

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, November 29, 2018
10:30 AM — 12:30 PM

The Executive Committee (the "ExComm") of the USAID Alumni Association ("UAA") met on November 29, 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:

Anne Aarnes	Franklin Moore
Chris Crowley	Terry Myers
George Hill	Nancy Tumavick

By telephone:

Terry Brown

COMMITTEE CO-CHAIRS:

In person:

David Cohen	Alex Shakow
Jim Fox*	Rob Sonenthal
Steve Giddings	

By telephone:

Nancy Pielemeier*
Rose Rakas

Absent:

Jim Bever
Bette Cook
Carol Dabbs
Jose Garzon
Beth Hogan
Roberta Mahoney
Carol Peasley
Barbara Seligman

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. On behalf of the ExComm, he welcomed Anne Aarnes and Terry Brown to the Board of Directors.

* Joined in progress

1. **BOARD VACANCY**

On a motion by Chris Crowley, duly seconded, the Board, by unanimous vote, elected Terry Myers to the Board to fill the vacancy left by the recent death of John Heard.

2. **ELECTION OF OFFICERS AND COMMITTEE CO-CHAIRS**

The Board re-elected Nancy Tumavick and Chris Crowley as Co-Chairs and George Hill as Treasurer; elected Anne Aarnes as Secretary; and appointed the following individuals to serve as committee co-chairs for 2018-2019:

<u>committee</u>	<u>co-chairs</u>
Development Issues	Jim Fox Steve Giddings Board liaison: Terry Myers
Membership	Bette Cook Carol Dabbs Board liaison: Terry Brown
Finance and Administration	Rob Sonenthal (Assistant Secretary) David Cohen (Website Curator) Board liaison: George Hill
USAID History Project	Alex Shakow Carol Peasley Board liaison: Chris Crowley
Public Outreach	Jim Bever Beth Hogan Board liaison: Franklin Moore
USAID Strengthening	Rose Rakas Roberta Mahoney Board liaison: Anne Aarnes
Annual General Meeting	Nancy Pielemeier Barbara Seligman Board liaison: Nancy Tumavick

3. **MINUTES**

A motion to approve the minutes of the October 18 meeting, duly seconded, was adopted without objection.

4. FINANCIAL AND MEMBERSHIP REPORTS.

A. Financial Report.

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

- The UAA's finances are in excellent shape.
- The UAA informational return for 2017 (Form 990) is considerably more complicated than in the past, due to the approximately \$194,000 in contributions received for the History of USAID Project. George will meet with the UAA accountant this afternoon to complete the return, and will circulate copies to the ExComm. (The return is required to be distributed to Board members before it is submitted to the IRS.)

B. Membership Report.

The Membership Report was deferred until later in the meeting.

5. BOARD OFFICERS/COMMITTEE CO-CHAIRS: CURRENT ISSUES.

A. Schedule/Location of Meetings.

After discussion, the ExComm agreed to continue meeting on the third Thursday of each month between 10:30 a.m. and 12:30 p.m., in the Tetra Tech conference room, if possible.

ACTION ITEM: Chris Crowley will draft a note thanking Tetra Tech for its hospitality, and proposing that the arrangement be continue through the coming year.

B. Schedule of Events.

In order to avoid conflicts, Board and ExComm members are urged to check the UAA website before scheduling events, and to provide timely notice of each scheduled event so that it can promptly be posted on the website and published in the Newsletter.

C. Ethics Policy.

Amendments to the UAA Ethics and Conflict of Interest Policy, adopted at the September 20 meeting, require that ExComm members sign and submit an Acknowledgment each year "at the first Executive Committee meeting after the Annual General Meeting." Rob Sonenthal, Assistant Secretary, asked the ExComm members present to sign an Acknowledgement, and to submit the signed document to him.

ACTION ITEM: Rob will alert the ExComm members who are not present at the meeting that they should submit signed Acknowledgements to him, by e-mail, fax or regular mail.

D. Newsletter.

Nancy Tumavick reported that the current system for submitting materials to Ven Suresh for publication in the Newsletter needs to be reorganized. Ven is receiving materials from too many sources, often at the last minute.

After discussion, it was proposed that an "editor" be designated as the sole individual to communicate with Ven regarding Newsletter content.

ACTION ITEM: Anne Aarnes and David Cohen will (i) develop a plan to streamline the submission of materials to Ven for the Newsletter, and (ii) identify an editor (or perhaps two) to act as the point of contact with Ven on Newsletter matters.

E. Finance

The ExComm discussed possible sources of funding other than annual member contributions — for example, tax-free distributions from IRAs, and testamentary bequests. Several members suggested that it might be easier to attract such contributions if they are earmarked for a special project or purpose (such as the History of USAID Project), or for a particular item in the annual budget. Further discussion of the subject was deferred to the January meeting.

ACTION ITEMS: (1) Chris Crowley and Nancy Tumavick will propose a fundraising agenda at the January meeting.

(2) Rob Sonenthal will investigate the deductibility of "dues" vs. "contributions," and will prepare a non-technical explanation for the January meeting.

F. 2019 Annual General Meeting

On behalf of the AGM Committee, Nancy Pielemeier proposed Friday, October 25, as the tentative date for the 2019 AGM. After discussion, the Board authorized the AGM Committee to proceed on that basis.

Nancy reported that—

- The AGM Committee has already identified a number of possible themes for the 2019 AGM, such a presentation on the mentoring program, and/or other UAA activities. The committee plans to meet in January to continue brainstorming.
- Joy Riggs-Perla has volunteered to join the AGM Committee, to attend ExComm meetings, and eventually become an AGM Committee co-chair. (Joy is also a mentor in the mentoring program.)

[Ven Suresh joined the meeting.]

6. OPERATING COMMITTEE REPORTS.

A. USAID Strengthening

On behalf of the committee, David Cohen reported that training for the 8th cohort of the Mentoring Program is scheduled for Monday, December 3, under the supervision of Neal Levine; a training webinar is scheduled for mentees. Once training is completed, the new cohort will begin.

B. Development Issues.

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

- The next bimonthly meeting of the committee will take place on Thursday, December 13, featuring Elizabeth Roen, Acting Director of USAID's Office of Learning, Evaluation and Research.
- The December meeting will be the committee's last at PADF. After the New Year, it will meet on an interim basis at 555 12th Street NW, at the offices of OFDA, although the meeting room there is a smaller than at PADF, and the building requires that visitors sign in at the front desk.
- The UAA Book Club will meet on Wednesday, December 5, at the Irish Inn (Glen Echo) to discuss to continue discussion of *Why the West Rules -- for Now*, by Ian Morris.
- On Tuesday, December 18, Viola Llewellyn, President of Ovamba Solutions, will join DACOR's Africa Discussion Group to discuss Islamic finance in support of small businesses in Africa.
- Steve and Jim Michel represented UAA at a partners meeting; Steve will distribute minutes of the meeting, prepared by Jim.

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

- Monday, December 3: Larry Garber will speak on *Zimbabwe Deja Vu: An International Observer Returns after 33 Years*, focusing on the recent elections.
- Friday, January 11: DACOR has scheduled a lunch to honor Andrew Herscowitz, head of Power Africa, winner of USID "Sammie" award for 2018.

C. Membership.

Nancy Tumavick reported that—

- Carol Dabbs has circulated a proposed outline of the 2019 Membership Survey for comment. Comments should be returned by December 15.
- The MC is looking for a site for Winterfest, to be held in February 2019.

D. History of USAID.

Alex Shakow reported on the status of the History of USAID Project:

- Early returns from the AGM Evaluation show that John Norris' presentation was very well received.
- John and his agent prepared a proposal for commercial publication of the book, and have presented the proposal to a number of publishers.
- The Advisory Committee is scheduled to meet with John in person in January.

7. OTHER BUSINESS.

None

8. NEXT MEETING.

The next meeting of the ExComm is scheduled for Thursday, January 17, 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 12:10 p.m.

Respectfully submitted,



Robert Sonenthal
Assistant to the Secretary

January 17, 2019
Date

Attachments:

- A. UAA Financial Report as of October 31, 2018
- B. UAA/USAID History Project: Financial Status as of October 31, 2018
- C. UAA Membership and Contributions Summary, October 1–October 31, 2018

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF OCTOBER 31, 2018¹

•	Checking Account Balance as of end September 2018		\$ 32,569.95
•	Member contributions received in October 2018		\$ 2,780.00
•	Disbursements for the month:		\$ 6,074.43
○	Merchant bank discount	\$ 13.44	
○	Constant Contact	\$ 70.00	
○	AGM Catering	\$ 5,150.99	
○	AGM Travel (Ms. Halash)	<u>\$ 650.00</u>	
		\$ 5,884.43	
•	End October 2018 balance:		\$ 29,275.52
		* * * *	
	UAA savings account balance		\$ 15,767.35

¹ Not including funds earmarked for the History of USAID Project. See Attachment B.

ATTACHMENT B

UAA/USAID HISTORY PROJECT
Financial Status as of October 31, 2018

1.	Total contributions received	\$	0.00
2.	Total interest on deposits	\$	0.00
3.	Account share	\$	50.04
4.	Interest earned on Account share	\$	0.01
5.	Total project expenditures in October	\$	0.00
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 OCTOBER]

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Alumni Directory Registrations:

New alumni registrations, October 1 – October 31:	3
New associate members, October 1 – October 31:	0
Total new registrations, October 1 – October 31:	3
Total new registrations for 2018 through October 31:	35
Alumni whose names were removed in October:	13
Total registered alumni through October 31, 2018:	999
Total registered alumni through October 31, 2017:	980

New directory listings in October 2018:

- Anne Bernier
- Scott Lansell
- Rumu Sarkar

New registered associate listings in October 2018:

- None

Alumni whose names have been removed: deceased/unsubscribed:

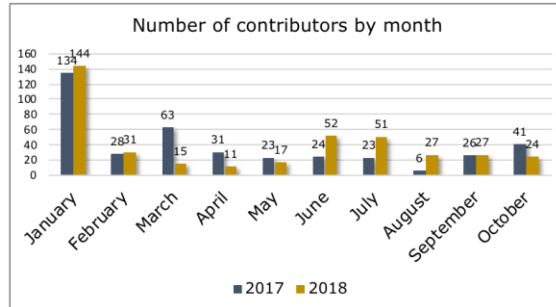
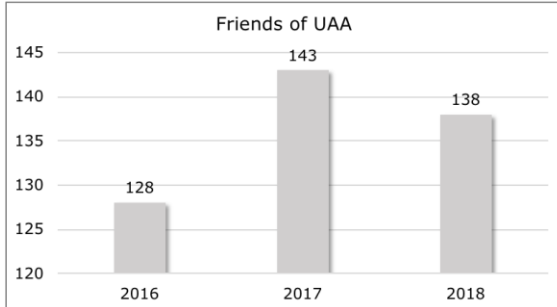
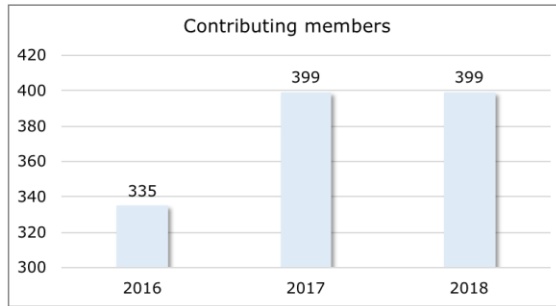
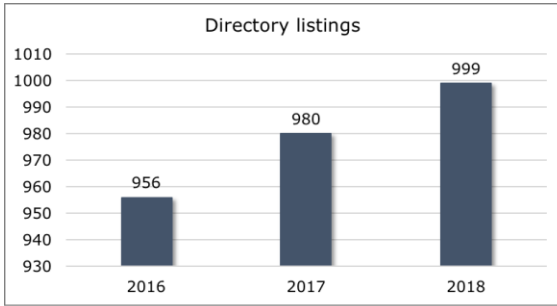
- | | |
|-------------------------------|---------------------------------------|
| • Andrew Lewis – unsubscribed | • Elena Brineman - deceased |
| • Paul Deuster - deceased | • Jerome Hulehan - deceased |
| • John Heard - deceased | • Frederick "Rick" Machmer - deceased |
| • Princeton Lyman - deceased | • Thomas Mehen - deceased |
| • Peter Askin - deceased | • Charline Reeves - deceased |
| • Stephen Wallace - deceased | • Frank Kimball - deceased |
| • Bob Dubinsky - deceased | |

Registrants directory was cleaned up to remove past deceased registrants.

Membership Contributions Summary:

Alumni contributions, October 1 – October 31:	24
Total number of contributors for 2018 through October 31:	399
Total number of contributors for 2017 through October 31:	399
% of contributors through October 2018 as compared to October 2017:	100.0
Total number of \$100+ contributors, October 1 – October 31, 2018:	8
Total number of \$100+ contributors for 2018 through October 31:	138
Total number of \$100+ contributors for 2017 through October 31:	143
% of \$100+ contributors through October 2018 as compared to October 2017:	96.5
Number of new contributing members, October 1 – October 31, 2018:	0
Total number of new contributing members for 2018 through October 31:	22
New contributors as a % of new registrants for October 2018:	0.0

Comparison over the years as of end October:



Contributions received in October 2018:

Friends Of UAA: 8

- | | |
|---------------------|-------------------|
| Marianne O'Sullivan | Oliver Davidson |
| Jim Kelly | Elizabeth Carter |
| Laura Slobey | Frederick Schieck |
| Duff Gillespie | Phillip Church |

Contributing Members: 16

- | | |
|-------------------|-------------------|
| Peter Bloom | Nancy McKay |
| Gretchen Bloom | Kristen Loken |
| Campbell McClusky | Mary Lee McIntyre |
| Clifford Brown | William Elliott |
| Constance Collins | Gail Spence |
| Roberta Mahoney | Meri Sinnitt |
| Gregg Baker | Pamela Mandel |
| James Dempsey | Rose Rakas |