

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

The Executive Committee (the "Committee") of the USAID Alumni Association (the "UAA") met on Thursday, November 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
Chris Crowley
George Hill
Franklin Moore
Nancy Tumavick

Absent:

By phone

Barbara Seligman [joined in progress]
John Heard

COMMITTEE CO-CHAIRS:

In person:

David Cohen
Carol Dabbs
Jim Fox
Carol Peasley
Nancy Pielemeier
Alex Shakow
Rob Sonenthal
Jerry Wood [joined in progress]

Absent:

John Champagne
Bette Cook
Jose Garzon
Steve Giddings

ADMINISTRATIVE STAFF:

In person:

Ven Suresh [joined in progress]

MEETING CHAIR:

Nancy Tumavick

* * * * *

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

1. **OFFICERS/COMMITTEES.**

The Board confirmed the appointment of the following Officers, Committee Co-chairs and Board liaisons, to serve until the 2018 Annual General Meeting:

Officers:

Co-chairs of the Board	Nancy Tumavick, Chris Crowley
Treasurer	George Hill
Secretary	Barbara Seligman
Assistant to the Secretary	Rob Sonenthal

Committees:

<u>Committee</u>	<u>Committee Co-chairs</u>	<u>Board liaison</u>
Development Issues	Jim Fox Steve Giddings	Chris Crowley
Membership	Carol Dabbs Bette Cook	Franklin Moore
Finance and Administration	Rob Sonenthal David Cohen (Website Curator)	George Hill
USAID History Project	Alex Shakow Carol Peasley	Chris Crowley
Public Outreach	John Champagne Vacant	Tish Butler
Strengthening USAID	Jerry Wood Jose Garzon	John Heard
Annual General Meeting	Vacant Vacant	Barbara Seligman

The Board determined that signature authority for the UAA account at the Lafayette Federal Credit Union, now held by George Hill and Tish Butler, will henceforth be held by George Hill and Nancy Tumavick, one of the new Co-Chairs, since Nancy has easier access to an LFCU office than does Chris Crowley, the other new Co-Chair.

2. MEETING SITE

The Committee discussed holding its monthly meeting at a site other than TetraTech, if doing so would not forfeit our claim on the TetraTech conference room on Thursdays from 10:30 to 12:30, and if a comfortable and convenient site, with adequate parking, can be identified. The Committee decided, as an experiment, to hold the December meeting at another site. Barbara Seligman will check on the availability of the conference room at the Population Reference Bureau, 1875 Connecticut Avenue NW.

3. MINUTES

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

Rob Sonenthal distributed copies of a resolution adopted by the Board without a meeting (in accordance with Article IV, Section 8.c, of the Bylaws), effective as of October 24, 2017. A copy of the resolution will be attached to the November 16 minutes. (Attachment A).

4. FINANCE AND MEMBERSHIP REPORTS.

A. Finance Report. George Hill delivered the Financial Report for October 2017. (See Attachment B.) He noted the unusually high total of membership contributions received in October — \$2,750.00 — which he attributed to the then-impending Annual General Meeting.

[Ven Suresh joined the meeting]

George reviewed the UAA policy on the attribution for tax purposes of contributions received late in the calendar year. Under that policy, UAA will honor a request from member in good standing whose contribution (i) is made by check, (ii) is received after December 1, and (iii) is accompanied by a written request that the contribution be attributed to be attributed to maintaining donor membership during the following year. No such accommodation is possible for a contribution made by "click and pledge," because the dated receipt for the contribution is machine-generated. A "click and pledge" contribution is simply attributed to the year in which it is received.

[Barbara Seligman joined the meeting]

[Jerry Wood joined the meeting]

B. Membership Report. Carol Dabbs delivered the Membership Report and Contributions summary for October 2017 (Attachment C).

- As of October 31, there were 980 alumni registered, just short of Frank Almaguer's target of 1000 registrants. 399 (41%) of the registrants are also contributors.
- Of the 399 contributors, 143 (36%) contributed \$100.00 or more.

Chris Crowley noted that the registered alumni are a low percentage of those estimated to be eligible for membership, and asked about obstacles to the recruitment of members.

- Tish Butler cited geography — that is, the fact that many USAID alumni live outside the Washington metropolitan area and cannot participate regularly in UAA activities.
- George Hill cited the Privacy Act, which makes it difficult for UAA to obtain information from USAID about individual retired (and retiring) USAID employees.

On UAA recruitment efforts:

- Carol Dabbs noted that UAA representatives give a presentation at to retiring USAID employees at the Foreign Service Institute retirement course; and to the extent we're able to obtain contact information, we reach out to retirees directly. The pamphlet that UAA distributes to retirees, recently updated, was accepted by USAID to be posted on the retirement page on the internal USAID website.
- Nancy Tumavick added that UAA would like to target FSNs, especially those FSNs resident in the Washington metropolitan area; FSNs represent a large and virtually untapped source of members.
- Tish Butler and John Champagne will be meeting with representatives of USAID LPA on public outreach.

5. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.

A. Annual General Meeting.

Nancy Pielemeier reported that—

- An e-mail will be sent later today or tomorrow encouraging AGM attendees to complete and submit the AGM Survey form. We will continue accepting responses through November 20. (According to Ven Suresh, 31 survey responses have been received thus far.)
- Three senior USAID officials — two from the Office of the Administrator and one from Legislative and Public Affairs — were at the AGM for the entire day. As a result, the Office of the Administrator asked us for Richard Crespin's contact information to arrange a follow-up meeting.

Nancy recommended that organization of the AGM continue to be handled by a separate AGM Committee — led by members of the Board and Executive Committee, but also including outside volunteers — and that the AGM Committee continue to be responsible for proposing the meeting theme to the Board/ExComm for final decision, taking into account past AGM themes and current issues.

The Board consensus was to continue the AGM Committee, with Barbara Seligman serving as Board liaison to the committee, and a new co-chair to be indentified to replace Nancy Pielemeier.

Nancy Tumavick suggested that the Committee settle on a date for the 2018 AGM as soon as possible — preferably at the end of October, considering that mid-term elections will be taking place on November 6 — and to reserve the CDG conference room. Alex Shakow will approach CDG with a request that the AGM be scheduled for Friday, October 26.

Carol Peasley noted that only 66 votes were cast for the Board elections — that is, fewer than one-half of the contributing members who attended the AGM. She suggested that the ExComm review the procedures now in place for Board nominations and elections in order to encourage greater member participation.

B. 2018 Member Survey.

Carol Dabbs reported that—

- A glitch in the survey of registrants in the D.C. area who did not attend the 2017 AGM had been discovered and corrected. The survey has been reopened for responses, and will remain open for another two weeks.
- A draft of the 2018 Member Survey has been completed and circulated to the ExComm, and a number of e-mail comments have been returned. Committee members are urged to forward any further comments to Sarah Clark; she will prepare a revised draft for the ExComm to review and finalize. The final version should be available in early January, for distribution with (or close to) the request to members for their 2018 contributions.

C. History of USAID Project.

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

- The Advisory Committee (AC) held its first meeting with John Norris last week to review methodology and schedule; to discuss certain aspects of USAID's history (principally the 1960s, including Vietnam); and, in general, to make sure that John has access to the resources he requires to move forward with the project.

- The AC has a good cross-section of individuals with knowledge of USAID history, and will be able to identify other individuals with knowledge of specific periods and issues to participate at AC meetings.
- So that John is not inundated with information and requests, communications to John should be directed to Alex; he will sift through and summarize them for John's benefit.
- CGD intends to make John a "non-resident fellow" and to organize meetings on topics in USAID history. In addition, although we would prefer commercial publication, publication by CDG is a possible fallback.

George Hill reported on financial aspects of the project: Because contributions earmarked for the project will not be disbursed immediately, but will be held until disbursements are called for under the Norris contract, those contributions are being deposited into the UAA savings account; even at 0.2% annual interest, the account will generate useful income. He asked the Board for authority to consider alternative placements that might generate a larger return without significant additional risk. The Board authorized George to look at alternatives, and to report at the next ExComm meeting.

Carol Peasley will continue to be responsible for sending e-mail acknowledgements for contributions to the USAID History Project, but the acknowledgements will be henceforth be signed by Nancy Tumavick and Chris Crowley as Co-Chairs of the Board.

6. OPERATING COMMITTEE REPORTS.

A. Finance and Administration.

[See Paragraph 4.A above.]

B. Membership.

Nancy Tumavick noted that she and Carol Dabbs recommend Bette Cook as a new Co-Chair of the Membership Committee. She will be available to assume the duties of co-chair in a couple of months. Until then, Nancy and Carol will handle those duties on Bette's behalf. The Committee affirmed this choice, noting that each committee chooses its own co-chairs.

Carol Dabbs reported that—

- The committee is still seeking a volunteer to take charge of the recruitment of FSNs.
- The November/December Newsletter will include profiles of the two alumni who received award at the 2017 AGM, and the January and February Newsletters will include profiles of the other nominees.

C. Development Issues

- Jim Fox noted that the committee's next meeting would take place on January 18, with David Warsh, a noted journalist and blogger, and author of a book on USAID's program in the Russian after the fall of the Soviet Union.
- Alex Shakow cited the following upcoming UAA/DACOR Development Dialogues:
 - on December 4, with Jerry Wolgin speaking on "African Economic Growth: Yesterday, Today and Tomorrow";
 - on December 15, with Stephen Young, formerly with USAID in Vietnam and author of "The Theory and Practice of Associative Power: CORDS in the Villages of Vietnam 1967-1972," which should be of interest to people who served in Vietnam; and
 - on February 12, with John Mellor, former USAID Chief Economist, Director-General of IFPRI and Emeritus Professor at Cornell, speaking on agricultural development and economic transformation.
- Carol Peasley added that a memorial to late Janet Ballantyne would be held at CSIS on December 8, with Dan Runde as the moderator and four panelists each representing a different phase of Janet's career..

D. Public Outreach.

Tish Butler reported on the activities of the Public Outreach Committee on behalf of Co-Chair John Champagne:

- Lauren Russell, who is now Acting Director for Public Engagement at LPA, and attended the AGM, is in contact with a large group of FSNs living in the U.S., and could help UAA approach those FSNs.
- There has been a change in staff at the AFSA Speakers Bureau — Louisa Bargeron is now in LPA working with Lauren Russell on Hometown Diplomats and other public outreach activities. We have arranged to meet with her next week.
- John has signed up for the OLLI Program at George Mason University. GMU will provide 3 classes on development during the spring semester.

Carol Peasley added that the POC needs another co-chair to work with John. Jim Fox agreed to solicit interest at the next meeting of the Development Issues Committee.

E. USAID Strengthening.

Jerry Wood reported that—

- For the 7th Cohort, the committee has received 18 profiles from prospective mentors, 11 of whom are new to the program; additional profiles are expected shortly. There should be enough mentors to meet the expected demand.
- Originally, prospective mentors were asked to commit to the program for at least six months. Now, the mentors are encouraged to maintain the mentor/mentee relationship as long as it is useful to the mentee. (One mentor/mentee pair has been active for 6 years.) The program remains mentee-driven.
- There have thus far been 19 applications from prospective mentees, each with a profile, including a number of applications are from the field. Because Africa appears to be under-represented in this group, we recently met with the Africa Bureau coordinator, who agreed to reach out for additional mentees.
- We expect to reach our target of 20-25 mentor/mentee pairs.
- One potential problem: For the first time, there is no "go-to" person at agency. We raised the issue with Gary Juste, and Jose Garzon will be meeting with him later today.
- A training workshop for prospective mentors will take place on December 12. Although the workshop is in the same facility as in previous years, this year we will have to pay for the space.

F. Awards.

Carol Dabbs reported that the Awards Committee will convene again in early January. At that time, the committee will consider the comments and recommendations contained in the 2016 and 2017 AGM evaluations.

7. OTHER BUSINESS.

Nancy Tumavick asked each Committee to prepare and submit a proposed budget for calendar year 2018 prior to the December 14 meeting. The consensus of the Board was that the 2018 budget, when finally completed, should be posted on the UAA website.

Tish Butler noted that, at the AGM, we offered to brief the USAID Administrator about the UAA and its program, but were unable to do so. She suggested that we offer the briefing again.

8. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, December 14, 2017, from 10:30 a.m. to 12:30 p.m. It will take place either at the offices of Tetra Tech Inc., or at the offices of the Population Reference Bureau.

* * * * *

The meeting was adjourned at 12:25 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary



Date

Attachments:

- A Action of the Board of Directors, effective October 24, 2017
- B UAA Financial Report as of October 31, 2017
- C UAA Membership and Contributions Summary,
October 1–October 31, 2017

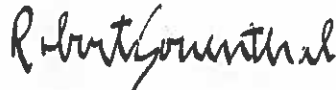
ATTACHMENT A
USAID ALUMNI ASSOCIATION
ACTION OF THE
BOARD OF DIRECTORS

A majority of the members of the Board of Directors of the USAID Alumni Association ("UAA"), acting without a meeting pursuant to Article IV, Section 8.c, of the UAA Bylaws,¹ adopted the following resolution as of October 24, 2017, as if it had been submitted to the Board at a meeting duly called and held for the purpose of acting thereon.

RESOLVED THAT, to assist the Board in the implementation of the UAA/USAID History Project ("Project"), the following actions and delegations of authority are hereby approved:

1. The contract between the UAA and John Norris, author of the work to be produced under the Project ("Contract"), has been reviewed by the Board and is hereby approved. Alexander Shakow is authorized to sign the Contract on behalf of the UAA.
2. A five-person Advisory Committee is hereby constituted to oversee the Project on behalf of the Board. The Advisory Committee is composed of Alexander Shakow, Chair; Carol Peasley, Vice Chair; John Sanbrailo; Jim Michel; and Dan Runde. The Advisory Committee will monitor the overall progress of the Project, including, but not limited to, reviewing and evaluating each stage of the work completed by Mr. Norris according to the standards set forth in the Contract.
3. Upon approval by the Advisory Committee of a stage of the Contract work, Mr. Shakow, or Ms. Peasley in Mr. Shakow's absence, is hereby authorized to approve payment to Mr. Norris in accordance with the terms of the Contract.
4. The Board hereby approves an initial payment to Mr. Norris of \$10,000 as called for in the Contract.

Copies of the recorded votes of a majority of the members of the Board in favor of the Resolution are attached.



Robert Sonenthal
Assistant to the Secretary

Date: October 24, 2017

¹ Article IV, Section 8.c of the UAA Bylaws provides that "Matters of urgency may be decided without a meeting by a recorded vote of a majority of the Board."

TO: UAA Board of Directors

FROM: Tish Butler, Co-Chair
Carol Peasley, Co-Chair

SUBJECT: Board Action Without A Meeting

Given the absence of a quorum at the October 19 meeting of the UAA Board of Directors, and the urgent need to begin implementation of the UAA/USAID History Project ("Project"), we propose that the Board take action on the following resolution by written ballot without a meeting, in accordance with Article IV, Section 8.c of the UAA Bylaws:¹

RESOLVED THAT, to assist the Board in the implementation of the UAA/USAID History Project ("Project"), the following actions and delegations of authority are hereby approved:

1. The contract between the UAA and John Norris, author of the work to be produced under the Project ("Contract"), has been reviewed by the Board and is hereby approved. Alexander Shakow is authorized to sign the Contract on behalf of the UAA.
2. A five-person Advisory Committee is hereby constituted to oversee the Project on behalf of the Board. The Advisory Committee is composed of Alexander Shakow, Chair; Carol Peasley, Vice Chair; John Sanbrailo; Jim Michel; and Dan Runde. The Advisory Committee will monitor the overall progress of the Project, including, but not limited to, reviewing and evaluating each stage of the work completed by Mr. Norris according to the standards set forth in the Contract.
3. Upon approval by the Advisory Committee of a stage of the Contract work, Mr. Shakow, or Ms. Peasley in Mr. Shakow's absence, is hereby authorized to approve payment to Mr. Norris in accordance with the terms of the Contract.
4. The Board hereby approves an initial payment to Mr. Norris of \$10,000 as called for in the Contract.

Please indicate your approval/disapproval of the foregoing Resolution by return e-mail not later than close of business on Monday, October 23.

The Resolution shall be deemed to have been adopted if and when the Co-Chairs receive four (4) written ballots indicating approval, representing the majority of the UAA Directors now in office.

¹ Article IV, Section 8.c of the UAA Bylaws provides that "Matters of urgency may be decided without a meeting by a recorded vote of a majority of the Board."



Rob Sonenthal <rsonenthal@sonenthal-overall.net>

Re: Resolution Related to History Project

1 message

Barbara Seligman <barbaraseligman@gmail.com>

Fri, Oct 20, 2017 at 2:27 PM

To: cpeasley <cpeasley@starpower.net>

Cc: Letitia Butler <tish.butler@mac.com>, Georgeh260 <georgeh260@aol.com>, John Heard <johnheard2@msn.com>, Franklin Moore <franklinmoore@gmail.com>, UAA Executive Committee <executivecommittee@usaidalumni.org>

The resolution looks good to me. I vote to approve.

On Thu, Oct 19, 2017 at 6:29 PM, <cpeasley@starpower.net> wrote:

Because we did not have a quorum at today's meeting we were unable to vote on the attached resolution related to oversight of the History Project. Thanks to George and Rob, we now have a well crafted resolution ready for approval via email.

We would appreciate votes from all board members -- those on addressee line -- by Monday, October 23. Please send you email votes to Tish and me.

Thanks much. Carol



Rob Sonenthal <rsonenthal@sonenthal-overall.net>

Re: Resolution Related to History Project

1 message

Letitia Butler <tish.butler@mac.com>

Fri, Oct 20, 2017 at 3:40 PM

To: Georgeh260 <georgeh260@aol.com>

Cc: Carol Peasley <cpeasley@starpower.net>, John Heard <johnheard2@msn.com>, Franklin Moore <franklinmoore@gmail.com>, Committee UAA <executivecommittee@usaidalumni.org>, Barbara Seligman <barbaraseligman@gmail.com>

Hopefully, my premature vote to endorse of yesterday still counts. Thx, Tish

On Oct 20, 2017, at 2:27 PM, Barbara Seligman <barbaraseligman@gmail.com> wrote:

The resolution looks good to me. I vote to approve.

On Thu, Oct 19, 2017 at 6:29 PM, <cpeasley@starpower.net> wrote:

Because we did not have a quorum at today's meeting we were unable to vote on the attached resolution related to oversight of the History Project. Thanks to George and Rob, we now have a well crafted resolution ready for approval via email.

We would appreciate votes from all board members -- those on addressee line -- by Monday, October 23. Please send you email votes to Tish and me.

Thanks much. Carol

ATTACHMENT B

UAA FINANCIAL REPORT
AS OF OCTOBER 31, 2017

• Balance as of end September 2017	\$ 24,041.56
• Member contributions received in October 2017	\$ 2,750.00
• Disbursements for the month:	\$ 225.39
○ Bank charges	\$ 95.39
○ Constant Contact (web Site)	\$ <u>130.00</u>
• End October 2017 balance:	\$ 26,566.17
UAA savings account balance (earned \$3.86)	\$ 15,326.73

* Not including funds earmarked for the History of USAID Project.

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Alumni Directory Registrations:

New alumni registrations, October 1 – October 31:	4
New associate members, October 1 – October 31:	0
Total new registrations, October 1 – October 31:	4
Total new registrations for 2017 through October 31:	35
Alumni whose names were removed in October:	0
Total registered alumni through October 31, 2017:	980
Total registered alumni through October 31, 2016:	956

Newly directory listings in October 2017:

- Don Sillers
- Brad Wallach
- Sharon Pauling
- Andrea Harris

New registered associate listings in October 2017:

- None

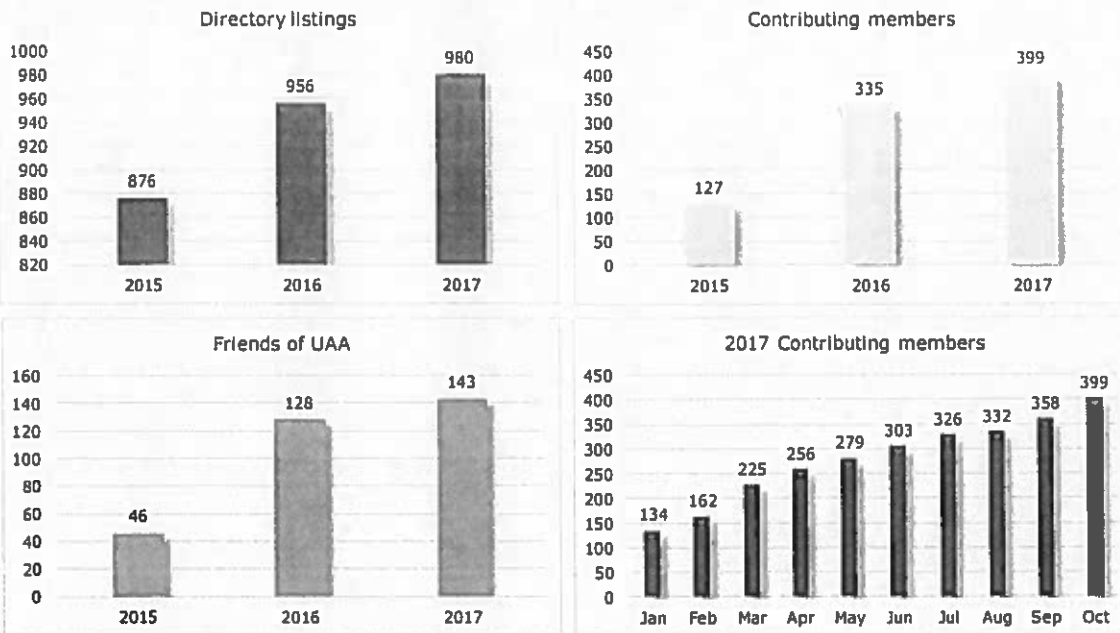
Alumni whose names have been removed: deceased / unsubscribed:

- None

Membership Contributions Summary:

Alumni contributions, October 1 – October 31:	41
Total number of contributors for 2017 through October 31:	399
Total number of contributors through October 2016:	335
Total number of \$100+ contributors, October 1 – October 31	13
Total number of \$100+ contributors for 2017 to October 31:	143
Total number of \$100+ contributors through October 2016:	128

Comparison over the years as of end October:



Contributions received in October 2017:

Friends of UAA: 13

- | | | |
|------------------|-------------------------|------------------|
| Buddy Dodson | Don Sillers | Christian Holmes |
| Abbe Fessenden | Anne Simmons-Benton | John Mellor |
| Barry Souleymane | M Charles Moseley | George Laudato |
| Donna Stauffer | William Nance | |
| Paul Ehmer | Jeffrey Marburg-Goodman | |

Contributing members: 28

- | | | |
|-----------------|--------------------|-----------------|
| Stephen Wingert | Margaret Neuse | Maria Mamlouk |
| Ray Van Raalte | L. Marcia Bernbaum | John Lovaas |
| Rose Marie Depp | Gene George | Gerald Britan |
| Douglas Sheldon | Elizabeth Carter | Sarah Clark |
| Jose Garzon | Jack Heller | Ralte Anne |
| Veronica Pope | William Douglass | James Dempsey |
| Birnbaum Philip | Brad Wallach | Lee Roussel |
| Richard Martin | Franklin Moore | Herbert Miller |
| Roger Simmons | Mary Ann Riegelman | Shahabddin Khan |
| Dennis Weller | | |