

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, February 15, 2018
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on Thursday, February 15, 2018, at 10:30 a.m., at the offices of the Population Reference Bureau, 1875 Connecticut Avenue N.W., Suite 520, Washington D.C. 20009.

The following UAA directors, committee co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Chris Crowley
George Hill
Franklin Moore [joined in progress]
Barbara Seligman
Nancy Tumavick

By telephone

Tish Butler
John Heard

COMMITTEE CO-CHAIRS:

In person:

Carol Dabbs [joined in progress]
Steve Giddings [joined in progress]
Alex Shakow
Rob Sonenthal

By telephone:

Carol Peasley

Absent:

David Cohen
John Champagne
Bette Cook
Jim Fox
Jose Garzon
Nancy Pielemeier
Jerry Wood

ADMINISTRATIVE STAFF:

By telephone:

Ven Suresh

MEETING CHAIR:

Chris Crowley

* * * * *

Chris Crowley called the meeting to order at 10:40 a.m., and noted the presence of a quorum.

1. **MINUTES**

A motion to approve the minutes of the January 18, 2018, meeting of the Executive Committee, duly seconded, was adopted without objection.

2. **FINANCIAL AND MEMBERSHIP REPORTS.**

A. **Finance Report.** George Hill delivered the Financial Report for the month of January 2018. (Attachment A.)

- Member contributions for January totaled \$11, 275, and expenses were \$174.33, leaving an end-of-month balance of almost \$30,000 — the largest end-of-month balance for January in UAA history.
- If past experience holds, George expects another bump in contributions around May 2018, and still another just before the Annual General Meeting scheduled for October.

The Committee then discussed a draft table prepared by Rob Sonenthal on "UAA Responsibilities" (Attachment C), listing (i) the UAA's financial tasks, (ii) the Committee member(s) to whom those tasks have been delegated, and (iii) the minutes in which the decisions to delegate are recorded. The Committee confirmed the existing delegations of authority listed in the draft table, with the changes and clarifications highlighted in Attachment D.

[Carol Dabbs joined the meeting.]

B. **Membership Report.** Carol Dabbs delivered the Membership Report and Contributions Summary for January 2018 (Attachment B).

- There were 4 new alumni registrations during January 2018, an increase of 2%, and 2 new contributing members.
- We received 144 member contributions in January 2018, 10 more than in January 2017, an increase of 7.5%.
- The number of member contributions of \$100 or more decreased from 64 (48% of contributions) in January 2017 to 60 (42% of contributions) in January 2018.

Tish Butler asked the Committee to clarify its position regarding the steps to be taken if and when the Committee learns that a member or registrant has died. After discussion, the Committee consensus was:

(1) When the Committee learns that a member and/or registrant has died, his/her name will be removed from the membership list and the alumni directory.

(2) If the deceased member/registrant's spouse is an Associate Member, or if the Committee has contact information for a non-member spouse, then, after a decent interval, one of the Board Chairs will contact the spouse (i) to encourage Associate Members to continue their membership, or (ii) to alert non-member spouses that they are eligible for Associate Membership.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.

A. Executive Committee Retreat.

Nancy Tumavick called the Committee's attention to a draft proposal that she circulated in advance of the meeting proposing an Executive Committee retreat. (See Attachment E.) The purpose of the retreat would be to examine UAA's current status and future direction — where we are and where we are going — in anticipation of a session to be held at the 2018 Annual General Meeting at which those questions will be put to the membership. The retreat would include the members of the Board and the Committee and, possibly, representatives of USAID, the National Peace Corps Association, and/or AFSA. It would be run by an experienced facilitator familiar with USAID.

[Franklin Moore joined the meeting.]

After discussion, the Committee consensus was that (i) a retreat would be extremely useful; (ii) it should take place in the late May or early June, depending on the availability of a facilitator, so that its analysis and recommendations are available well in advance of the October AGM; and (3) the topics to be discussed would include, but not be limited to, those identified in Nancy's draft, with an emphasis on organizational vision rather than housekeeping.

Chris Crowley will approach a facilitator and propose, in descending order of preference, Thursday, May 17 (originally the date of the Committee's May meeting), Thursday, June 7, and Friday, June 8.

Five Committee members agreed to help formulate the retreat agenda — Alex Shakow, Carol Peasley, Chris Crowley, John Heard, and Nancy Tumavick — but they were encouraged to call on other Committee members for assistance.

4. OPERATING COMMITTEE REPORTS.

A. History of USAID.¹

Alex Shakow reported that—

- John Norris is progressing steadily with his research.
- The next meeting of the Advisory Committee is scheduled for April to review John's chronology.
- The project has now received over \$200,000 from more than 150 donors.
- The AC's recent request for volunteer assistance from people who live near one of the presidential libraries that will figure in John's research has not yet elicited a response. But the AC will consider contacting possible volunteers proactively.

[Alex Shakow left the meeting.]

B. Public Outreach.¹

Tish Butler and John Champagne met with Tony Barclay of the National Peace Corps Association, and plan to meet with the folks at Association for Diplomatic Studies and Training (ADST) who are responsible for public outreach. IN addition, the POC is waiting for USAID to circulate a package of materials designed for use in the Hometown Diplomat program; we expect to participate in the program.

[Carol Peasley, Ven Suresh, and Tish Butler left the meeting.]

5. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES (CONT'D).

A. Meeting with Administrator Green.¹

Tish Butler reported that a follow-up invitation was sent to the Administrator, noting the various issues that the Board is prepared to discuss at the proposed meeting.

B. Annual General Meeting.

Barbara Seligman reported that—

- The next meeting of the AGM Committee will be on February 27.

¹ The Committee considered these topics out of sequence in light of the need for reporting Committee members to leave the meeting.

- Nancy Pielemeier has agreed to stay on as co-chair of the AGM Committee through the 2018 AGM.
- The AGM Committee expects to organize three panel discussions for the 2018 AGM — (i) "USAID in a fragile world"; (ii) a discussion with John Norris on the History of USAID project; and (iii) a discussion of the current status and future of UAA, informed by the findings and recommendations of the Executive Committee retreat.
- The AGM Committee has found the manual on AGM logistics, developed by Nancy Pielemeier, to be extremely helpful in its planning; and suggests that the manual be more widely available.

C. AGM Surveys.

Carol Dabbs reported that—

- Drafts of the report based on the 2017 AGM evaluations, and the report based on the Non-Attendee Survey, have now been distributed to the Committee. Carol asked for comments by February 23.
- Forty-nine attendees responded to the 2017 AGM survey, compared to 46 responses in 2016. But the 2017 responses were somewhat less enthusiastic, except about the alumni awards.
- We received only 15 responses to the Non-Attendee Survey. The reasons cited for non-attendance were almost all personal, and were not related to date, time or location.

D. Member Survey.

Carol Dabbs added that—

- We received 134 responses to the 2018 Member Survey, far more than last year, when there were 88 responses, and more even than in 2014 (128 responses). A draft report on the survey should be available before the next Committee meeting.
- A proposal for the July mini-survey, as discussed at the January meeting, should be ready for review and comment at the April meeting.

6. OPERATING COMMITTEE REPORTS (CONT'D).

A. Finance and Administration.

[See Paragraph 2.A above.]

- George Hill noted that proposed budgets for 2018 have been received from all committees except for Development Issues. He is using \$1,000 as a placeholder until he hears from the DI Committee.

- Rob Sonenthal reported on e-mails he received from someone claiming to be Nancy Tumavick, and requesting that he arrange payment to a vendor in Wisconsin. The e-mails were obviously fraudulent, as Nancy was quick to confirm. (In any event, Rob is not authorized to make payments.)
- There appears to be no simple way to prevent attempts at fraud — such as this one — that rely on information (for example, Rob's position as co-chair of the F&A Committee, and his e-mail address) that is, and probably should remain, publicly available. However, Committee members should review e-mail traffic critically, particularly requests for payment, and should confirm all such communications with other Committee members, at their regular e-mail addresses.

B. Development Issues

Steve Giddings reported on the activities of the Development Issues Committee.

- The DIC held its first meeting of 2018 on January 25, and heard Katherine Steel, Director of the USAID Office of Energy, discuss Power Africa. Approximately 18-19 people participated.
- The DIC's next meeting will be scheduled for the third or fourth week in March, and will feature either 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, or Kerim Foda of the Brookings Institution, an expert on emerging markets.
- At the suggestion of Jim Michel, the DIC is considering resuming its annual exchanges with USAID/PPL

Chris Crowley suggested as a topic for the upcoming retreat: How the UAA identifies development issues for the DIC agenda.

Nancy Tumavick suggested that the DIC also consider arranging "fireside chats" with USAID Mission Directors. Such events are hard to schedule in advance, and need to be coordinated with the UAA/DACOR schedule, but they are generally well attended,

C. Membership.

Carol Dabbs reported on the activities of the Membership Committee:

- There were 51 attendees at Winterfest 2018. Carol thanked the Almagors for a wonderful party.
- The Spring Reception will be held on May 20 at the home of Alex Shakow again this year.

- George Hill has reserved space at Fort Hunt Park in Alexandria, Virginia, for Sunday, September 8, for the 7th Annual UAA Summer Picnic.
- Carol and Bette Cook will be sending out an e-mail to correct an earlier e-mail mistakenly thanking 2017 contributors for a 2018 contribution.
- The MC has identified one possible co-editor for the Profiles section of the newsletter, and is looking for additional candidates

Carol also addressed questions raised by Alex Shakow at the January meeting:

- Fifty-eight of the 341 contributing members in 2016 did not renew their contributions in 2017, representing a retention rate of approximately 85%. The MC intends to contact these lapsed members, and to encourage them to contribute in 2018.
- Ven Suresh is still trying to determine whether the reduced contribution for non-D.C. members in 2017 had any effect on non-D.C. renewals.

D. USAID Strengthening.

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

- The 7th cohort now consists of 18 mentor/mentee pairs, and is progressing smoothly.
- Neal Levine, who led a mentor training program in December, is preparing a webinar for mentees for next month.

John will prepare a brief summary of the Mentoring Program for the March newsletter, and to leave with the Administrator after he meets with the Board.

E. Awards.

Carol Dabbs reported that Bette Cook has pulled together the information on alumni awards from the 2016 and 2017 AGM evaluations. The information will be considered at the next MC meeting. The MC will present its recommended changes, if any, at the next Committee meeting.

7. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

A. Newsletter.

The next newsletter will be issued on or about March 5, It will include an alumni profile of Charles Moseley, a blurb with photos from Winterfest, a summary of results of the

Members Survey, a teaser about the upcoming 2018 awards program; and updates on the History of USAID Project and the Mentoring Program.

8. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, March 15, 2018, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201, between 10:30 a.m. and 12:30 p.m.

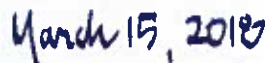
* * * * *

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary



Date

Attachments:

- A UAA Financial Report as of January 31, 2018
- B UAA Membership and Contributions Summary, January 1–January 31, 2018
- C Table: UAA Responsibilities (draft)
- D Table UAA Responsibilities (as revised)
- E Proposed UAA Executive Committee Retreat—Summer 2018 (draft)

ATTACHMENT A
UAA FINANCIAL REPORT
AS OF JANUARY 31, 2018[†]

•	Balance as of end December 2017	\$ 17,778.51
•	Member contributions received in January 2018	\$ 11,275.00
•	Disbursements for the month:	\$ 174.33
	○ Bank charges	\$ 44.33
	○ Web—Constant Contact	\$ 130.00
•	End January 2018 balance:	\$ 28,879.18
	* * * *	
	UAA savings account balance	\$ 15,326.73
•	Savings deposits -- Jan 10	\$ 175.00
•	Interest	\$ 3.86
	TOTAL	\$ 15,505.59

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

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

January 1, 2018 – January 31, 2018
(includes 2017 data for comparison)

Alumni Directory Registrations:

New alumni registrations, January 1 – January 31:	4
New associate members, January 1 – January 31:	0
Total new registrations, January 1 – January 31:	4
Total new registrations for 2018 through January 31:	4
Alumni whose names were removed in January:	2
Total registered alumni through January 31, 2018:	984
Total registered alumni through January 31, 2017:	963

Newly directory listings in January 2018:

- David Smith
- Todd Shelton
- Cheryl Kamin
- Alfreda Brewer

New registered associate listings in January 2018:

- None

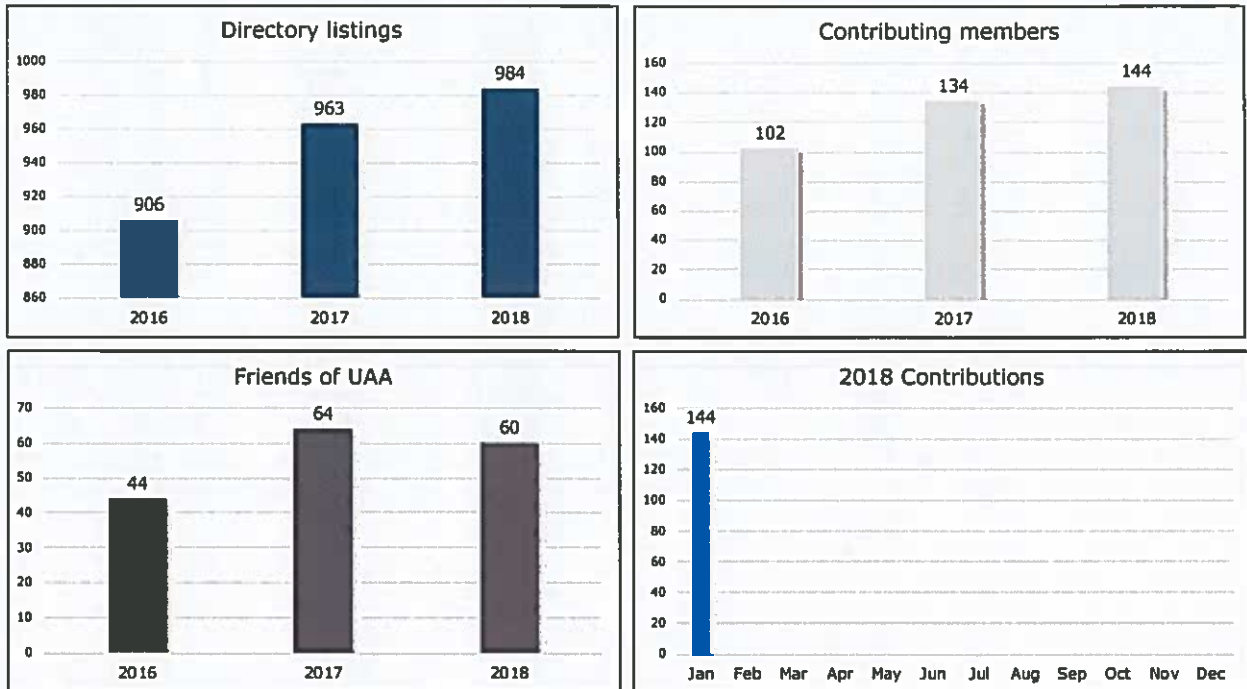
Alumni whose names have been removed: deceased / unsubscribed:

- Haven North (Deceased)
- Margot Kranz (Deceased)

Membership Contributions Summary:

Alumni contributions, January 1 – January 31:	144
Total number of contributors for 2018 through January 31:	144
Total number of contributors through January 2017:	134
Total number of \$100+ contributors, January 1 – January 31:	60
Total number of \$100+ contributors for 2018 to January 31:	60
Total number of \$100+ contributors through January 2017:	64
Number of new contributing members, January 1 – January 31:	2
Total number of new contributing members for 2018 till January 31:	2

Comparison over the years as of end January:



Contributions received in January 2018:

Friends of UAA: 60

Anne Aarnes	Frank Almaguer	Jeffery Bell
Barbara Bennett	Katherine Blakeslee	Terrence J Brown
Donald Brown	Letitia Butler	Toni Christiansen
Colette Cowey	Michael Crosswell	Christopher Crowley
Owen Cylke	Robert Dakan	Harriett Destler
Paul Deuster	James Dunlap	Thomas Fox
Cindy Gersony	John Heard	George A Hill
Michael Hirsh	George Ingram	Paul Isenman
Kelly Kammerer	Michael Kerst	Peter Kimm
Mary Knox	Peter Kranstover	Carl Leonard
Denis Light	Shane MacCarthy	Susan Malick
Debra McFarland	Tim Moore	Patricia Moser
Desaix (Terry) Myers	Gary Newton	William Paupe
Carol Peasley	Nancy Pielemeier	John Pielemeier
Donald Pressley	Stacy Rhodes	Ernest, Rojas
Alexander Shakow	James Smith	Ken Smith
Erin Soto	David Sprague	Howard Sumka
Dianne Tsitsos	Nancy Tumavick	Ann Van Dusen

James Watson	Janice Weber	Mark Wentling
Gordon West	Linda D Whitlock-Brown	Marilyn Zak

Contributing Members: 82

Jonathan Addleton	Tim Anderson	Grover Atwood
Victor Barbiero	Dianne Blane	Morrie Blumberg
Victor Boguslavskyi	Jeff Borns	Pushkar Brahmhatt
Theodor Bratrud	Clifford Brown	C. Stuart Callison
Sarah Clark	Jeffrey Cochrane	Constance Collins
Lewis Conner	Kathleen Conroy	Bette Cook
Gary Cook	Bruno Cornelio	Thomas Cornell
Anne Dammarell	Michael Deal	Rose Marie Depp
Sharon Epstein	Peter Ewell	Larry Garber
Philip Gary	James Gaughran	William Gelman
John Giusti	William Goldman	Carol Grigsby
Margaret Healey	Leroy Jackson	Linda Lou Kelley
Michael Kitay	Joe Kitts	Mary Alice Kleinjan
Elisabeth Kvitashvili	Bradshaw Langmaid	Ronald Levin
Charles Llewellyn	Kristin Loken	William Loris
Roberta Mahoney	Raymond Martin	John Miller
Andrew Morehead	Kevin Mullally	Paul Mulligan
Robert Muscat	Alex Newton	Thomas Nicastro
Walter North	Frederick O'Brien	Jon ORourke
Steven Orr	Sharon Pauling	Harry Petrequin
Viviann Pettersson	Tom Ray	Allan Reed
Joy Riggs-Perla	Jerrold Rubin	Joseph, Ryan
Keneth Schofield	Satish Shah	Todd Shelton
Rosalind Sika	Steven Sinding	John B Slattery
Glenn Slocum	Jonathan Sperling	David Steinberg
Michael Tolle	Charles Uphaus	Gerald Wein
Paul Weisenfeld	Dennis Weller	John Westley
Clarence Zuvekas		

New Contributing Members: 2

- David Smith
- Alfreda Brewer

ATTACHMENT C

UAA RESPONSIBILITIES (DRAFT)

account	responsible	minutes/decision	source	
			comment	
Lafayette Federal Credit Union — checking and savings accounts	George Hill Chris Crowley	Minutes of January 18, 2018 at 2 [draft]		
Credit Card	George Hill			
Click and Pledge	George Hill Rob Sonenthal Ven Suresh	Minutes of January 18, 2018 at 2 [draft]		
Check pick-up at DACOR	George Hill	Discussed at March 16, 2017 meeting		
History of USAID Project account(s)	Alex Shakow Carol Peasley	See Action of the Board of Directors, ¶ 3 (October 24, 2017); minutes of October 19, 2017 meeting.		"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."

ATTACHMENT D

UAA RESPONSIBILITIES (AS REVISED)

	account	responsible	minutes/decision	source	
				comment	
1	Lafayette Federal Credit Union — checking and savings accounts	George Hill Chris Crowley	Minutes of January 18, 2018 at 2		
2	Credit Card	George Hill <u>Chris Crowley</u>	<u>February 15, 2018</u>		
3	Click and Pledge	George Hill Rob Sonenthal Ven Suresh	Minutes of January 18, 2018 at 2		<u>George Hill will mke arrangements to add Rob Sonenthal and Ven Suresh.</u>
4	Check pick-up at DACOR	George Hill	Discussed at March 16, 2017 meeting		
5	History of USAID Project account(s) <u>at the Lafayette Federal Credit Union</u>	<u>George Hill, Chris Crowley will make payments approved by Alex Shakow Carol Peasley</u>	See Action of the Board of Directors, ¶ 3 (October 24, 2017); minutes of October 19, 2017 meeting.		"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."

ATTACHMENT E

Draft Nancy T 2/10/18

Proposed UAA Executive Committee Retreat

Summer 2018

Reason for retreat:

UAA was created on May 27, 2009 so we will be celebrating 10 years of existence next year. It is proposed to review our successes, examine continuing organizational questions, and validate our purpose going forward. Is the continued existence of the UAA as we know it viable, and is there any alternative that is more sustainable. Retreat findings and conclusions will serve as one topic for the Annual General Meeting scheduled for October 26, 2018.

To be determined:

- Who participates (19 Executive Committee Members? Select outsiders?)
- Set a date convenient to most participants (half day adequate?)
- Identify facilitator
- Identify location

Possible topics of discussion:

- Our vision for UAA over the next 5 or 10 years

- Membership
 - Expand categories of eligibility for membership
 - Engage more members as UAA volunteers
 - Attract members in eligible categories e.g. PSCs, PASAs, FSNs, political appointees.
 - Review/revise benefits to Members versus Directory registrants

- Member services and programs
 - Review process of identifying discussion topics for AGM, DACOR, Dev Issues Com
 - Energize Alumni outside the D.C. area
 - Expand UAA advocacy role
 - Engage more fully with USAID
 - Explore new or expanded member services whether social or development issues

Participant selection:

Board of Directors & Executive Committee (19 total)

How many is too many? Possible others: Michel, Carpenter, Almaguer, Reickle, Bever, etc.)

Board of Directors

UAA Co-Chair	Nancy Tumavick	tumavick@aol.com
UAA Co-Chair; Liaison to History Project and <u>Development</u> Initiatives Committee	Chris Crowley	chcrowley2003@yahoo.com
Board Member; Liaison to Outreach Committee	Tish Butler	tish.butler@mac.com
Board Member; Treasurer	George Hill	Georgeh260@aol.com
Board Member; Liaison to Strengthening USAID Committee	John Heard	johnheard2@msn.com
Board Member; Liaison to Membership Committee	Franklin Moore	franklinmoore@gmail.com
Board Member; Liaison to AGM Committee	Barbara Seligman	barbaraseligman@gmail.com

Committee Co-Chairs

Development Issues	Jim Fox	jameswfox@cox.net
	Steve Giddings	sgiddings5@gmail.com
Membership	Bette Cook	bettecook@cox.net
	Carol Dabbs	carol_dabbs@yahoo.com
Finance and Administration Committee; Website Curator	Rob Sonenthal (EXCOM Secretary);	rsonenthal@sonenthal-overall.com
	David Cohen (Website Curator)	bluebers@gmail.com
USAID History Project	Alex Shakow	ashakow@comcast.net
	Carol Peasley	cpeasley@starpower.net
Public Outreach	John Champagne	pennyjohnchampagne@yahoo.com
Strengthening USAID	Jerry Wood	jerryjwood@gmail.com
	Jose Garzon	dr.jmgarzon@gmail.com
Chair Annual General Meeting Committee	Nancy Pielemeier	nancy.pielemeier@gmail.com