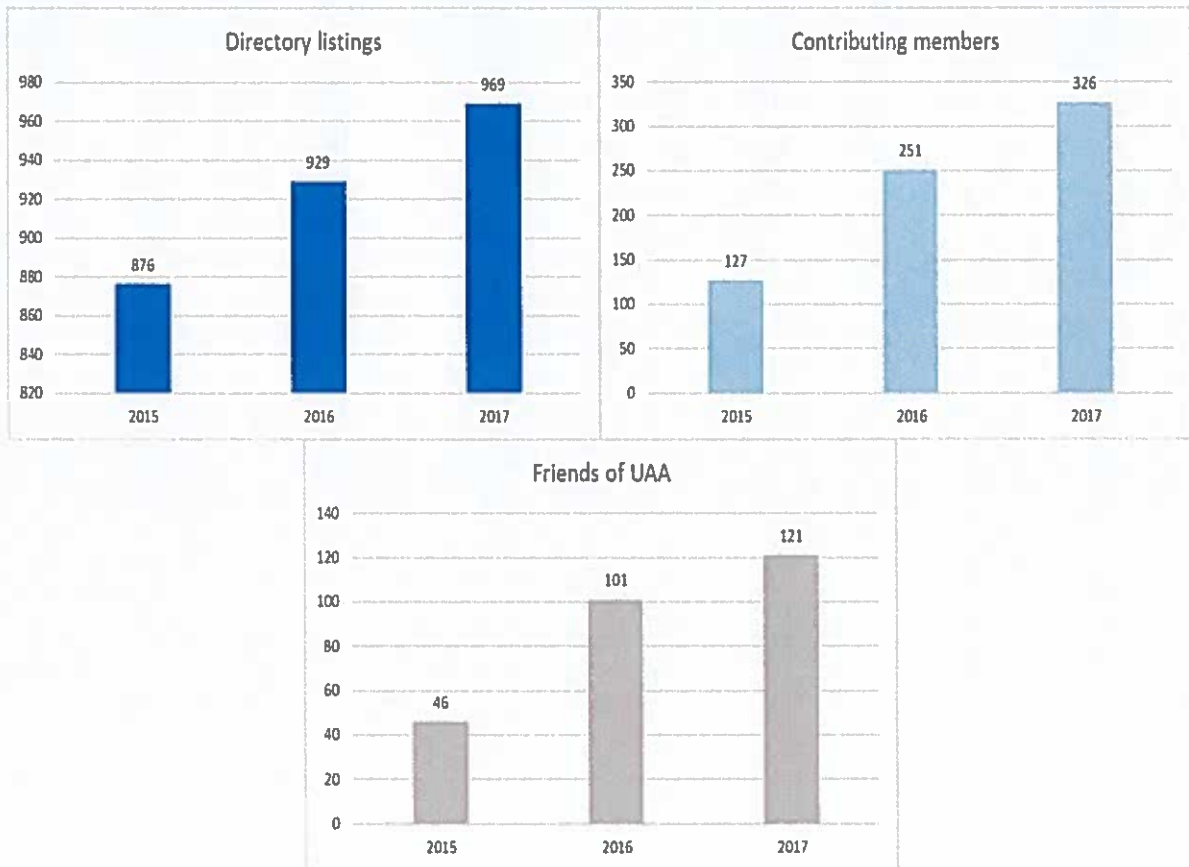
Alumni whose names have been removed: deceased / unsubscribed:

- Haven North (unsubscribed)

Membership Contributions Summary:

Alumni contributions, July 1 – July 31:	23
Total number of contributors for 2017 through July 31:	326
Total number of contributors through July 2016:	251
Total number of \$100+ contributors, July 1 – July 31:	4
Total number of \$100+ contributors for 2017 to July 31:	121
Total number of \$100+ contributors through July 2016:	101

Comparison over the years as of end July:



Contributions received in July 2017:

Friends of UAA: 4

Timothy Moore
Kiertisak Toh
Stacy Rhodes
Daniel Runde

Contributing members:

Kempe Ronald Hope	Pamela Mandel
Don Muncy	Mellen Duffy Tanamly
Wendy Stickel	Mark Peterson
Ray King	L Marcia Bernbaum
Larry Armstrong	John Eriksson
Roxana Rogers	Randal Thompson
Thomas Johnson	Clement Bucher
Pushkar Brahmhatt	Richard Whelden
Peter Kranstover	Rose Marie Depp
Tim Resch	