

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

Thursday, October 18, 2018  
10:30 AM — 12:30 PM

The Executive Committee (the "ExComm") of the USAID Alumni Association ("UAA") met on October 18, 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, ExComm co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Tish Butler  
Chris Crowley  
George Hill  
Nancy Tumavick

Absent:

John Heard  
Franklin Moore  
Barbara Seligman

COMMITTEE CO-CHAIRS:

In person:

Jim Bever	Carol Peasley
Bette Cook	Nancy Pielemeier
Jim Fox	Rose Rakas
Jose Garzon*	Alex Shakow
Steve Giddings	Rob Sonenthal
Roberta Mahoney	

Absent:

David Cohen  
Beth Hogan

By telephone:

Carol Dabbs

ADMINISTRATIVE STAFF:

By telephone:

Ven Suresh\*

MEETING CHAIR:

Nancy Tumavick

\* \* \* \* \*

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

---

\* Joined in progress

1. **MINUTES**

After several amendments to the October 17 draft of the September 20 minutes were noted, a motion to approve the draft minutes as amended, duly seconded, was adopted without objection.

2. **FINANCIAL AND MEMBERSHIP REPORTS.**

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

- More than \$2,400 in membership contributions had been received in September, due in large part to the continuing efforts of the Membership Committee.
- The UAA account balance at the end of September was a healthy \$ 32,569.95.

George is preparing a chart comparing UAA expenditures for 2017 to estimated expenditures for 2018, broken down by category. The chart shows expenditures for 2018 running slightly below those of 2017, mainly because Winterfest and the Spring Reception came in under budget, but does not include a contingency of up to \$1,000 for the Development Issues Committee, which is currently looking for meeting space. [Steve Giddings reported that the DIC prefers to continue meeting downtown. To that end, the DIC had approached Arizona State University about ASU space at 1800 I Street NW, and is also considering conference rooms in the basement of 555 G Street NW, where OFDA is located.]

B. **Membership Report.** Carol Dabbs delivered the Membership Report and Contributions Summary for September 2018 (Attachment C). She reported that, in September—

- There were 5 new registrants during September, bringing the total number of registrants through September 30 to 1,009.
- There were 27 new contributors, bringing the total number of contributors through September 30 to 375, which is 4% more than at the same point in 2017.
- Seven of the new contributors gave \$100 or more, with the total of \$100+ contributions through September 30 (130) equal to the total at the same point in 2017.

**ACTION ITEM: Ven Suresh will determine how many contributions came from people who were contacted by the Membership Committee in June because they had contributed in 2016 and/or 2017 but not in 2018.**

Jim Bever reported on his recent efforts to recruit new members among impending retirees at the Foreign Service Institute. He also met with Tom Staal, USAID Counselor emeritus,

and Chris Milligan, the current USAID Counselor, in an effort to increase USAID support for UAA outreach to retirees and other groups of potential UAA members.

Rose Rakas suggested increasing recruitment efforts among recent retirees — that is, people who have been retired for six months to a year, have survived their separation from the agency, and are prepared to consider re-engagement. (This group is supplying a significant number of new mentors.)

[Jose Garzon joined the meeting.]

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

#### A. Approval of Committee Co-Chairs

The Committee approved, by unanimous vote, the appointment of Jim Bever and Beth Hogan as co-chairs of the Public Outreach Committee, Roberta Mahoney as co-chair (with Rose Rakas) of the USAID Strengthening Committee.

Nancy Pielemeier has agreed will continue as co-chair of the Annual General Meeting Committee.

Tish Butler, retiring Board liaison to the Public Outreach Committee, plans to continue supporting the POC's efforts, along with outgoing POC co-chair John Champagne and Carl Derrick.

#### B. 2018 Annual General Meeting

Nancy Pielemeier reported on preparations for the 2018 Annual General Meeting:

- The number of **registrants** is currently 106.
- The list of **invitees** is still being compiled. Invitations were sent to 11 people, of whom five have indicated that they will attend for at least part of the day.
- Six USAID **young professionals** have registered, and will probably attend for the entire day. We are seeking additional recommendations in this category, especially from mentors.
- The **USAID contingent** will include the people who accompany Administrator Green.
- The **notetakers** have received their assignments; notes should be forwarded to Nancy Pielemeier or Barbara Seligman as soon after the meeting as possible.
- **Handouts** will include the agenda, speaker biographies, the reading list prepared by Jim Michel, and the note on UAA issues.

- David Cohen has taken care of the **audio-visual arrangements**.

Carol Dabbs reported that—

- Unlike in previous years, CGD is planning to verify the identity of the attendees at the entrance to the building. The list of attendees, presenters, and USAID guests provided to CGD (by early on Thursday, October 25) should therefore err on side of inclusion. We will need to develop procedures—
- A walk-through is scheduled for CGD on Thursday to assist the CGD staff who are setting up the room; UAA participants in the walk-through should be identified to CGD by noon on Wednesday, October 24.
- The caterer has been engaged to provide lunch and refreshments for 120 (current estimate), at a cost approximately \$1,000 less than last year.

Bette Cook reported that preparations for the award ceremony are complete.

- The two awardees — one domestic, one international — will be present at the AGM.
- Profiles of the awardees will be published in the Newsletter for November/December.
- The three runners-up have also agreed to be profiled in the Newsletter.

C. Ethics Policy.

Rob Sonenthal reported that the Ethics Policy posted on the UAA website had been revised to incorporate the changes adopted at the September 20 meeting. In accordance with those revisions, the Board members and committee co-chairs would be asked to sign an Acknowledgment at the November meeting, and to decide where those Acknowledgements will be archived.

4. **OPERATING COMMITTEE REPORTS**.

A. History of USAID.

Alex Shakow reported that—

- John Norris will speak at the AGM, in conversation with Charles Kenny, CGD Senior Fellow.
- John has completed two chapters, along with a detailed outline of the remainder of the book; the contract calls for a completed manuscript by the end of May 2019.

- John and his agent have also prepared materials to be submitted to commercial publishers.

Carol Peasley—

- suggested that UAA members be encouraged to support the USAID History project by volunteering to do research at a Presidential Library; and
- reported that USAID had agreed to a no-cost extension for the ADST interview project, and is considering adding funding to the project.

#### B. USAID Strengthening

Rose Rakas welcomed Roberta Mahoney as a new co-chair of the USAID Strengthening Committee, and reported that—

- The 8th cohort of the USAID/UAA Mentoring Program is moving forward.
- The committee has received 20 profiles from prospective mentees, thirteen of which came from the Africa Bureau. The prospective mentees are mostly 2s and 3s — e.g., office managers.
- Rose will be meeting with Linda Jones and the USAID bureau coordinators to discuss possible mentor/mentee matches.
- If additional mentee profiles are submitted, the committee will attempt to recruit additional mentors.
- Training for mentors and mentees is scheduled for the first week in December, and will be handled by Neil Levine.

#### C. Development Issues.

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

- The DIC's October 11 meeting featured Louise Fox, USAID's chief economist, USAID's Chief Economist, discussing the state of economics at USAID.
- The committee's next meeting is scheduled for December 13, with Elizabeth Roen, USAID's director of evaluations.
- The UAA Book Club is scheduled to meet at John Westley's house on December 5, to continue discussion of *Why the West Rules -- for Now*, by Ian Morris. Bobbie Van Haeften will lead the discussion.

Alex Shakow called the ExComm's attention to two UAA/DACOR Development Dialogues scheduled for November and December 2018:

- November 5: Larry Cooley, President of the Society for International Development, and former President of MSI, will speak on "The Changing Role of International Development in Achieving Sustainable Outcomes at Scale."
- December 3: Larry Garber speaking on *Zimbabwe Deja Vu: An International Observer Returns After 33 Years*.

5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

None.

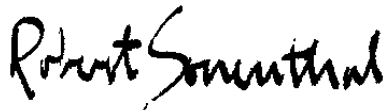
6. NEXT MEETING.

The next meeting of the ExComm is scheduled for Thursday, November 15, 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 12:05 p.m.

Respectfully submitted,



---

Robert Sonenthal  
Assistant to the Secretary

November 30, 2018

Date

Attachments:

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

ATTACHMENT A

**UAA FINANCIAL REPORT  
AS OF SEPTEMBER 30, 2018<sup>1</sup>**

• Balance as of end July 2018		\$ 30,718.32
• Member contributions received in September 2018		\$ 2,425.00
• Disbursements for the month:		\$ 573.37
○ Merchant bank discount	\$ 73.37	
○ UAA Insurance Policy	<u>\$ 500.00</u>	
	\$ 573.37	
• End September 2018 balance:		\$ 32,569.95
	* * * *	
<b>UAA savings account balance</b>		<b>\$ 15,215.43</b>

---

<sup>1</sup> Not including funds earmarked for the History of USAID Project. See Attachment B.

**ATTACHMENT B**

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

1.	Total contributions received	\$	---
2.	Total interest on deposits	\$	---
3.	Account share	\$	50.03
4.	Interest earned on Account share	\$	---
5.	Total project expenditures in July	\$	---
6.	Current amount in checking account	\$	476.57
7.	Current amount in Premier Savings Account	\$	144,365.29
8.	Total current availability	\$	144,841.86

\* \* \* \*

NO ACTIVITY IN SEPTEMBER.



**ATTACHMENT C**

**UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY**

**September 1, 2018 – September 30, 2018**

**(includes 2017 data for comparison)**

**Alumni Directory Registrations:**

New alumni registrations, September 1 – September 30:	5
New associate members, September 1 – September 30:	0
Total new registrations, September 1 – September 30:	5
Total new registrations for 2018 through September 30:	32
Alumni whose names were removed in September:	0
Total registered alumni through September 30, 2018:	1009
Total registered alumni through September 30, 2017:	976

New directory listings in September 2018:

- Margaret Bonner
- Galeeb Kachra
- Cameron Bonner
- William Frej
- Marguerite Benson

New registered associate listings in September 2018:

- None

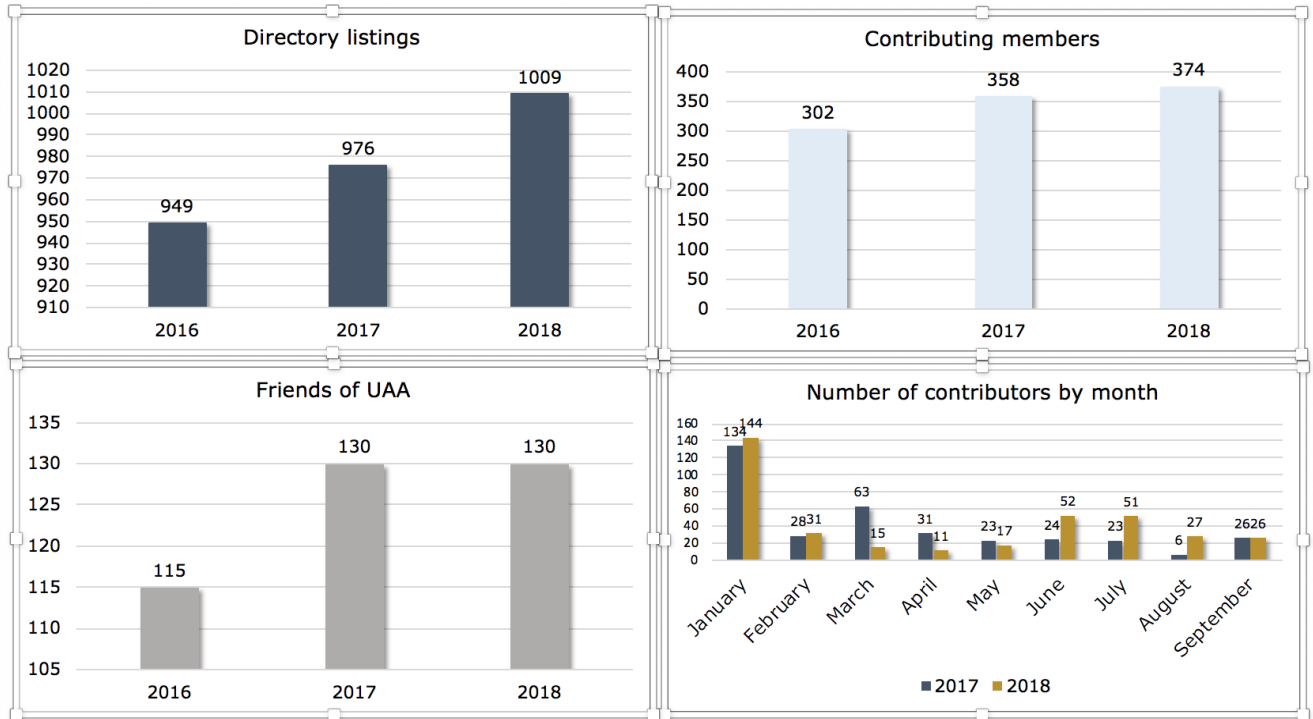
Alumni whose names have been removed: deceased / unsubscribed:

- None

**Membership Contributions Summary:**

Alumni contributions, September 1 – September 30:	26
Total number of contributors for 2018 through September 30:	374
Total number of contributors for 2017 through September 30:	358
% of contributors through September 2018 as compared to September 2017:	104.0
Total number of \$100+ contributors, September 1 – September 30, 2018:	7
Total number of \$100+ contributors for 2018 through September 30:	130
Total number of \$100+ contributors for 2017 through September 30:	130
% of \$100+ contributors through September 2018 as compared to September 2017:	100.0
Number of new contributing members, September 1 – September 30, 2018:	3
Total number of new contributing members for 2018 through September 30:	21
New contributors as a % of new registrants for September 2018:	60.0

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



**Contributions received in September 2018:**

**Friends Of UAA: 7**

- |                |                |
|----------------|----------------|
| Abbe Fessenden | Paul Delay     |
| Carleene Dei   | Paula Feeny    |
| Donald Soules  | Sharon Epstein |
| Lars Klassen   |                |

**Contributing Members: 19**

- |                         |                   |
|-------------------------|-------------------|
| Barbara Dickerson       | John Oleson       |
| Carey Gordon            | Leslie Curtin     |
| Cecilia Ciepiela-Kaelin | Maguerite Benson  |
| David Esch              | Meri Sinnitt      |
| Edward Kadunc           | Michael Deal      |
| Gary Cook               | Patricia Matheson |
| Herbert Miller          | Ronald Venezia    |
| Jean Harman             | Sharon Pauling    |
| Jerre Manarolla         | Stephen Wingert   |
| John Hatch              |                   |