

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, June 20, 2019
10:30 AM — 12:30 PM

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, June 20, 2019, 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, EC co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Anne Aarnes	Franklin Moore
Terry Brown	Terry Myers
George Hill	Nancy Tumavick

By phone:

Chris Crowley^[1]

COMMITTEE CO-CHAIRS:

In person:

Bette Cook ^[1]	Beth Hogan ^[1]
David Cohen	Joy Riggs-Perla
Carol Dabbs	Alex Shakow
Jim Fox ^[1]	Rob Sonenthal

Absent:

Steve Giddings
Roberta Mahoney
Carol Peasley
Nancy Pielemeier
Barbara Seligman

By phone:

Jim Bever^[1]
Rose Rakas

ADMINISTRATIVE STAFF:

Absent:

Ven Suresh

MEETING CHAIR:

Chris Crowley

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

^[1] Joined in progress.

1. MINUTES.

A motion to adopt the draft minutes for the May 18 meeting, duly seconded, was adopted by unanimous consent.

2. FINANCIAL AND MEMBERSHIP REPORTS

A. Financial Report.

George Hill distributed the monthly Financial Reports for May 2019 (Attachments A and B). He noted that—

- The UAA debit card expired during the month and, although the card was quickly revived, for a brief period we were unable to make payments, and will therefore be subject to small late-payment penalties. The situation did not affect our access to services.
- Carol Dabbs noted that the report for the main LFCU account has an arithmetic error; George will check and re-send a corrected copy to the Secretary for attachment to the May minutes.

[Chris Crowley joined the meeting by telephone.]

B. Membership Report.

The Membership Report was deferred to allow Chris Crowley to provide an update on the 2019 Annual General Meeting.^[2]

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Annual General Meeting.

Chris Crowley called attention to the one-page concept paper for the morning panel on Democratic Governance distributed by Nancy Pielemeier yesterday (Attachment D). This first draft appears to be basically acceptable to the AGM Committee, but he invited feedback from ExComm members in anticipation of the next committee meeting.

[Franklin Moore joined the meeting.]
[Beth Hogan joined the meeting.]

Chris had just learned that the proposed moderator of the panel — who has also been playing a key role in defining the panel's focus — has been forced to withdraw

² For the Membership Report, see pages 3-4 below.

because of conflicting obligations. He suggested, however, that the search for a new moderator, and final choice of other members of the panel, be postponed until the concept paper is nearly finished.

Turning to the draft concept paper, Chris noted that—

- The overall theme of the panel is all but set — namely, how USAID Mission management experience the democratic governance program, with a focus on what USAID must deal with in the field, including the influence of USAID/W, the U.S. Congress and other donors.
- The questions at the end of the concept paper are illustrative, only, and subject to adjustment; the number of questions addressed will be limited by the time available.
- The proposed panel members identified in the concept paper have field experience in democratic governance programs in various regions of the world, at USAID Missions, and at non-governmental organizations, with experience on Capitol Hill as well.

With respect to the choice of panelist: David Cohen suggested that the committee consider including a representative of the State Department, since DOS has a particularly prominent role in democratic governance programs; Beth Hogan noted that the DOS' role is especially important in non-USAID presence countries; and Nancy Tumavick reminded the EC of CGD's requirement there be at least one woman on each panel.

Nancy added that the AGM Committee will try to get the Administrator or Deputy Administrator on the AGM agenda; the UAA representatives who meet with A/AID or DA/AID (see below) should consider issuing an invitation.

The Committee by consensus approved the overall direction of the democratic governance panel.

ACTION ITEM: At its next meeting, the AGM Committee will further refine the overall theme of the democratic governance panel and, once the theme is settled, proceed to identify and recruit an appropriate moderator. ExComm members were asked to forward their recommendations to the AGM Committee.

[Chris Crowley left the meeting.]

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B. Membership Report.

Carol Dabbs delivered the Membership Report for May 2019 (Attachment C), noting the following highlights:

- Seven new registrants and 23 new contributors.
- As of May 31, 2019, the total number of contributors was 19% higher, and the total number of contributions of \$100 or more was 13% higher, than as of May 31, 2018.
- The Membership Committee plans to contact 2018 contributors who have not yet contributed in 2019 — an appeal that was quite effective last year — but will be unable to do so until after June 30.

C. Resignation of the Website Curator.

Nancy Tumavick reported that the UAA's website curator — the estimable David Cohen — who has served in that position since the UAA was established, has resigned as of September 1, although he has agreed to continue providing technical support indefinitely. Still, we will need to recruit a new curator.

ACTION ITEM: David will draft a brief description of the curator's responsibilities, including a rough estimate of the skills and time commitment required (4 to 8 hours per week; and the curator need not attend every ExComm meeting in person), to be posted on the UAA website and published in upcoming Newsletters.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Annual General Meeting.

[See pages 2-3, above]

B. New Ideas/Initiatives.

Terry Myers reported that progress on the four new initiatives endorsed at the ExComm meetings in April and May is on hold pending the upcoming meeting with Deputy Administrator Glick. He is in the process of organizing the presentation.

USAID has in the past issued cooperative agreements to support the kind of volunteer support programs that the UAA has in mind.

In response to a question from Nancy Tumavick about USAID/UAA MOUs, Rose Rakas noted that—

- USAID and UAA signed a Memorandum of Understanding in 2013 to launch the USAID/UAA Mentoring Program, but the MOU focused on managing conflicts of interest and did not cover the structure and operation of the program itself. The original MOU has now expired.
- The Mentoring Program does require individual agreements between mentors and mentees to which the agency is not a party.

- The USAID Strengthening Committee may seek to update and expand the original MOU for the 9th cohort. With that in mind, the Committee has asked USAID/GC to consider the legal issues raised by greater UAA involvement in HR-related activities.

[Jim Bever joined the meeting by phone.]

C. UAA Meeting with USAID Front Office.

Nancy Tumavick reported that the meeting with Deputy Administrator Glick is scheduled for Wednesday, June 26, and will last approximately one hour. We plan to focus the discussion on our New Initiatives and our Mentoring Program. Representing UAA will be co-Chairs Chris Crowley and Nancy Tumavick; Terry Myers (for New Initiatives); and Rose Rakas (for the Mentoring Program). We assume that USAID's representatives will include staff with an interest in these areas.

D. Board Nominating Committee Update.

On behalf of the Nominating Committee, Terry Brown reported that—

- An announcement soliciting nominations to the Board appeared in the June Newsletter.
- The deadline for receipt of nominations has been moved up from mid-August to July 19.
- There are three (3) vacancies to be filled. As in the past, the Committee will propose only three candidates.
- He has already talked with two possible candidates.

Carol Dabbs added that, in the most recent Membership Survey, 95% of the members who responded to the question approved of the existing nominations process.

It was agreed that individuals who express an interest in serving on the Board but are not selected by the Committee should be offered other roles on the ExComm or on an EC committee.

4. OPERATING COMMITTEE REPORTS.

A. USAID Strengthening.

Rose Rakas delivered the USAID Strengthening Committee report.

- The 2019 Payne Fellows are in Washington working as interns on Capitol Hill, and will soon begin their graduate studies at Howard University. We plan to invite the Fellows to the Liz Strayer lunch, and to arrange that they be seated together,

so that we can meet with each one. Biographical information will be available, to help identify mutual interests.

- On July 16, Rose attended the training program for rising Mission Directors and USAID Representatives to introduce the UAA/USAID Mentoring Program. Prospective mentees were invited to contact Melissa Williams at FSI rather than UAA directly (they are likely to feel more comfortable if their initial contact is with a USAID insider).
- The USAID coordinator for the Mentoring Program has resigned; but we understand the agency will soon designate a replacement.
- The committee has asked the Asia Bureau and the Middle East Bureau to consider appointing bureau coordinators for the Mentoring Program.
- Cohort Nine will get under way in September/October.
- Since the Program began, there have been approximately 140 mentees and over 100 mentors (based on data collected by David Cohen).

Nancy Tumavick suggested that information on the Liz Strayer lunch, with photos of the Fellows who attend, be included in the July Newsletter.

B. Development Issues.

Jim Fox reported that, at the DIC's last meeting, on June 13, the guest speaker was Michael Pillsbury, head of Chinese Studies at the Hudson Institute.

Upcoming UAA/DACOR Development Dialogues currently scheduled through September 2019 include the following:

- On July 12, Liz Schraye, President and CEO of the U.S. Global Leadership Coalition, will speak on "Foreign Policy and the 2020 Elections."
- On September 6, Rafe Pomerance will speak on "Fighting Climate Change," his proposals for U.S. climate policy.

C. Membership.

On behalf of the Membership Committee, Carol Dabbs provided the following update:

- There were 62 attendees at the annual Spring Reception. The MC, with the assistance of Nancy Tumavick, is following up with all those who registered and/or attended but who have not yet contributed in 2019.
- The Annual Picnic is scheduled for Saturday, September 7 — that is, the Saturday after Labor Day.
- Sarah Clark is working on the summer Mini Survey which will include only three questions:
 - i. How long were you employed by USAID?
 - ii. Under what employment were you employed by USAID (use the list from the current brochure, and accept multiple responses)?

iii. How long since your (last) separation or retirement from USAID (using the periods used in the Annual Survey, so that comparisons are possible)?

- The MC and the Public Outreach Committee plan to discuss outreach to USAID alumni outside the Washington metropolitan area.
- During the remainder of this year, UAA Newsletters are scheduled to be issued on September 9, October 7, November 18 and January 6 (for the November 19/December 31 period).

D. Awards.

Bette Cook reported that—

- The deadline for submission of nominations is July 31.
- The July Newsletter will include an urgent request for final nominations.
- ExComm members should encourage their friends and acquaintances to forward nominations to the Awards Committee.

Beth Hogan proposed that the ExComm recognize John Sanbrailo and Peter Kimm — two USAID giants who recently died — at the upcoming AGM. The recognition need not be in the form of an award per se; or, if styled as an award, should be in addition to the existing awards and need not be given every year. (There are very few alumni whose careers were as consequential as that of Mr. Sanbrailo or Mr. Kimm.)

E. Public Outreach.

Jim Bever reported that the Public Outreach Committee is working with the Membership Committee to identify specific cities/metropolitan areas/regions where a critical mass of USAID alumni now live, with the idea of establishing local chapters and recruiting those alumni to join UAA and participate in UAA programs (such as Hometown Diplomats. The effort may eventually require visits to promising locations.

F. History of USAID.

According to Alex Shakow, John Norris has delivered a draft of the seventh chapter — on USAID during the Reagan Administration.

John has made good use of the oral histories gathered under the recently expired ADST project. It is still unclear whether USAID will fund a follow-on grant; the agency has not responded to the final report and "lessons learned" submitted under the original grant.

5. OTHER BUSINESS.

A. Website/Email Issues.

None.

B. Devex Pro.

Terry Brown provided an update on Devex' offer of subscriptions to Devex Pro to UAA members at a discounted rate. The regular subscription price for Devex Pro is \$399/year; Devex would like to offer the service to UAA members for \$349/year.

According to David Cohen, information about the availability of the discount was posted on the forum page of the website, but was then deleted.

After discussion, the consensus developed at previous EC meetings was confirmed: Because the Devex Pro discount is not being offered through UAA as a membership benefit, it does no harm to insert a link to the Devex Pro website in the upcoming Newsletter, but no such link should be available on our website, which is open to the general public.

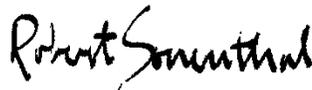
6. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, July 18, 2019, at the offices of Tetra Tech Inc., 1320 N Courthouse Rd, Suite 600, Arlington, VA 22201, between 10:30 am and 12:30 pm.

7. ADJOURNMENT

It was moved, seconded, and unanimously approved to adjourn at 12:25 pm.

Respectfully submitted,



Rob Sonenthal
Assistant Secretary

July 18, 2019
Date

Attachments:

- A. UAA Financial Report as of May 31, 2019
- B. UAA/USAID History Project: Financial Status as of May 31, 2019

- C. UAA Membership and Contributions Summary, May 1–May 31, 2019
- D. First Draft of the Schematic for UAA Panel

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF MAY 31, 2019^[3]

•	Checking Account Balance as of end April 2019		\$ 36,458.80
•	Member contributions received in May 2019		\$ 1,675.00
•	Disbursements for May 2019:		\$ 71.72
○	Merchant Bank Discount	<u>\$ 71.72</u>	
		\$ 71.72	
•	End May 2019 balance:		\$ 38,132.08
		* * * *	
	Savings balance		\$ 15,775.21

^[3] Not including funds earmarked for the History of USAID Project. See Attachment B.

ATTACHMENT B

UAA/USAID HISTORY PROJECT
Financial Status as of May 31, 2019

1.	Total contributions received	\$	0.00
2.	Total interest on deposits	\$	0.00
3.	Account share	\$	50.05
4.	Interest earned on Account share	\$	0.01
5.	Total project expenditures in May	\$	0.00
6.	Current amount in checking account	\$	5,338.58
7.	Current amount in Premier Savings Account	\$	133,779.68

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

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

May 1, 2019 – May 31, 2019
(includes 2018 data for comparison)

Registrations:

New alumni registrants, May 1 – May 31:	7
New associate registrants, May 1 – May 31:	0
Total new registrants, May 1 – May 31:	7
Total new registrants for 2018 through May 31:	47
Registrants whose names were removed in May 2019:	0
Total registrants through May 31, 2019:	1041
Total registrants alumni through May 31, 2018:	995

New registrants in May 2019:

- John Beed
- Jason Wright
- Magayi Morris
- James Holtaway
- Mohammad Iqbal Saeed
- Jennifer Lavoie
- Jeffery Cochrane

New associate registrants in May 2019:

- John Beed

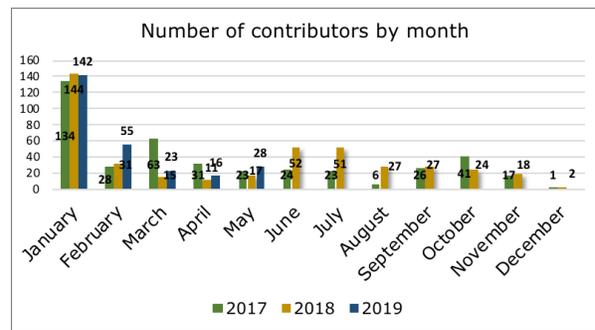
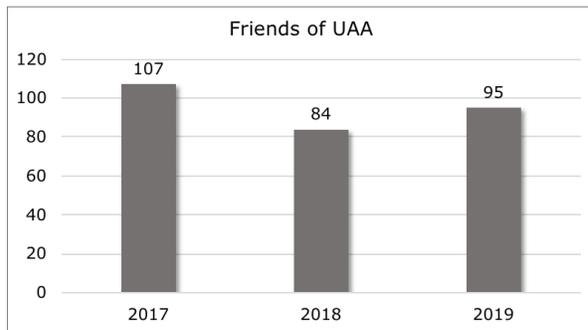
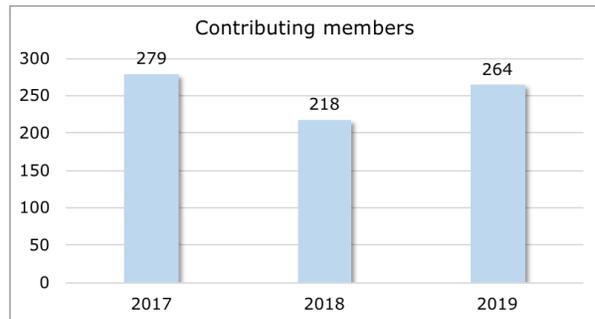
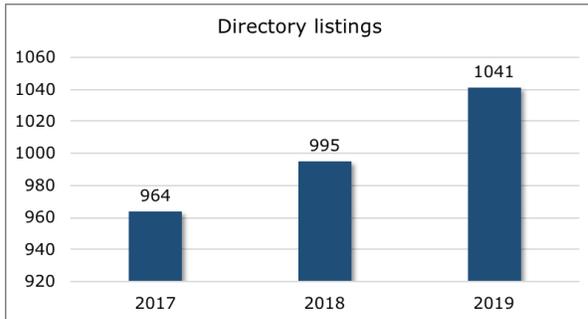
Registrants whose names have been removed: deceased/unsubscribed:

- None

Membership Contributions Summary:

Alumni contributions, May 1 – May 31:	23
Total number of contributors for 2019 through May 31:	260
Total number of contributors for 2018 through May 31:	218
% of contributors through May 2019 as compared to May 2018:	119.0
Total number of \$100+ contributors, May 1 – May 31, 2019:	5
Total number of \$100+ contributors for 2019 through May 31:	95
Total number of \$100+ contributors for 2018 through May 31:	84
% of \$100+ contributors through May 2019 as compared to May 2018:	113.0
Number of new contributing members, May 1 – May 31, 2019:	2
Total number of new contributing members for 2019 through May 31:	21
New contributors as a % of new registrants for May 2019:	28.5

Comparison over the years as of end May:



Contributions received in May 2019:

Contributing Members: 16

- | | |
|-------------------|--------------------|
| Joshua Albert | John Johns |
| Pamela Baldwin | Tony Pryor |
| Victor Barbiero | Georgia Sambunaris |
| Edward Butler | Robert Traister |
| William Elliott | Jennifer Windsor |
| Arthur Fell | Richard Wheldon |
| Thomas Geiger | Clarence Zuvekas |
| Donnie Harrington | Eleanore Elser |

Friends of UAA: 5

- | | |
|------------------|---------------|
| Souleymane Barry | Ted Weihe |
| Thomas Fox | Tom Nicaastro |
| Emma Rose | |

New Contributing Members: 2

- John Beed
Jeffrey Cochrane

ATTACHMENT D

First Draft of the Schematic for UAA Panel

Proposed Title: *Getting it Right on Democratic Governance: How do USAID Missions Achieve Results while navigating the inevitable landmines? (Total Duration 1 hr. 45 minutes)*

Moderator: Bambi Arellano

Proposed Options for (3) Panelists: Chris Crowley, Ken Yamashita or Beth Hogan, Michelle Dunne or Tom Carothers

Background and Purpose:

This panel will **not** be a discussion of the merits of, or the justification for democracy programming as a principal focus of US foreign policy and assistance. The purpose is to reflect on the extensive field experience of USAID Missions as they have navigated the tensions and challenges of supporting democratic governance programs in countries where Congress and the Administration have prioritized USAID funding for these programs. The discussion will zero in on the challenges and the opportunities, as well as the pitfalls for USAID Missions (and the Agency writ large) as they support political change and transparent governance as one member of what usually is an interagency effort. Panelist will be asked to refer to their direct experience in different regions of the world. The non-USAID speaker will refer to how they worked with Congress, US Embassies and USAID Missions to promote democratic governance, and where they have experienced both satisfaction and frustration in this regard. The ultimate goal will be to analyze the tensions inherent in DG programs, discuss options for addressing these, and identify measures that better protect USAID and its partners from assuming sole responsibility for this broad US foreign policy commitment.

Intro: (10 – 15 minutes)

Moderator will give a bit of history on these programs, based on her experience abroad. She will set the stage for the principal elements to be addressed by each panel member. She will encourage panelist to speak specifically about country experience, tensions and opportunities.

Options for Principal Discussion Points/Questions: (15 minutes for each Panelist)

- How did the Mission decide on the content of its DG programming? With whom was this negotiated?
- What were the roles of the USG interagency and Congress in this regard?
- How did you coordinate with other donors?
- What can you tell us about the impact of these programs and the issues you confronted during their implementation?
- Which program options present the best opportunities for achieving lasting impact?
- How would you recommend engagement with the Hill and US-based DG community to develop a “shared position” on the USG role in these programs?