

**MINUTES**  
of the  
**UAA EXECUTIVE COMMITTEE MEETING**

Thursday, October 19, 2017  
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association (the "UAA") met on Thursday, October 19, 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

Absent:

John Heard  
Franklin Moore  
Barbara Seligman

COMMITTEE CO-CHAIRS:

In person:

David Cohen  
Carol Dabbs  
Steve Giddings  
Alex Shakow  
Rob Sonenthal  
Jerry Wood [joined in progress]

Absent:

John Champagne  
Betty Cook  
Jim Fox  
Jose Garzon  
Nancy Pielemeier  
Nancy Turnavick

ADMINISTRATIVE STAFF:

In person:

Ven Suresh

MEETING CHAIR:

Tish Butler

\* \* \* \* \*

Tish Butler called the meeting to order at 10:35 a.m., and noted that a quorum of the Board was not present. The Board members present decided to proceed with the agenda. Any formal action that cannot be deferred until the November meeting will

be submitted to the Board for action without a meeting under Article IV, Section 8.c, of the Association Bylaws.<sup>[1]</sup>

1. **MINUTES.**

A motion to approve the minutes of the September 17, 2017 meeting of the Committee, duly seconded, was adopted without objection.

2. **FINANCE AND MEMBERSHIP REPORTS.**

A. Finance. George Hill delivered the Financial Report for September 2017. (See Attachment A.)

B. Membership. Carol Dabbs called the Committee's attention to the UAA Membership and Contributions Summaries for September 2017 (See Attachment B). She noted that:

- The trend in the number of contributing members and alumni directory registrations continues to be positive. The total of 976 alumni directory registrations is just short of the UAA's interim goal of 1000.
- Thirty-seven percent of those registered are contributing members (358/976), and 36% of those who contributed gave \$100 or more (130/358).
- Ven Suresh will update the membership figures through the end of October 2017 for presentation at the Annual General Meeting.
- Ven was also asked to disaggregate first time contributors from repeat contributors in the October 2017 and subsequent Membership Reports.

[Jerry Wood joined the meeting.]

3. **BOARD OFFICERS AND COMMITTEE CHAIRS: CURRENT ISSUES.**

A. **Annual General Meeting—Planning Status.**

- Tish Butler reported that, according to USAID Counselor Tom Staal, the USAID Administrator, Mark Green, is planning to attend.
- Ven Suresh reported that AGM registrations are currently in the 60 to 70 range; he will circulate the precise figures to the Committee tomorrow (Friday, October 20).

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[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.

- Ven will also—
  - circulate later today for Committee review a revised notice to the membership reminding them of the AGM, and including a description of the panels ; and
  - check on and report to the Board the number of members who have voted in the Board election.
- Carol Peasley suggested that the AGM reminder include a note encouraging the members to vote in the Board election.<sup>2</sup>

**B. History of USAID Project.**

Alex Shakow reported on the current status of the History of USAID Project:

- The UAA had signed a contract with John Norris, the author selected to write the History of USAID volume. Jim Michel was instrumental in the drafting and negotiation of the contract.
- It is expected that Mr. Norris will take 18 months to complete the project.
- An advisory committee of five (Carol Peasley, Jim Michel, John Sanbrailo, Dan Runde and Alex Shakow) has been designated to monitor the project, and will meet with the author at least every two months, but more frequently if necessary.
- UAA has already received \$180,000 in contributions earmarked for the project from 112 people. We hope to receive additional contributions from individuals who pledged to contribute (there were about 130 total pledges), but have not yet sent in their contributions, and from individuals who did not pledge, but are now interested in supporting the project with their donations.
- We hope to receive contributions sufficient to guarantee a minimum volume of sales, if such a guarantee is necessary to assure commercial publication, along with a reserve to cover contingencies, and to finance outreach and education.

Alex requested the Board adopt a resolution approving the Norris contract; authorizing him to sign the contract on behalf of UAA; establishing the five-person advisory committee; and delegating to him the authority to approve contract payments. George Hill and Rob Sonenthal will prepare a resolution for action by the Board without a meeting, to be circulated to the Board as soon as possible.

**C. Annual General Meeting—Planning Status (cont'd).**

- The Committee discussed the status of AGM invitations to non-members, including representatives of USAID — e.g., USAID senior management other

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<sup>2</sup> Discussion of the AGM was temporarily suspended to allow the meeting to address the status of the History of USAID Project.

than the Administrator; USAID young professionals; and USAID participants in the USAID/UAA mentoring project (regional coordinators).

- Those tasked with inviting non-members should keep in mind the total number of attendees. We are currently planning on 120 participants in total, although the number can be adjusted as we get closer to the event itself.
- When we seek final confirmation from the Administrator, we should also determine whether he needs background information about the panels, or about UAA in general.

With respect to AGM logistics:

- The following tasks/arrangements are already in place: catering; set-up/knockdown; greeters; and photographs and biographies of the UAA awardees. David Cohen reported that he is in touch with the CGD audio/visual staff.
- Still outstanding:
  - Photos. As there was no volunteer to serve as photographer, all Committee members are encouraged to take photos and forward them to the AGM Committee by e-mail; announcements will be made from the podium to this effect, as attendees may get good photos.
  - Handouts on awardees.
  - Handouts on the History of USAID Project.
  - Handouts with biographies of panelists.
  - Will any of the panels use slides? The three moderators should be asked to contact their panelists.

The Committee reviewed, commented and suggested revisions to the draft 2017 AGM evaluation form and the form to be sent to DC area UAA members who do not attend the AGM. (See Attachments C and D.) The latter form will be sent out on November 7 or 8, indicating that responses are due within 2 weeks.

The November newsletter will include profiles of the awardees honored at the AGM.

Because the November Newsletter will be issued late in the month, the Committee agreed to issue a consolidated newsletter for November and December.

Tish Butler recommended that, in light of the election of new UAA directors at the AGM, and the arrival of new ExComm members, that the Committee take steps to assure continuity by distributing the UAA Operations Manual to all newcomers, and perhaps inviting both incoming and outgoing directors and ExComm members to the November meeting.

#### 4. OPERATING COMMITTEE REPORTS.

##### A. Finance and Administration.

[See Paragraph 2.A above.]

##### B. Membership.

Carol Dabbs reported that—

- Nancy Tumavick requested that the Committee review and comment on the draft version of the Operations Manual that she circulated.
- The Annual UAA Summer Picnic, originally scheduled for July 22, took place on October 7, at Fort Hunt Park in Alexandria. Forty-two people attended — a relatively modest turnout due mainly to the change in date.
- The Membership Committee (MC) is considering whether to recommend that the date of the picnic be moved permanently from July to September — to avoid the mid-summer heat, but without encroaching on the AGM (normally held in October/November). The Committee consensus was that early September would probably work well, because it would be early enough not to impinge on AGM attendance. Specific dates will be set for all 4 major annual events by the new Board.
- A representative of the MC will attend the Foreign Service Institute job search session to connect with prospective USAID retirees.

##### C. Development Issues

- The new Executive Director of the Pan American Development Foundation has agreed to allow the DIC to continue using a PADF conference room for its meetings.
- Lex Rieffel of the Brookings Institution has agreed to talk with the DIC on "Foreign Aid to Myanmar" once he returns from a trip to Myanmar.
- The DIC's January meeting will feature David Warsh, a noted journalist, author, and blogger, formerly with the Wall Street Journal, the Chicago Tribune, and the Boston Globe, discussing USAID's program in the Russian after the fall of the Soviet Union.
- Upcoming events in the UAA/DACOR Development Dialogue series:
  - On Monday, October 23, Inder Sud, former World Bank official (and currently head of the World Bank Alumni Association), discussing his new book on "Reforming Foreign Aid," and his views on USAID.

- On Monday, December 4, Jerry Wolgin, formerly of USAID and the World Bank will speak on "African Economic Growth: Yesterday, Today and Tomorrow."
- In February, John Mellor, former USAID Chief Economist, will speak on his forthcoming book, "Agricultural Development and Economic Transformation: Promoting Growth with Poverty Reduction."

D. Public Outreach.

Carol Peasley noted that the POC, whose work is a UAA priority, is seeking additional members.

E. USAID Strengthening.

David Cohen reported that—

- A notice to USAID was sent out soliciting new mentors for the USAID/UAA Mentoring Project. Four responses have been received thus far.
- The Committee is revisiting the guidance provided to mentors (and potential mentors) to assure it does not overstate the level of commitment involved. For example, the guidance recommends weekly contact between mentor and mentee; but, in fact, the number and timing of mentor/mentee contacts is not prescribed; and is likely to differ from case to case.

F. Awards.

Carol Dabbs reported that—

- All is prepared for the two alumni awards to be presented at the AGM.
- For the 2018 AGM, the Awards Committee will look closely at the suggestions and comments on awards received in the 2016 and 2017 AGM evaluations.

5. OTHER BUSINESS.

None.

6. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, November 16, 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 12:15 p.m.

Respectfully submitted,



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Rob Sonenthal  
Assistant to the Secretary

November 16, 2017  
Date

Attachments:

- A UAA Financial Report as of September 30, 2017
- B UAA Membership and Contributions Summary, September 1–September 30, 2017
- C 2017 AGM Evaluation (Draft)
- D 2017 Outreach to DC Area UAA Members (Draft)

ATTACHMENT A

UAA FINANCIAL REPORT  
AS OF SEPTEMBER 30, 2017<sup>‡</sup>

• Balance as of end August 2017	\$ 22,926.75
• Member contributions received in September 2017	\$ 1,650.00
• Disbursements for the month:	\$ 535.19
○ Bank charges	\$ 35.19
○ UAA Liability Insurance	\$ 500.00
• End September balance:	\$ 24,041.56
UAA savings account balance	\$ 15,322.87

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<sup>‡</sup> Not including funds designated for the History of USAID Project.



ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Alumni Directory Registrations:

New alumni registrations, September 1 – September 30:	4
New associate members, September 1 – September 30:	0
Total new registrations, September 1 – September 30:	4
Total new registrations for 2017 through September 30:	31
Alumni whose names were removed in September:	1
Total registered alumni through September 30, 2017:	976
Total registered alumni through September 30, 2016:	949

Newly directory listings in September 2017:

- Marilyn Buchan
- William Darkins
- Fougere Gordon
- Ony Razafindratovo

New registered associate listings in September 2017:

NONE

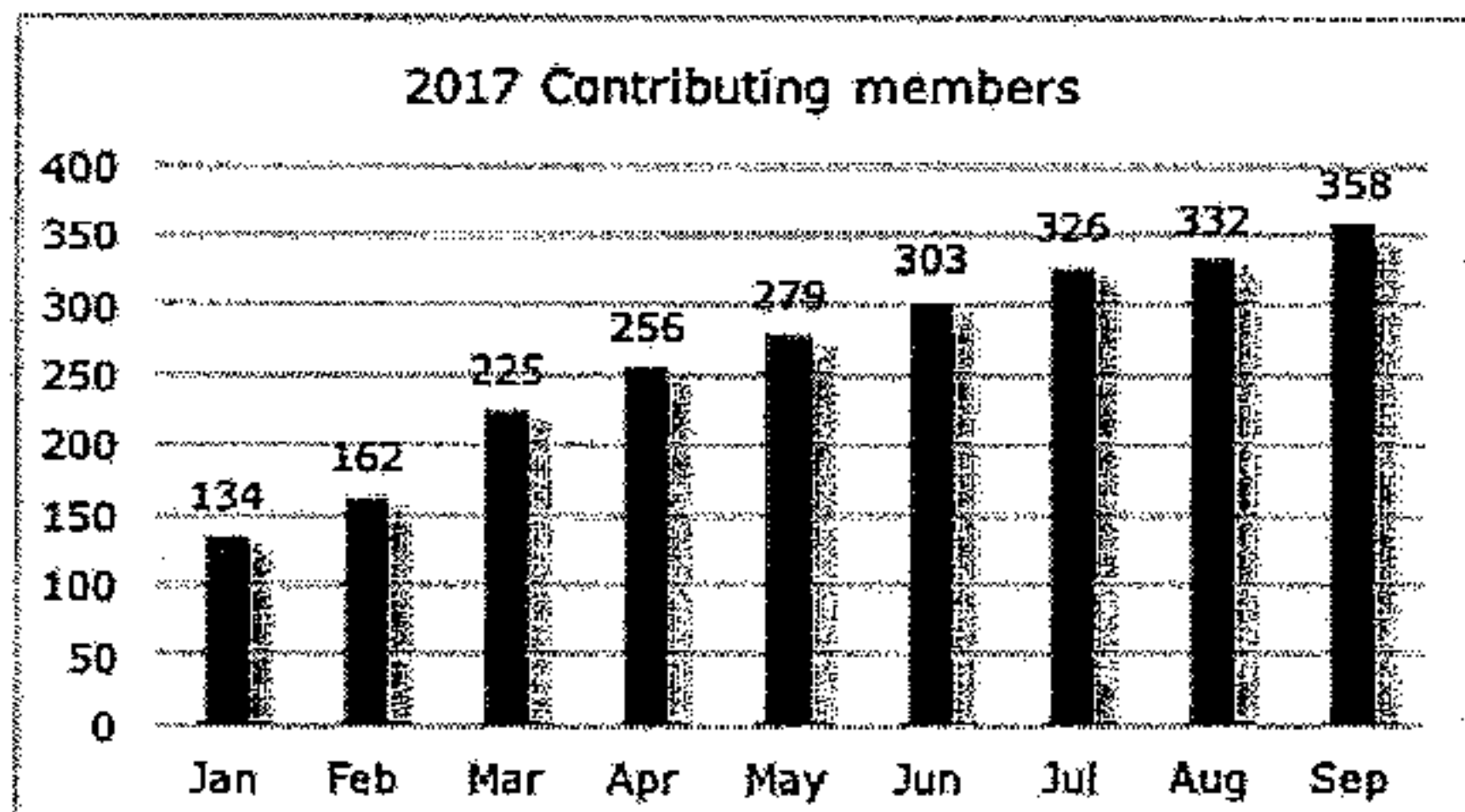
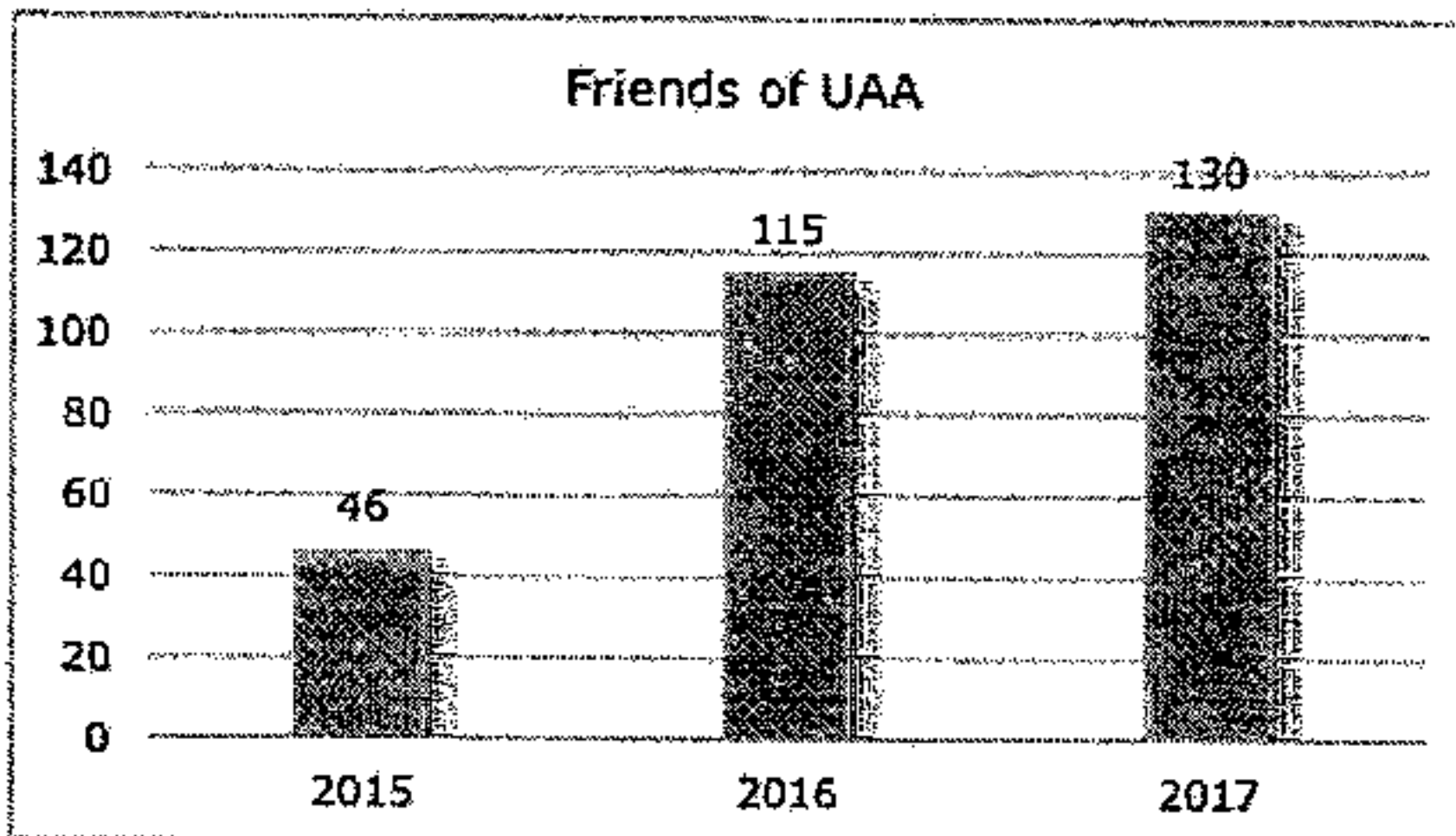
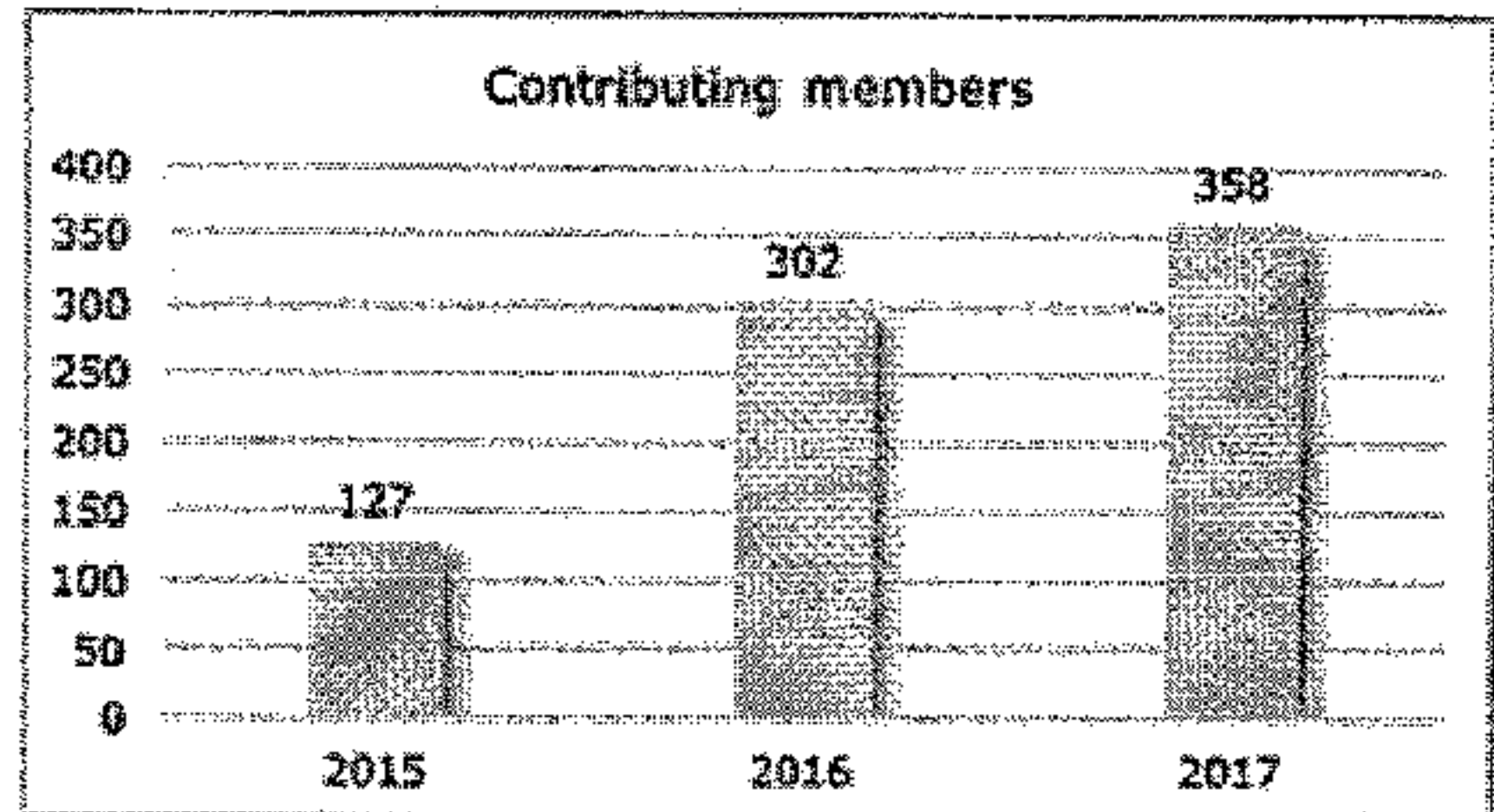
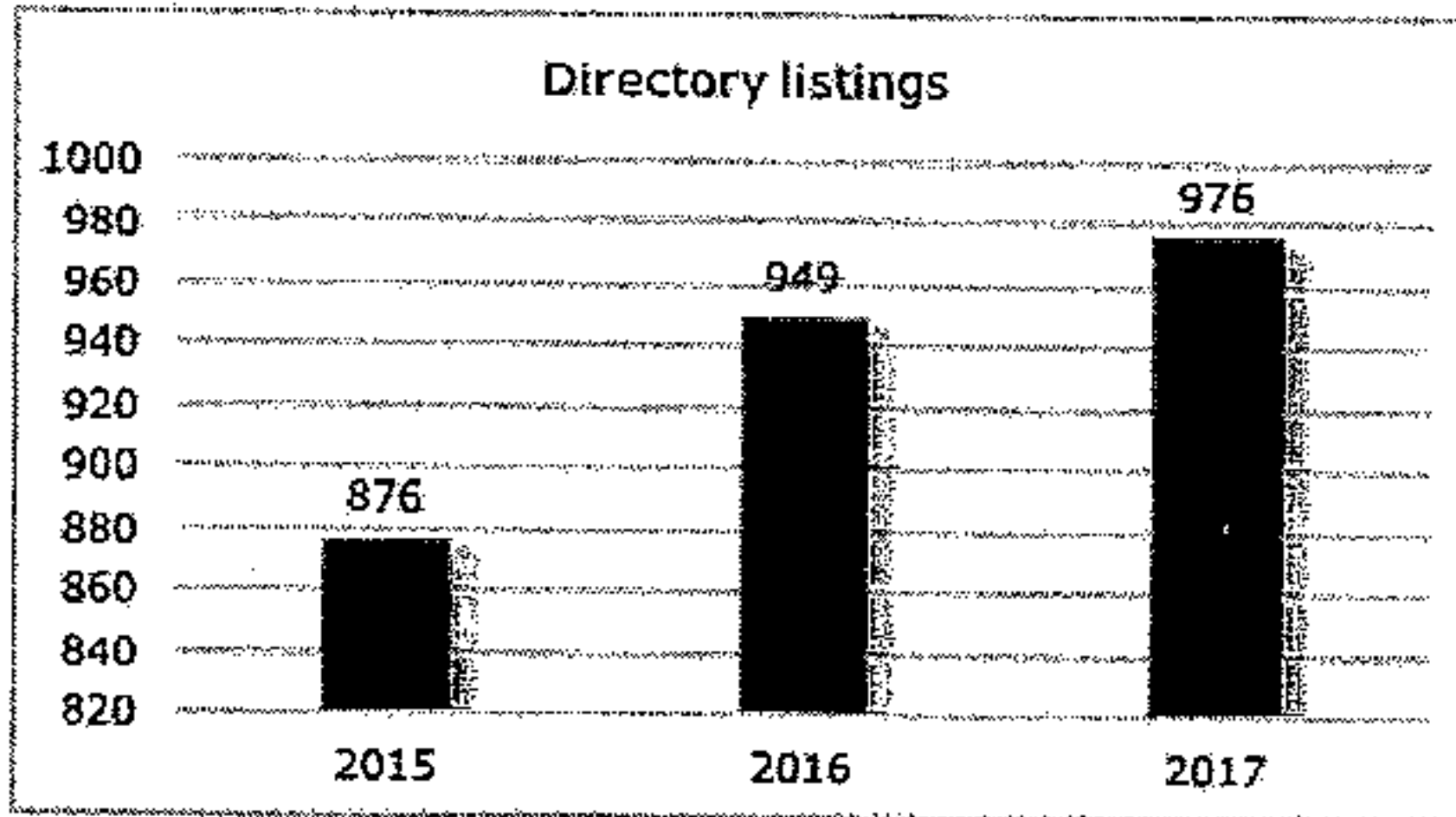
Alumni whose names have been removed: deceased / unsubscribed:

- Brant Silvers (unsubscribed)

Membership Contributions Summary:

Alumni contributions, September 1 – September 30:	26
Total number of contributors for 2017 through September 30:	358
Total number of contributors through September 2016:	302
Total number of \$100+ contributors, September 1 – September 30:	8
Total number of \$100+ contributors for 2017 to September 30:	130
Total number of \$100+ contributors through September 2016:	115

Comparison over the years as of end September:



Contributions received in September 2017:

Friends of UAA: 8

Aaron Williams  
Norma Parker  
Ken Smith  
Erin Soto

John Westley  
Patrick Fine  
Barbara Turner  
Denise Rollins

Contributing members: 18

Timothy Anderson  
Mark Ward  
Jean Meadowcroft  
Barbara Zalduondo  
Ned Greeley  
Ony Razafindratovo  
Edward Butler  
Pamela Baldwin  
Michael Kitay

Frank Brecher  
Constantine Michalopoulos  
Steven Orr  
Kristin Loken  
David Oot  
Jonathan Sperling  
Patricia Matheson  
Tonya Himelfarb  
Mary Lee McIntyre

ATTACHMENT C

**Survey Name:** 2017 AGM Evaluation

The USAID Alumni Association (UAA) would like to hear from you as we attempt to make the association more relevant to the membership. Please take a few minutes to help us by completing this brief questionnaire.

**1. What did you like most about the USAID Alumni Association Annual General Meeting this year?**

**2. What did you like least about the USAID Alumni Association Annual General Meeting this year?**

**3. Evaluate the following statements related to logistics of the AGM:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Not Applicable</b>
The Center for Global Development was a good location for the AGM.					
The date for the AGM was satisfactory.					
The starting and ending time for the AGM were about right.					
Lunch arrangements were satisfactory.					
Menu selections were appropriate.					
The balance between informal networking time and the program was about right.					
The AGM was adequately publicized.					
Materials distributed at the AGM were useful.					
There was sufficient time allowed for UAA internal business and other information.					

**4. Evaluate the following statements related to content of the AGM:**

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Applicable
The AGM focus on "USAID Partnerships: Commercial and University Collaboration" was appropriate					
The <b>introductory panel on "Review of USAID partnerships with the private sector"</b> provided a good start to the AGM					
The panel discussion on "Review of USAID university partnerships" was interesting and relevant.					
The Awards program was interesting and relevant.					
The remarks from USAID Administrator Mark Green were interesting and relevant.					
The panel discussion on "Reforming USAID" was interesting and relevant.					

**6. Please provide any comments or ideas for the Awards Committee regarding next year's Awards, including suggestions for individuals to be considered for an award.**

**7. Please share your other comments or suggestions regarding content or logistics of the AGM for use by organizers next year, including possible themes for the meeting.**

**8. Would you like to become more engaged in the UAA, for example volunteer for a UAA Committee or activity?**    yes    maybe    no.

**If yes, which committee(s) or activity(ies)?**

You are also invited to contact any board or committee member; there is a list at: <http://www.usaldalumni.org/about-us/board-of-directors-executive-committee/>.

Thank you for completing this questionnaire. If you are interested in the results, they will be posted on the UAA website.

If you have additional comments of how to make the UAA more relevant to you, please reach out to any of the membership team: <http://www.usaidalumni.org/about-us/board-of-directors-executive-committee/>

APPENDIX D

**Survey Name:** 2017 Outreach to AGM DC Area UAA members

**Intro:** One of the features of the USAID Alumni Association is an Annual General Meeting (AGM) that aims to update members on current USAID policy and programs, provide an opportunity for members to catch up on each other, and update membership on the UAA. In order to make the program more relevant to the membership, we are reaching out to some of those who did **NOT** attend this year. We appreciate your feedback.

1. What would be the most important change that would make the meeting more attractive to you? Select one.

- More publicity in advance
- More relevant program
- More convenient meeting time
- More convenient venue
- Other, please specify

2. Evaluate the following in terms of your opinion related to the annual meeting (AGM):

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Applicable
Did not know about it					
The date was not convenient.					
The time was not convenient					
The venue was not convenient					
The program was not interesting to me					

Other reasons:

3. One of the features of the meeting is the opportunity to recognize service by USAID alumni subsequent to their USAID employment. Please provide suggestions for individuals to be considered for an award next year.

4. Are there particular issues or topics you would like to hear about in a future meeting?

5. If you have other suggestions of how to make this event or the association in general more relevant to you, please include them above and feel free to contact any of the leadership team at <http://www.usaidalumni.org/about-us/board-of-directors-executive-committee/>.