

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, January 18, 2018
10:00 AM — 12:00 PM

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on Thursday, January 18, 2018, at 10:00 a.m., at the offices of 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
Nancy Tumavick

Absent:

Franklin Moore
Barbara Seligman

By phone

John Heard

COMMITTEE CO-CHAIRS:

In person:

David Cohen
Carol Dabbs
Carol Peasley
Alex Shakow
Rob Sonenthal
Jerry Wood

Absent:

John Champagne
Bette Cook
Jim Fox
Jose Garzon
Steve Giddings
Nancy Pielemeier

ADMINISTRATIVE STAFF:

By phone:

Ven Suresh

MEETING CHAIR:

Nancy Tumavick

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

1. MINUTES

A motion to approve the minutes of the December 14, 2017, meeting of the Executive Committee, duly seconded, was adopted without objection.

2. FINANCE AND MEMBERSHIP REPORTS.

A. Finance Report. George Hill delivered the Financial Report for the month of December 2017. (Attachment A.)

- Disbursements during December 2017 included, most notably, payment of the last of the expenses incurred for the 2017 AGM, and of five months of compensation to Ven Suresh, our Administrative Assistant.
- The end-of-December balance was a healthy \$17,778.51.

The Committee discussed the UAA's "click and pledge" arrangements — in particular, how the Committee would access its C&P account if George Hill, currently the sole password-holder, were unavailable. The Board therefore authorized Rob Sonenthal, co-Chair (with George) of the Finance and Administration Committee, and Ven Suresh, Administrative Assistant, to hold and use the UAA's C&P password. The UAA operating manual will be modified accordingly.

The Committee then discussed the UAA's accounts at the Lafayette Federal Credit Union (LFCU). At the November meeting, Tish Butler, retiring UAA Co-Chair, was replaced as an authorized signatory on the LFCU account by Nancy Tumavick, one of the two newly elected Co-Chairs. The Committee now believes that Chris Crowley, the other newly elected UAA Co-Chair, is better situated to act as an authorized signatory.

Accordingly, the Board voted to replace Nancy Tumavick with Chris Crowley as authorized signatory for the LFCU account.

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

- There was no change in the number of alumni registration In December.
- One alumni registrant became a contributor.
- Approximately 42% of the registrants were also contributors.
- There was a net gain of 75 contributors through December 31, 2017, an increase of approximately 22% compared to December 31, 2016.
- There was apparently no upsurge in contributions in response to e-mail reminders sent out in May and September 2017.
- We should try—

- to identify individuals who contributed in 2016, but did not contribute in 2017, and to determine why they failed to contribute; and
- to determine whether the reduction in contribution level for alumni outside the Washington metropolitan area resulted in an increase in contributions from that quarter.

Ven will assemble relevant information before the February Committee meeting.

Discussion continued on whether it is possible to determine the number of first-time contributors who are recent USAID retirees? Leaving aside the definition of "recent," Nancy Tumavick noted that the UAA must get information on retirees from non-official sources, not from USAID. For example, the Membership Committee is allowed to send representatives to USAID retirement seminars, but USAID will not provide the representative with a list of seminar attendees; the representative has to get names and contact information directly from those who attend the information session. This restriction is a possible topic of discussion when the Board meets with Administrator Green.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.

A. AGM: 2018 Planning/Co-Chair Selection.

Alex Shakow and Carol Peasley reported that:

- The AGM Committee is scheduled to meet on Thursday, January 25, at the offices of the Population Research Bureau; all interested in AGM planning should feel free to attend.
- The AGM Committee has not yet identified a co-Chair to replace Nancy Pielemeier, but will provide an update on its search at the February ExComm meeting.

B. 2017 AGM Survey.

Carol Dabbs reported that raw data from the 2017 AGM evaluation is available, and can be circulated to the Committee this afternoon. Sarah Clark, who was to prepare an analysis of the raw data, is out of the country, but an should be available sometime next week.

C. Board Nomination Procedures.

Carol Peasley called the Committee's attention to the Swarthmore College Alumni Association procedures for board nominations circulated by Alex Shakow. The procedures described are substantially identical to ours, but the explanation is more clear and precise.

If we continue to follow our current procedures, she suggested that we consider using language from the Swarthmore procedures.

D. 2018 Members' Survey.

Carol Dabbs reported that 13 responses to the Members' Survey have been received thus far. A notice reminding members to respond — and pointing out that the Members Survey is different from the AGM Survey — will be sent out next Monday. The survey will be kept open for an additional two weeks from the date of the reminder.

The Committee then discussed the content and timing of the annual Members' Survey. The consensus view is that:

- The survey, in its current form, is too lengthy, and covers too many disparate issues, to generate more than a limited response.
- It is not strictly necessary to conduct the survey in January. The UAA Bylaws require an annual survey, but don't state when during the year the survey must be conducted. Moreover, because the results of the survey are used to guide review of the Strategic Plan, it may be more effective to conduct the survey in July or August, in anticipation of the AGM, and to supplement the responses received with a Q&A session at the AGM itself.
- A Members' Survey in July or August would avoid confusion with the AGM Survey, and "survey fatigue" that develops when two surveys are conducted at around the same time, and would take advantage of the member interest generated by the approach of the AGM.

After discussion, the Board took the following actions:

- The Membership Committee will prepare, and present at the ExComm April meeting in April, a proposed targeted members' survey, designed to collect views and information relevant to performance/revision of the Strategic Plan. In particular, George Hill recommended that we examine whether the current committee structure still fits our current Strategy. This "mini-survey" would be distributed to the membership in July 2018, and would possibly serve as the as a basis for a Q& session at the 2018 AGM.
- Starting in 2019, the annual "members' survey" will be issue, not in January, but in July, with a format and purpose similar to the 2018 "mini-survey," but including a fuller range of questions.

E. 2018 Budget.

George Hill reported that proposed budgets for 2018 had been received from all UAA committees except for the Development Issues Committee. He therefore deferred until next month proposing a budget for 2018 for the Board's consideration

F. Meeting with Administrator Green.

Tish Butler reported that she had recently spoken with the Administrator's office about the proposed meeting between Administrator Green and members of the UAA Board. Although a meeting is still on the Administrator's agenda, because he is traveling abroad during January and February, the meeting cannot take place until late February or March.

Tish intends to contact the Administrator's office again on or about February 1.

Carol Peasley will forward a recent message on the subject to the Committee

G. UAA Endorsement.

The UAA has received a request, through Alex Shakow, that (i) it consider taking a public position on certain issues of public policy that affect, directly or indirectly, the organization of USAID and/or the achievement of USAID's objectives — for example, the possible merger of USAID into the Department of State, use of the "dissent channel" by State and USAID foreign service officers, and the Administration's immigration and family planning policies; or (ii) if the UAA declines to act as an organization, it nevertheless take steps to facilitate such activity by individual UAA members.

After discussion, the Committee, acting by consensus, confirmed its longstanding policy of avoiding involvement in advocacy or other political activity, and accordingly declined to take a position on the policy issues identified in the request, or to facilitate political activity by its membership using the UAA website or other UAA resources. The Committee authorized Alex to respond to the request, emphasizing, among other things, the limitations of the UAA's Section 501(c)(3) tax-exempt status, its non-partisan educational mission, and the availability of the "Forum" section of the UAA website to members seeking to express their individual political and policy views.

4. OPERATING COMMITTEE REPORTS.

A. Finance and Administration.

[See Paragraph 2.A above.]

B. Membership.

Carol Dabbs reported on the activities of the Membership Committee:

- Winterfest 2018 will take place at the home of Frank and Antoinette Almaguer on Sunday, February 11, with a snow date of Sunday, February 25.
- The Spring Reception is tentatively scheduled at the Shakow's home, subject to further clarification from the Committee on whether the reception will be substantive rather than social — that is, if we wish to invite participation by USAID Mission or bureau officials who are meeting in Washington around the same time.
- The MC recommends that the Summer Picnic be held on Saturday, September 8 — the Saturday after Labor Day — rather than in July as in past years. George Hill was asked to make the necessary park reservations, which require a deposit by credit card.
- The MC has not yet identified a replacement for Diane Tsistos as Profiles Editor, but has two candidates in mind, and will report on its progress at the February meeting.

The Committee then reviewed the planned contents of the February newsletter.

Carol noted that the alumni register includes the names of a number of deceased alumni — including alumni whose names appear in the "In Memoriam" section of the UAA website, and asked that the Committee clarify UAA policy regarding those names.

After discussion, the Committee consensus was (i) against automatically removing those names or adding a note in the directory indicating "deceased," and (ii) in favor of contacting the individuals who provide obituaries to ask if they would prefer that the deceased's name be removed from the directory.

C. Development Issues

- Chris Crowley called the Committee's attention to the Development Issues Committee's first meeting of 2018 on Thursday, January 25 at the Pan American Development Foundation, at which Katherine Steel, Director of USAID's Office of Energy, will discuss Power Africa.
- Alex Shakow reminded the Committee of the upcoming UAA/DACOR Development Dialogue, scheduled for February 12, with John Mellor, former USAID Chief Economist, Director General of IFPRI, and Emeritus Professor at Cornell, discussing his new book, Agricultural Development and Economic Transformation.

D. Public Outreach.

Tish Butler reported on the activities of the Public Outreach Committee on behalf of co-chair John Champagne.

USAID has revived its Home Town Development program under the direction of Lauren Russell, Acting Deputy Assistant Administrator for LPA, and her assistant, Louisa Bargeron. The PO Committee intends—

- to work closely with the HTD program by reaching out to UAA members in the Washington D.C. area and beyond, to encourage their participation, and
- to continue its own efforts to communicate with the general public — for example, by preparing a set of simple training materials, and by working with the OLLI program, Great Circles Courses, and similar organizations.

Tish and John have also scheduled lunches with Tony Barclay of the National Peace Corps Association, and Allan Saunders of AFSA, to discuss possible collaboration on outreach.

E. USAID Strengthening.

Jerry Wood delivered a report on the progress of the 7th cohort of the USAID/UAA Mentoring Program.

- Following the training session for mentors, held on December 12, the Committee is organizing a series of training webinars for prospective mentees in the field, focused on how they can get the most out of the program.
- John Heard will be following up on the two or three mentor/mentee pairs that have not yet connected.
- The 7th cohort includes a number relatively senior USAID officials as well as new hires.
- Jose Garzon will be continuing as committee co-Chair.

John Heard added that his efforts to reach with who have not yet connected with their mentors are being carried out using the good offices of USAID bureau coordinators.

F. History of USAID.

Alex Shakow reported on the History of USAID Project:

- At this point, the Project has collected a total of \$197,000 from approximately 150 contributors.

- The Advisory Committee has held two regular meetings with John Norris, the Project author, and will continue to meet with him approximately once every other month.
- The AC continues to collect and vet suggestions from alumni and others interested in the Project, and to forward those it deems useful to Mr. Norris.
- Mr. Norris would like to enlist alumni willing to assist his work by conducting research at Presidential libraries. The AC will pass on his requests to alumni who live in the neighborhood of those libraries.

G. Awards.

Carol Dabbs will circulate raw data from the 2017 AGM evaluations survey relating to awards within the next few days.

5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

A. Website Issues

In response a question raised at the December meeting, David Cohen looked for software that would allow the UAA website's search engine to search within pdf documents. David was unable to find a readily available solution at this time. As it stands, pdf documents must be downloaded and searched individually.

6. NEXT MEETING.

The February meeting of the Executive Committee, scheduled for Thursday, February 15, will be held at the offices of the Population Reference Bureau, 1875 Connecticut Avenue NW, Suite 520, Washington D.C. 20009, between 10:30 a.m. and 12:30 p.m.

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The meeting was adjourned at 12:10 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

February 15, 2018

Date

Attachments:

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

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF DECEMBER 31, 2017*

• Balance as of end November 2017		\$ 21,874.23
• Member contributions received in December 2017		\$ 300.00
• Disbursements for the month:		\$ 4,395.72
○ Bank charges	\$ 80.10	
○ AGM related	\$1,116.94	
• Panel travel	\$736.39	
• Supplies	\$226.34	
• Awards	\$154.21	
○ Admin. Ass't (5 months)	\$3,150.00	
○ Picnic supplies	\$ 48.68	
• End December 2017 balance:		\$ 17,778.51
UAA savings account balance		\$ 15,326.73

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

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

December 1, 2017 – December 31, 2017

(includes 2016 data for comparison)

Alumni Directory Registrations:

New alumni registrations, December 1 – December 31:	0
New associate members, December 1 – December 31:	0
Total new registrations, December 1 – December 31:	0
Total new registrations for 2017 through December 31:	40
Alumni whose names were removed in December:	0
Total registered alumni through December 31, 2017:	982
Total registered alumni through December 31, 2016:	957

Newly directory listings in December 2017:

- None

New registered associate listings in December 2017:

- None

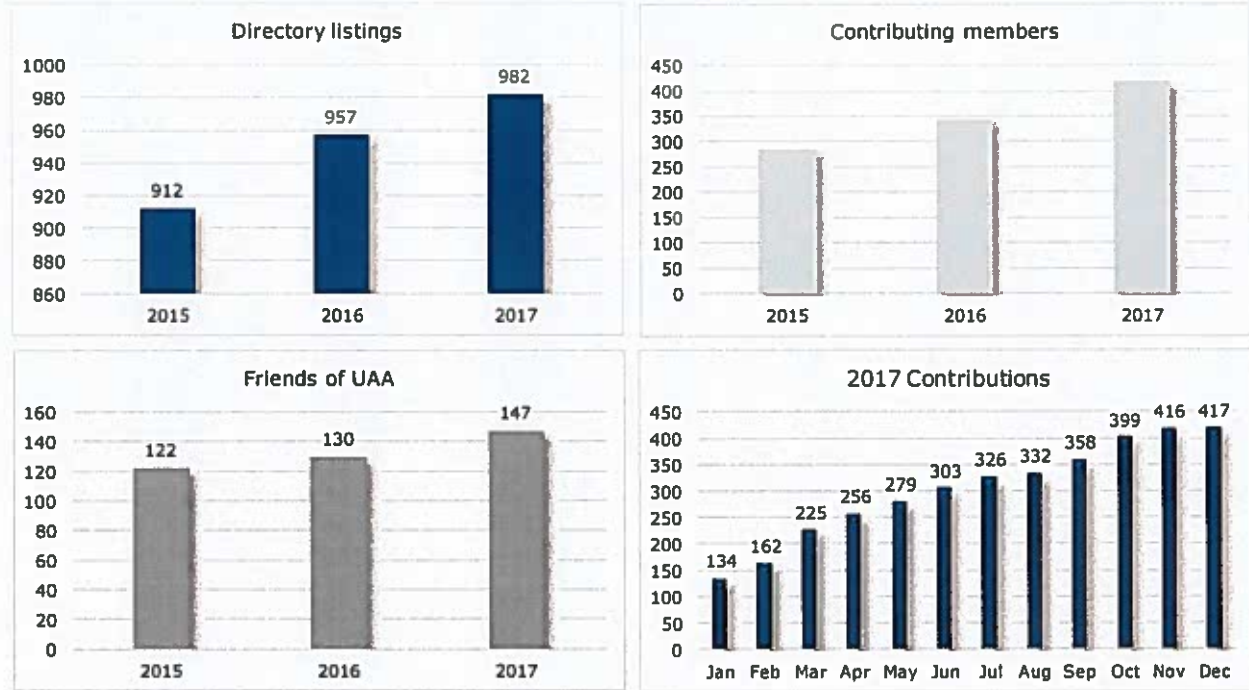
Alumni whose names have been removed: deceased / unsubscribed:

- None

Membership Contributions Summary:

Alumni contributions, December 1 – December 31:	1
Total number of contributors for 2017 through December 31:	417
Total number of contributors through December 2016:	342
Total number of \$100+ contributors, December 1 – December 31:	0
Total number of \$100+ contributors for 2017 to December 31:	147
Total number of \$100+ contributors through December 2016:	130
Number of new contributing members, December 1 – December 31:	0
Total number of new contributing members for 2017 till December 31:	21

Comparison over the years as of end December:



Contributions received in December 2017:

Friends of UAA: 0

None

Contributing Members: 1

Thomas Nicastro

New Contributing Members: 0

None