

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

Thursday, July 18, 2019  
10:30 am – 12:30 pm

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, July 18, 2019, at the offices of Tetra Tech, Inc., 1320 North Courthouse Road, Suite 600, Arlington, VA 22201, at 10:30 am. The following UAA directors, EC co-chairs and staff members were present:

**BOARD MEMBERS:**

In person:

Terry Brown      Franklin Moore  
George Hill      Nancy Tumavick

Absent:

Terry Myers

By phone:

Chris Crowley      Anne Aarnes

**COMMITTEE CO-CHAIRS:**

In person:

Bette Cook      Carol Peasley  
Carol Dabbs      Rose Rakas  
Alex Shakow

Absent:

David Cohen      Joy Riggs-Perla  
Jim Fox      Nancy Pielemeier  
Steve Giddings      Barbara Seligman  
Roberta Mahoney      Rob Sonenthal

By phone

Beth Hogan  
Jim Bever

**ADMINISTRATIVE STAFF:**

By phone:

Ven Suresh

**MEETING CHAIR**

Chris Crowley

\* \* \* \* \*

Chris Crowley called the meeting to order at 10:30 am, and noted the presence of a quorum of the members of the Board.

**1. MINUTES.**

A motion to adopt the draft minutes for the June 20 meeting, duly seconded, was adopted by unanimous consent.

**2. FINANCIAL AND MEMBERSHIP REPORTS**

**A. Financial Report.**

George Hill reported that the credit card payment issue had been resolved, so expenditures for the month were above average. A contribution to DACOR was also discussed, and how best to present the donation. It was suggested that a check be presented to DACOR at the next scheduled DACOR event on September 6; they are closed during August.

George brought up the issue of an external financial audit for UAA given the financial growth of the organization. The issue of the cost of an audit for an organization as small as UAA was of concern. Hile, our accountant, could do it; they are an office of Jackson-Hewitt. One other possibility would be to seek some sort of pro bono audit or financial review) and the possibility of Raffa and Associates (a firm with extensive experience with NGO's) was mentioned. Carol Peasley offered to contact Tom Raffa to discuss. Franklin Moore was in favor of an actual audit because it would enable us to compete for grants.

Alex Shakow asked if George is in possession of all UAA records since inception. George indicated that he does not have every invoice, but he does have a record of what each payment was for. Carol Peasley asked which of our funds would pay for the review, and Nancy Tumavick suggested that the percentage of audit/review time spent on our basic accounts versus the History Project.

Nancy Tumavick asked when we'd be submitting our 2018 tax return. George indicated that the final deadline is November 15, but that he expects to submit the return before then.

**B. Membership**

Carol Dabbs reported that we continue to see an upward trend in membership and referenced the Membership Report (Attachment C).

There was discussion of sending an e-mail soliciting contributions from those members who contributed in 2017 and 2018 but have not yet contributed in 2019, parallel to what we did last year. Ven will draft such a message.

### **3. Executive Committee Meeting Schedule.**

Nancy Tumavick noted that there will be no UAA Executive Committee meeting in August. Until the next scheduled meeting on September 19, any required consultations/approvals will be done by e-mail.

### **4. Board Officers/Committee Chairs: Current Issues**

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

Neither Joy Riggs-Perla nor Nancy Pielemeier was present to provide an up-date on the AGM. Alex Shakow did provide an up-date on the Democratic Governance panel. In lieu of Bambi Arellano, Tom Carothers has agreed to chair the panel, with Beth Hogan and Susan Reichle as members. A decision on whether to have 3 or 4 panelists is pending.

USAID Deputy Administrator Bonny Glick has been invited to present the UAA awards in the afternoon.

Alex Shakow does not have the name of the new CGD contact for the AGM yet, but expects it soon.

The AGM Committee will meet next week.

#### **B. Meeting with DA Bonnie Glick.**

On June 26, Co-Chairs Chris Crowley and Nancy Tumavick, Board member Terry Myers and committee co-chair Rose Rakas met with the new USAID Deputy Administrator, Bonnie Glick, and introduced Ms. Glick to the UAA, its goals and ongoing activities, and the new initiatives currently under discussion with USAID senior staff members, who also participated in the meeting. Among the subjects discussed were:

- FS mentoring program and its inclusion as part of the Mission Directors' Training Program at FSI;
- oral histories program supported by UAA volunteers who conducted some 70 interviews;
- UAA expert input to USAID policy papers at the early stages of development;
- public outreach in conjunction with USAID Development Diplomats, power point presentations developed with LPA, and support from the UAA Alumni network across the United States;

- annual recognition ceremony for retirees sponsored by HCTM and LPA with support from UAA;
- assistance to PPL in review of evaluations and consolidation of lessons learned; and
- establishment of a short-term internship for graduate students with the overseas Missions.

Ms. Glick showed great interest in our work and directed USAID senior staff to work closely with us to explore opportunities for further collaboration.

C. Meeting with AA/LPA Richard Parker.

The meeting is scheduled for the following week to discuss oral histories and mutual interests in public outreach. UAA will be represented by Nancy Tumavick, Jim Bever and Carol Peasley.

D. New Ideas/Initiatives.

[See the discussion under "Public Outreach" in Section 5.F below.]

E. Website Manager.

Nancy Tumavick asked everyone to keep focused on recruiting for this critical position and to reach out to anyone who may have interest. At some point we may have to consider a part-time outside hire, leaving the content curator functions to be done by a UAA volunteer. A separate message on the position will be circulated. Nancy will check with one USAID alum who has expressed interest in this volunteer position.

F. Nominating Committee.

Terry Brown reported that of the three new vacancies the Committee had identified two confirmed candidates. The "closing day" for members to volunteer for consideration is July 19. After that date, the Committee will confirm the final candidate for the vacant seat and subsequently seek Board concurrence for the final slate of candidates and secure brief biographic statements from each. The target is to have the bios and membership on-line voting linked to the September newsletter.

G. UAA Financial Audit.

[See the discussion under "Financial Report" in Section 2.A, above.]

## 5. OPERATING COMMITTEE REPORTS

### A. USAID Strengthening.

Rose Rakas reported that there were 19 current mentees in the program. Nine current Payne Fellows attended the June 12 DACOR event on foreign policy and the 2020 elections, accompanied by Ambassador Larry Palmer, who oversees the Howard University grant for this program. It was reported that they enjoyed the more formal setting. Alex Shakow noted that there was a nice sprinkling of DACOR personnel among the audience for this presentation.

On Tuesday, Rose spoke to a class of incoming Mission Directors and Deputy Directors at their FSI seminar to discuss the UAA mentoring program, thanks to Melissa Williams. Alicia Dinerstein (now in HCTM) was also present. USAID has named a new coordinator for the UAA Mentoring Program, Amber Whittington. Alex Shakow mentioned that Ms. Whittington was the head of the Young Professionals group at USAID. Richard Polley, who works on career professional development, also attended. He expressed concern about a clash between USAID mentoring and the UAA program.

Neil Levine will do the training in November for the new mentee class.

### B. Development Issues.

The Committee is looking to invite Elizabeth Roan (PPL/LER) to their next meeting.

The next DACOR events will take place—

- On September 6, featuring Rafe Pomerance, with our thanks to Tom Fox for recruiting him; and
- On October 7, with David Beckman, the President of Bread for the World for the past 30 years.

### C. Membership.

The UAA annual family picnic is scheduled for September 7. Members of the Executive Committee will be asked to lend us coolers and provide with ice and soft drinks. For reimbursement for ice and drinks, receipts may be provided to George Hill. Carol Dabbs will circulate a sign-up sheet closer to the event.

Bette Cook and Jim Bever will speak to USAID imminent retirees at the FSI JSC on August 22.

The Membership Committee recommends that each Executive Committee member invite a USAID alum eligible for membership to each of our social events.

Carol Dabbs plans to develop a draft of the mini survey questions for EC consideration.

D. USAID History Project and ADST.

Alex Shakow stated that the Advisory Committee is looking at a draft of Chapter 7 (the Reagan years).

A topic for the AA/LPA meeting will be to ask for additional USAID grant funds for ADST. Carol Peasley mentioned that we also want to encourage USAID to make better use of the oral histories we already have. Chris Milligan seems to be a key player on oral histories. A new grant for \$150-200 thousand would be sought. Primary costs of the first grant were equipment, which could be reused, and transcriptions.

E. Awards

Bette Cook reported that the Committee had received 4 excellent nominees, and reminded us that all names are confidential until the AGM. There will be some sort of special recognition for lifetime achievement as well.

F. Public Outreach and USGLC

Beth Hogan reported on several areas of public outreach, including joint initiatives with the Membership Committee. The list of members has now been sorted by ZIP code, with the next step being to identify "clusters" for formation of local groups and possible outreach activities to be identified by the AGM. Possible joint activities with the USGLC are also being discussed with a meeting pending with that organization. Jim Bever is also exploring working with the Hometown Diplomat program of State the Department for potential partnership. He is attempting to flesh this out before the AGM.

**6. OTHER BUSINESS**

The meeting concluded with a general discussion of the question of 'lobbying' and possible impact on our 501c3 registration, particularly with regard to our association with USGLC. This is the subject of future discussion as we think about how to work together. Beth Hogan

mentioned that sometimes a non-binding MOU can clarify that a collaboration is only for educational purposes.

Alex Shakow announced that Jim Bever will represent UAA at the upcoming PPL Partners Meeting; neither of the Development Issues co-chairs is available to attend.

#### 7. NEXT MEETING

The next meeting of the Executive Committee is scheduled for Thursday, September 19, 2019, at the offices of Tetra Tech, Inc., 1320 North Courthouse Road, Suite 600, Arlington, VA 22201, between 10:30 am and 12:30 pm.

#### 8. ADJOURNMENT

It was moved, seconded, and unanimously approved to adjourn at 12:15 pm.

Respectfully submitted,



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Terry Brown  
Acting Assistant Secretary

Date: September 20, 2019

#### Attachments:

- A. UAA Financial Report as of June 30, 2019
- B. UAA/USAID History Project: Financial Status as of June 30, 2019
- C. UAA Membership and Contributions Summary, June 1–June 30, 2019

**ATTACHMENT A**  
**UAA FINANCIAL REPORT**  
**AS OF JUNE 30, 2019<sup>[1]</sup>**

•	Checking Account Balance as of end May 2019	\$ 38,132.08
•	Member contributions received in June 2019	\$ 975.00
•	Disbursements for June 2019:	\$ 2,163.90
○	Spring Reception	\$ 1,043.54
○	Domain hosting (web site)	\$ 901.38
○	Constant Contact	\$ 140.00
○	Bank services	\$ 78.98
		\$ 2,163.90
•	End June 2019 balance:	\$ 36,943.18
	* * * *	
	Savings balance	\$ 15,775.21

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<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 June 30, 2019

1.	Total contributions received	\$	0.00
2.	Total interest on deposits	\$	0.00
3.	Account share	\$	50.07
4.	Interest earned on Account share	\$	0.00
5.	Total project expenditures in June	\$	0.00
6.	Current amount in checking account	\$	5,338.58
7.	Current amount in Premier Savings Account	\$	133,909.05

\* \* \* \*

No activity in the History of USAID Project during June 2019.

## ATTACHMENT C

### UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

June 1, 2019 – June 30, 2019  
(includes 2018 data for comparison)

#### Registrations:

New alumni registrants, June 1 – June 30:	5
New associate registrants, June 1 – June 30:	0
Total new registrants, June 1 – June 30:	5
Total new registrants for 2018 through June 30:	52
Registrants whose names were removed in June 2019:	0
Total registrants through June 30, 2019:	1046
Total registrants alumni through June 30, 2018:	1000

#### **New registrants in June 2019:**

- Tom Stephens
- Kimberly Flowers
- Humera Iqbal
- David Nelson
- Bal Krishna Parajuli

#### **New associate registrants in June 2019:**

- None

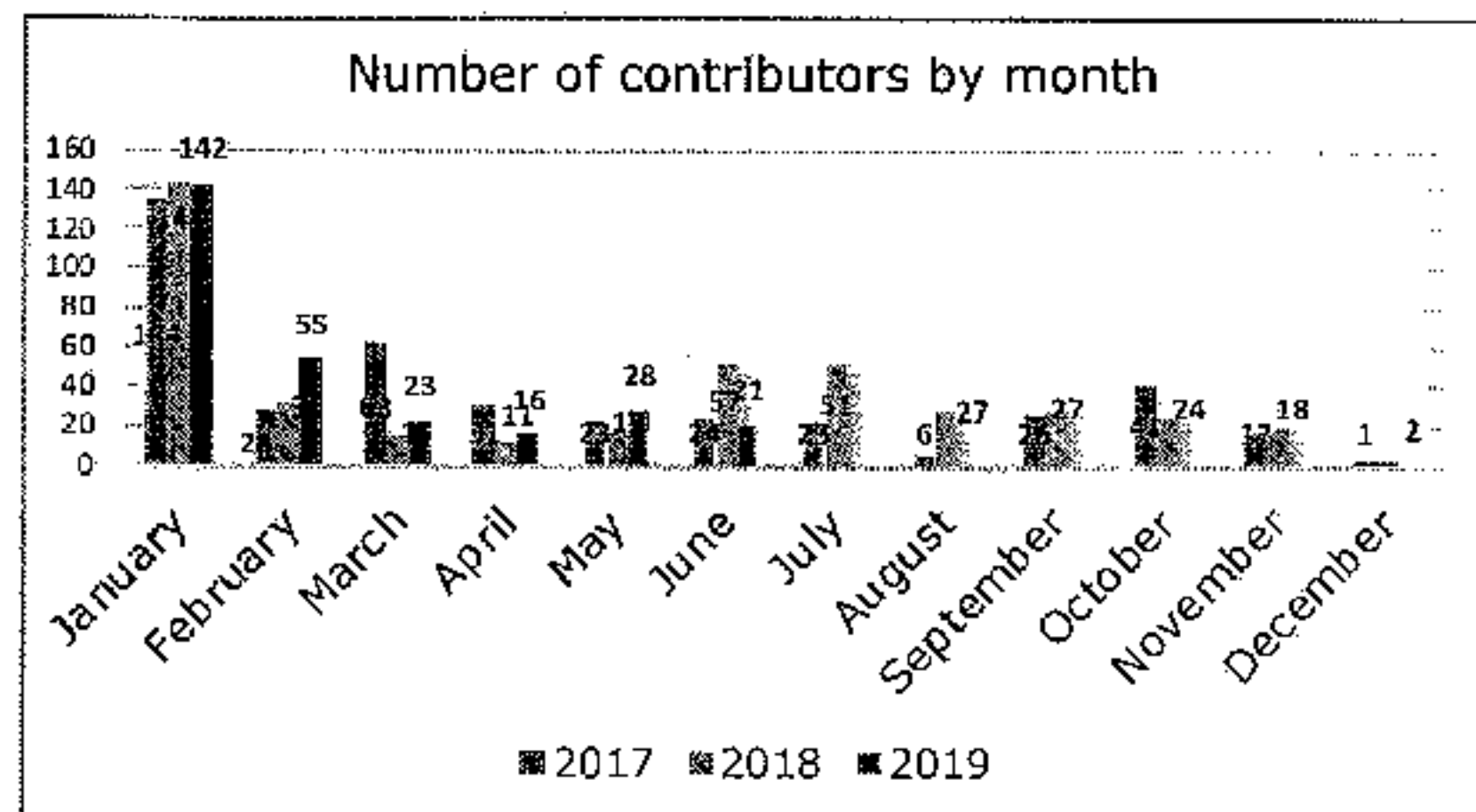
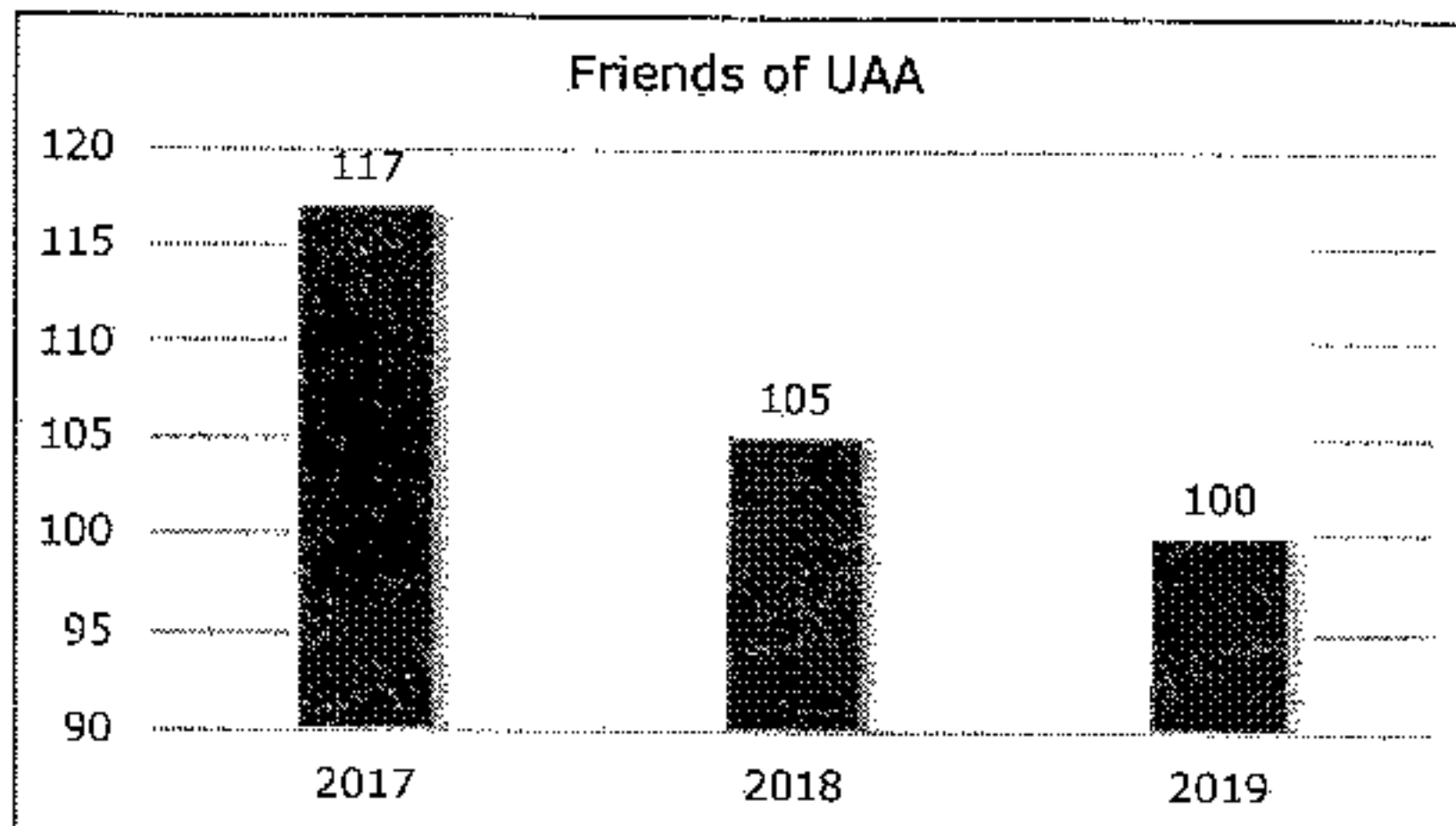
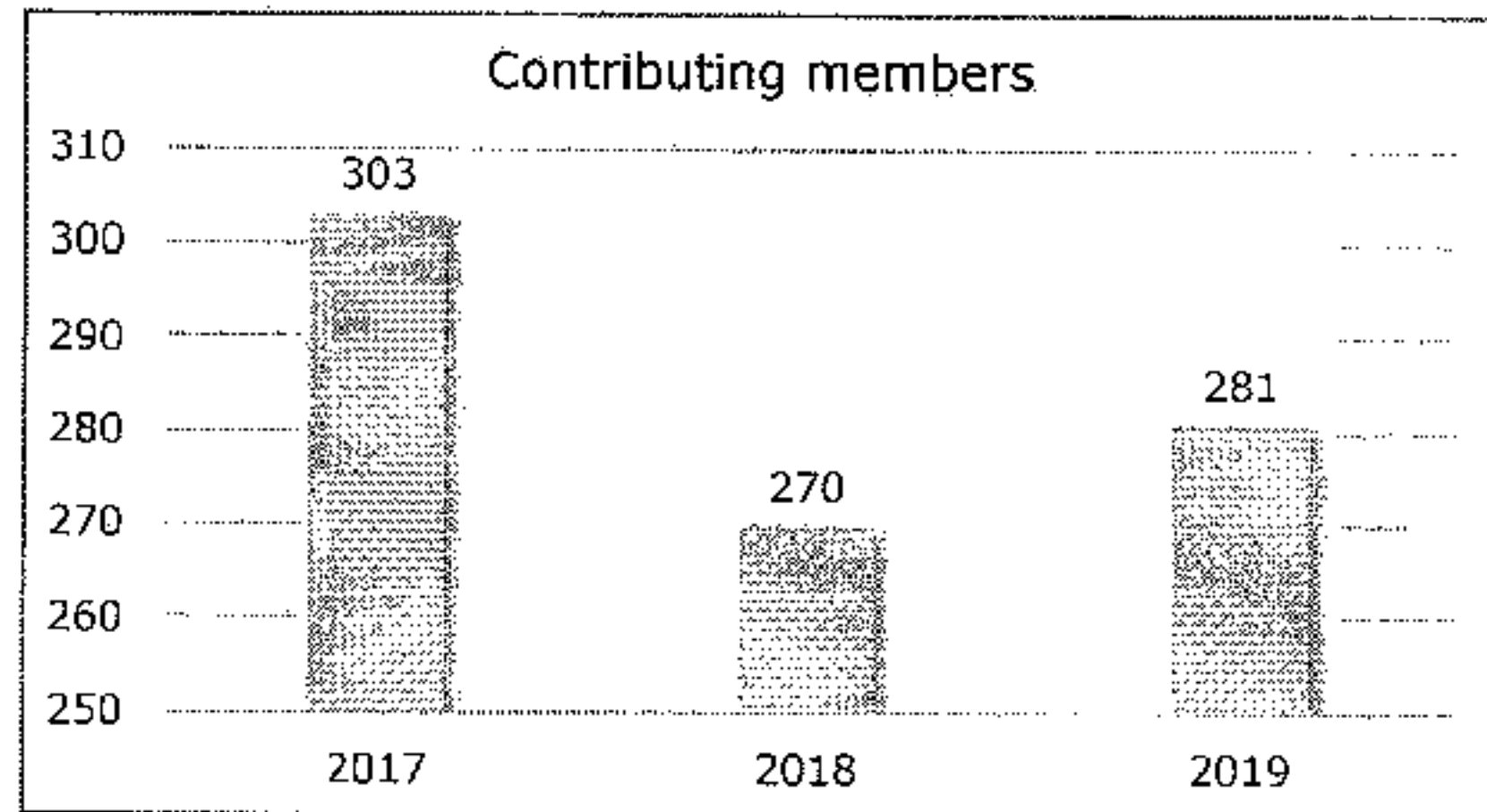
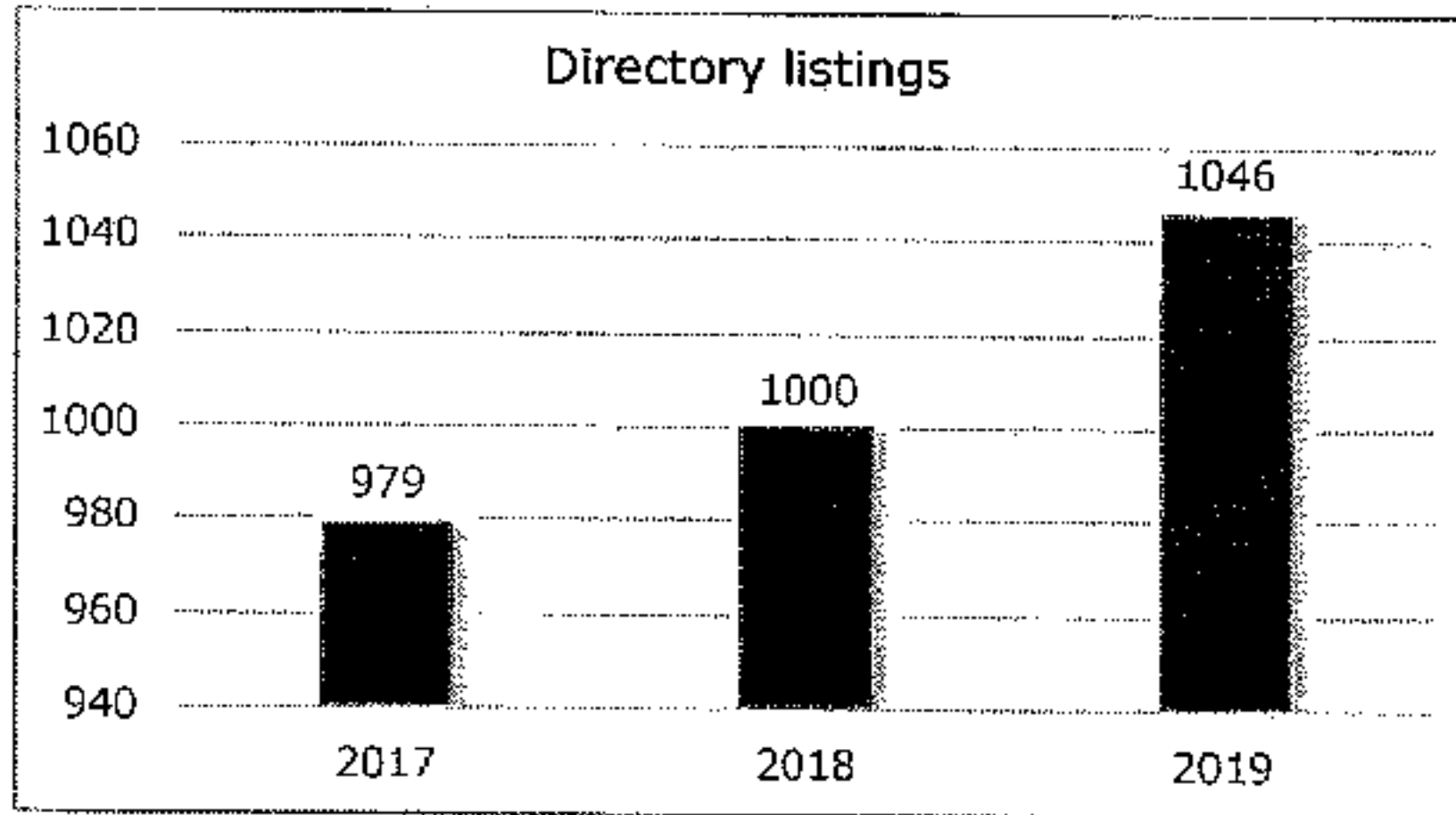
#### **Registrants whose names have been removed: deceased/unsubscribed:**

- None

#### Membership Contributions Summary:

Alumni contributions, June 1 – June 30:	21
Total number of contributors for 2019 through June 30:	281
Total number of contributors for 2018 through June 30:	270
% of contributors through June 2019 as compared to June 2018:	104.0
Total number of \$100+ contributors, June 1 – June 30, 2019:	5
Total number of \$100+ contributors for 2019 through June 30:	100.0
Total number of \$100+ contributors for 2018 through June 30:	105
% of \$100+ contributors through June 2019 as compared to June 2018:	95.0
Number of new contributing members, June 1 – June 30, 2019:	4
Total number of new contributing members for 2019 through June 30:	25
New contributors as a % of new registrants for June 2019:	80.0

**Comparison over the years as of end June 2019:**



**Contributions received in June 2019:**

Contributing Members: 12

Gene George	Ken Lyvers
Zach Hahn	Robert Maushammer
Gordon O. F. Johnson	Patrick Rader
Kenneth Lanza	Tom Ray
Dawn Liberi	Alejandra Soto
David Losk	Ronald Venezia

Friends of UAA: 5

Larry Garber  
 Barbara Seligman  
 Andrew Sisson  
 Marilyn Schmidt  
 Jim Bever

New Contributing Members: 4

Kimberly Flowers  
 David Nelson  
 Tom Stephens  
 Bal Krishna Prajuli