

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

Thursday, July 19, 2018  
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on Thursday, June 21, 2018, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201, at 10:30 a.m.

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

**BOARD MEMBERS:**

In person:

Chris Crowley  
George Hill  
Franklin Moore  
Nancy Tumavick

Absent:

Barbara Seligman

By telephone:

Tish Butler  
John Heard

**COMMITTEE CO-CHAIRS:**

In person:

David Cohen  
Bette Cook  
Carol Dabbs  
Jim Fox  
Steve Giddings  
Carol Peasley  
Nancy Pielemeier  
Alex Shakow  
Rob Sonenthal

Absent:

John Champagne  
Jose Garzon  
Jerry Wood

**ADMINISTRATIVE STAFF:**

Ven Suresh [joined in progress]

**MEETING CHAIR:**

Nancy Tumavick

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Nancy Tumavick 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 21, 2018, meeting of the Executive Committee, duly seconded, was adopted without objection.

2. **FINANCIAL AND MEMBERSHIP REPORTS.**

**A. Financial Report.** George Hill delivered the Financial Reports for June 2018. (Attachments A and B). He noted that—

- There were no contributions or expenses in June relating to the History of USAID Project (see Attachment B). Earlier this month, however, John Norris was paid a \$20,000 instalment of his compensation. The payment will appear in the Financial Report for August.
- Administrative Assistant Ven Suresh's contract expired in June.

The Committee discussed the UAA's requirement for administration support. Will Ven's current contract, which calls for up to 80 hours per month, be sufficient for UAA's needs — particularly if changes in eligibility rules proposed at the October AGM were to result in a significant increase in membership?

After discussion, the Board agreed to offer to renew Ven's contract for two years, and to increase his hourly rate from \$18.00 to \$20.00. Further consideration of the need for additional support was deferred considering that (i) Ven's availability has thus far been sufficient for our needs; and (ii) the outcome of the October AGM is still uncertain.

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

- In June we succeeded in reaching our target of 1000 alumni registrants.
- Fifty-two membership contributions were received in June, 5 of which were from new members. The remaining 47 contributions were among the 252 lapsed members contacted by e-mail during June.
- The total number of contributors through June 30, 2018, was 89% of the number who contributed through June 30, 2017.
- The total number of contributions of \$100 or more through June 30, 2018, was also 89% of the number of such contributions through June 30, 2017.

According to Nancy Tumavick, the June message was effective because (among other things) it was brief, and included a direct link to Click and Pledge. A follow-up message, using the same format, will be sent out in September.

### **3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.**

#### **A. 2018 Annual General Meeting**

In Barbara Seligman's absence, Nancy Pielemeier reported on the activities of the AGM Committee.

- Time has been reserved during the first hour of the AGM for a greeting from CGD.
- Jim Michel will moderate the morning session on "Fragile States." He has prepared an outline of the questions for the panel, which will include Tom Staal, USAID Counselor; and Linda Thomas, former Assistant Secretary of State for Africa and former U.S. Ambassador to Liberia. General David Rodriguez, retired, who served as the Commander of the United States Africa Command (AFRICOM) from April 2013 to August 2016, has been invited.
- In the second morning session, Charles Kenny of CGD will conduct a "conversation" with John Norris, author of the History of USAID.
- The format and content of the discussion with UAA membership, and whether to engage a facilitator for the discussion, remains to be determined.
- The AGM Committee will send an agenda to the USAID Administrator in an effort to confirm his participation; until confirmation, we will have to indicate "invited" on announcements, etc.

The Committee then discussed updating the UAA Strategic Plan (SP). According to Carol Peasley, the procedure followed in the recent past has been (1) to outline present year accomplishments against the goals of the existing SP; (2) to send a report on SP goals versus accomplishments to the membership several weeks before the AGM; (3) to solicit comment on the report in the Annual Membership Survey; and (4) to revise and update the SP in January/February, at the same time the annual budget is finalized.

**ACTION ITEM: In anticipation of the upcoming members' discussion at the October AGM, Nancy T. will prepare a two-page summary of Strategic Plan goals versus accomplishments for 2017-2018, which will be circulated to the membership in September along with the October AGM announcement**

**ACTION ITEM: Nancy T. will also take the lead in reviewing the procedures outlined above, with the idea of simplifying them, if possible; and proposing changes — taking into account the members' discussion at the October AGM.**

**B. Review of Retreat: Next Steps.**

Prior to the meeting, Chris Crowley had circulated a summary of the discussions held at the Executive Committee retreat, identifying two main issues:

- UAA influence on USAID policy, including expansion and deepening of UAA contact with other organizations and the general public at large, and a possible role for advocacy; and
- the character and sustainability of the UAA as an organization, including possible expansion of the UAA membership criteria.

Chris noted that the participants did not reach any firm conclusions on the major issues (e.g., membership criteria), although a consensus seemed to be developing on certain specific points (e.g., admitting USAID contractors to associate membership only).

After a wide-ranging discussion, the Committee reached a rough consensus on the following issues:

1. Strengthening UAA influence on USAID policy should remain as a possible objective.
2. In choosing the path forward — particularly with respect to changes in membership criteria — the Committee needs to keep in mind the impact of its choices on the budget, on the AGM (e.g., cost, content and location), and on UAA social activities.
3. We need a pithy summary of key issues — similar to draft prepared by Chris — to inform the members' discussion at the AGM.
4. We should make it clear in the summary, and during the members' discussion at the AGM, that we are eager to consider members' views on the issues presented, but that final decisions are the responsibility of the Board.

**ACTON ITEM: Using Chris' summary, Alex Shakow will prepare a few simple questions for discussion at the members' session at the AGM, designed to get sense of member opinion on the principal issues identified at the ExComm retreat.**

**C. Nominations Committee.**

Chris Crowley reported that 3 UAA members had contacted him to express interest in serving on the Board. He has also been approaching other possible candidates informally, and has a short list of others to contact as well, and will include in that list individuals who expressed interest in serving last year.

**D. Ethics and Conflict of Interest Policy.**

**ACTION ITEM: Rob Sonenthal will revise the draft "Acknowledgement" and "Disclosure Statement," and recirculate them to the Committee in time for discussion at the September meeting.**

**4. OPERATING COMMITTEE REPORTS.**

**A. Membership.**

Carol Dabbs delivered the report of the Membership Committee:

- Jim Bever will be visiting FSI to meet with USAID retirees at the Job Search Course and encourage them to register and become members of UAA.
- The 2018 Mini Survey is on hold because the Board has not decided to do one.
- The Summer Picnic is scheduled for Saturday, September 8, at Fort Hunt Park, Alexandria, Virginia.
- We have been in contact with the caterer that supplied food and beverages at the 2017 AGM to determine the cost for 2018. If the cost is not satisfactory, we plan to consider other caterers. We will recommend that registrants who have not made a contribution in 2018 be charged an amount based on the catering cost.

David Cohen reported that the recent flow of spam e-mails seems to be subsiding, so that there should be no need to change any e-mail addresses. He noted that the spam did not include any phishing e-mails, a potentially more serious problem.

**B. Development Issues.**

Steve Giddings reported that the Development Issues Committee is on hiatus for the summer, but is looking for speakers beginning in September.

**C. Public Outreach.**

Tish Butler reported on the activities of the Public Outreach Committee (John Champagne, Tish Butler).

- Thirteen USAID alumni from the DC/Maryland/Virginia area have volunteered to serve as Payne Fellowship mentors, which is greatly appreciated by USAID. Recruitment of a second round of Payne mentors is planned for next spring.
- Payne mentors would benefit from the training offered to mentors from the USAID/UAA Mentoring Program.

- John Champagne is stepping down as co-Chair of the Public Outreach Committee. An interim arrangement will be necessary to assist Tish until a permanent replacement for Jon is found — perhaps an *ad hoc* group of interested ExComm members to consider public outreach opportunities.

#### **D. USAID Strengthening**

On behalf of the USAID Strengthening Committee, Jim Fox reported that—

- Jerry Wood is stepping down as co-Chair.
- Jose Garzon, returning from Kosovo, has agreed to help recruit and train a replacement or, if that fails, to serve as co-Chair himself.
- Cohort 7 of the Mentoring Program is still moving along well; only one of the original mentoring pairs has been lost.
- Recruitment for Cohort 8 will begin in September.

#### **E. Awards.**

Bette Cook reported that—

- The Awards Committee has received 5 excellent nominations, but needs to confirm that, for each nomination, both the nominator and the nominee are UAA contributing members.
- An additional notice regarding awards was sent to the membership on July 4.
- The deadline for receiving nominations is July 31.

#### **F. History of USAID.**

Alex Shakow reported that—

- Although John Norris is moving to Seattle to take a position with the Gates Foundation, his work on the History of USAID book remains on schedule.
- The Advisory Committee will continue to meet with John in Washington (or by skype) every couple of months.

Carol Peasley reported that the UAA's two-year grant to ADST to collect oral histories is about to end. In addition to audio transcriptions, the project has been doing videos, although technical issues have slowed its progress. ADST plans to ask for a no-cost extension of the grant, and for a new obligation to do additional videos.

Alex suggested that we make ADST videos by oral history interviewees available for viewing at the AGM, during lunch and coffee breaks.

[Ven Suresh joined the meeting]

**5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.**

**A. Newsletter.**

The Newsletter for September will be issued on or about September 4.

**6. NEXT MEETING.**

The next meeting of the Executive Committee, scheduled for Thursday, August 16, 2018, will be held by conference call. The call-in information will be distributed to ExComm members before the meeting.

The September 20 meeting of the ExComm will take place at the offices of Tetra Tech, not the Population Reference Bureau as originally scheduled.

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The meeting was adjourned at 12:30 p.m.

Respectfully submitted,



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Rob Sonenthal  
Assistant to the Secretary

Attachments:

- A. UAA Financial Report as of June 30, 2018
- B. UAA/USAID History Project: Financial Status as of June 30, 2018
- C. UAA Membership and Contributions Summary, June 1–June 30, 2018

**ATTACHMENT A**  
**UAA FINANCIAL REPORT**  
**AS OF JUNE 30, 2018\***

• Balance as of end April 2018		\$ 31,074.40
• Member contributions received in June 2018		\$ 1,075.00
• Disbursements for the month:		\$ 1,992.51
○ Spring Fling	\$ 1,044.00	
○ Bank charges	\$ 49.25	
○ Web—Constant Contact	<u>\$ 899.26</u>	
	\$ 1,992.51	
• End June 2018 balance:		\$ 30,991.91
	* * * *	
UAA savings account balance		\$ 15,759.45

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\* Not including funds earmarked for the History of USAID Project. See Attachment B.



**ATTACHMENT B**

**UAA/USAID HISTORY PROJECT**  
**Financial Status as of June 30, 2018**

1.	Total contributions received	\$	---
2.	Total interest on deposits	\$	---
3.	Account share	\$	50.02
4.	Interest earned on Account share	\$	---
5.	Total project expenditures in June	\$	---
6.	Current amount in checking account	\$	14,496.57
7.	Current amount in Premier Savings Account	\$	150,215.43
8.	Total current availability	\$	164,762.02*

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\* No activity in June.

## ATTACHMENT C

### UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

June 1, 2018 – June 30, 2018  
(includes 2017 data for comparison)

#### Alumni Directory Registrations:

New alumni registrations, June 1 – June 30:	5
New associate members, June 1 – June 30:	0
Total new registrations, June 1 – June 30:	5
Total new registrations for 2018 through June 30:	22
Alumni whose names were removed in June:	0
Total registered alumni through June 30, 2018:	1000
Total registered alumni through June 30, 2017:	979

Newly directory listings in June 2018:

- Jim Bever
- David Merrill
- Edmond Hondro
- Jose Pena
- Andrew Sisson

New registered associate listings in June 2018:

- NONE

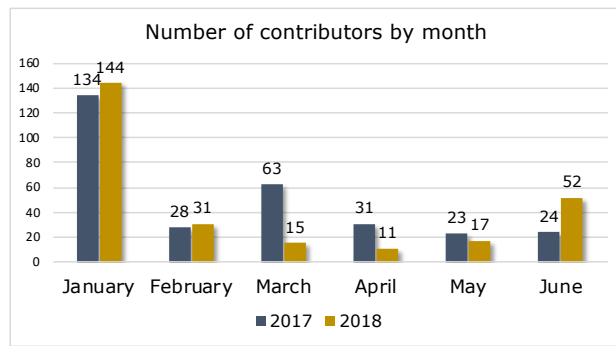
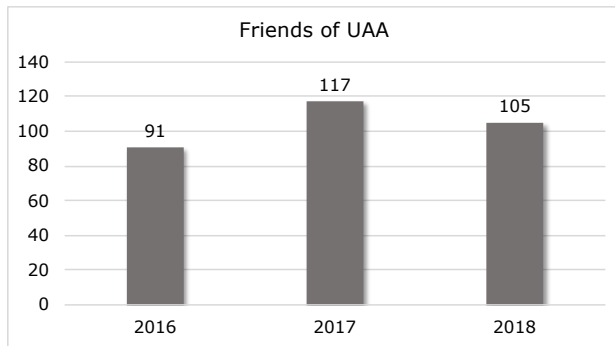
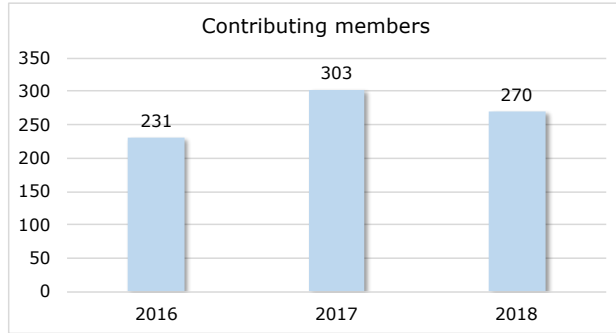
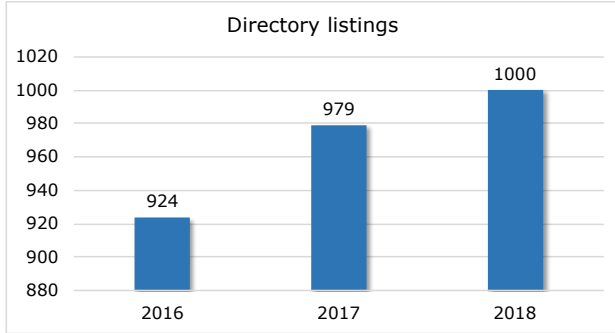
Alumni whose names have been removed: deceased / unsubscribed:

- NONE

#### Membership Contributions Summary:

Alumni contributions, June 1 – June 30:	52
Total number of contributors for 2018 through June 30:	270
Total number of contributors for 2017 through June 30:	303
% of contributors through June 2018 as compared to June 2017:	89.10
Total number of \$100+ contributors, June 1 – June 30, 2018:	21
Total number of \$100+ contributors for 2018 through June 30:	105
Total number of \$100+ contributors for 2017 through June 30:	117
% of \$100+ contributors through June 2018 as compared to June 2017:	89.74
Number of new contributing members, June 1 – June 30, 2018:	5
Total number of new contributing members for 2018 through June 30:	14
New contributors as a % of new registrants for June 2018:	100.0

**Comparison over the years as of end June:**



**Contributions received in June 2018:**

**Friends Of UAA: 21**

- |                 |                  |                     |
|-----------------|------------------|---------------------|
| Peter Amato     | Myron Golden     | William Paupe       |
| James Bever     | Lawrence Heilman | Raymond Rifenburg   |
| James Brody     | David Leibson    | Denise Rollins      |
| Bob Chase       | David Merrill    | Daniel Runde        |
| Buddy K. Dodson | Timothy Moore    | Benjamin Severn     |
| Patrick Fine    | James Norris     | Anne Simmons-Benton |
| Earl Gast       | Norma Parker     | Barbara Turner      |

**Contributing Members: 31**

- |                    |                   |                  |
|--------------------|-------------------|------------------|
| Cecile Adams       | Edmond Hondro     | Wayne Nilsestuen |
| Alan Berg          | Kempe Ronald Hope | Robert Otto      |
| L. Marcia Bernbaum | John Johns        | Jose M. Pena     |
| Craig Buck         | Mary June         | Patricia Rader   |
| Edward Butler      | Susan Kakesako    | James Redder     |
| John Champagne     | Mary Kilgour      | Gloria Roces     |
| Corwin Edwards, Jr | George Lewis      | Donald Sillers   |
| Arthur Fell        | Sonny Low         | Andrew Sisson    |
| Gene George        | Bob Maushammer    | Ray Van Raalte   |
| Dale Claire Gibb   | Albert Merkel     | Robert Wuertz    |
| Zachary Hahn       |                   |                  |

**New Contributing Members: 5**

Jim Bever  
David Merrill  
Edmond Hondro  
Jose Pena  
Andrew Sisson