

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, February 21, 2019
10:30 AM — 12:30 PM

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on February 21, 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	George Hill
Chris Crowley	Terry Myers
Franklin Moore	Nancy Tumavick

By telephone:

Terry Brown

COMMITTEE CO-CHAIRS:

In person:

Jim Bever	Steve Giddings
David Cohen	Jim Fox
Bette Cook	Roberta Mahoney
Carol Dabbs	

Absent:

Beth Hogan
Carol Peasley
Nancy Pielemeier
Joy Riggs-Perla
Barbara Seligman
Alex Shakow
Rob Sonenthal

By telephone:

Rose Rakas

ADMINISTRATIVE STAFF:

Ven Suresh

MEETING CHAIR:

Chris Crowley

* * * * *

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

1. MINUTES

The minutes of the January 17, 2019 meeting, as tentatively amended, were unanimously approved.

2. FINANCIAL AND MEMBERSHIP REPORTS

A. Financial Report.

George Hill presented the Financial Report for January 2019 (Attachment A). He noted that—

- We're off to a good start for the year, with about \$8,000 coming in, and \$4,000 going out.
- Expenditure of the History of USAID Project funds will be delayed because John Norris's work is proceeding more slowly than originally anticipated.

B. Membership Report.

Carol Dabbs presented the Membership Report for January 2019 (Attachment B).

- As of January 31, we had 1011 registrants and 142 contributors of whom 50 are at the Friends level.
- We discussed that many new registrants are not known to UAA leadership, which we believe is because they are probably are more recently retired or separated.

Roberta Mahoney indicated that the USAID Strengthening Committee wants to approach more recent retirees. Carol Dabbs pointed out that we collected the years since retirement or separation in the Annual Survey data sent to the EC last night. She brought up the idea of a very brief registration form including year of separation or retirement and employment mechanism(s). Nancy Tumavick suggested that this limited data set would be suitable for a mini survey in July. She agreed to design it, probably with the assistance of Sarah Clark, and David Cohen will get it implemented with Ven Suresh.

Rose Rakas asked if we could have a private Facebook page; it was noted that it would require someone to volunteer to monitor it. Carol Dabbs and Nancy Tumavick mentioned the existing Linked In group.

Roberta Mahoney wondered if HCTM could at least tell us how many USAID employees retire or separate annually.

Carol Dabbs asked about the intended composition of the sub-committee suggested last month to consider new target groups for registration and membership. She suggested that the sub-committee should be composed of EC members, as Membership Committee members already consider this question monthly; the EC agreed to this. Carol will issue a call for sub-committee members—both Jim Bever and David Cohen volunteered on the spot.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Addition to 2019 Budget for CGD

Nancy Tumavick reported that Alex Shakow has proposed an addition to the \$26,800 budget approved for 2019 last year. She recommended that we add \$650 for tax preparation, an item inadvertently left off the first iteration of the budget, and \$1,000 for CGD, for a new total of \$28,450. The Board unanimously approved the additions (Attachment C).

Terry Brown asked for a copy of the budget with the changes included. He also requested that George Hill report next month on the total income from dues in 2018.

B. Recent Fake Emails

Chris Crowley is the latest victim of a spam attack; several have received emails faked to be from him asking for money. Board members seem particularly targeted.

Per David Cohen, we could delete personal email addresses from the open pages of the website, but still leave them available in the Directory, which can be accessed only with a password. David indicated that they are planning to improve the overall security of the website this year. The consensus of the meeting was not to have personal emails addresses on the public website, as the addresses could still be obtained from the Directory, or by sending a message to office@usaidalumni.org for forwarding.

ACTION ITEM: David will take the personal email addresses off the publicly available webpage.

C. UAA Authorities and Responsibilities.

Chris Crowley, Nancy Tumavick, David Cohen, and George Hill spoke by phone yesterday to work out who needs which signature authorities for our financial accounts. The intended situation is to be able to handle our affairs if someone is not internet-connected as expected for any length of time, such as on a long cruise. These authorities will be adjusted so that George Hill is primary on all four Lafayette Federal Credit Union accounts, two for UAA operating funds and two for the History Project, with Chris an alternate co-signatory. Chris will also hold a debit card.

D. New Ideas/Initiatives and Funding Sources

Terry Myers presented a number of ideas about activities that UAA could undertake for which the underlying idea is support for USAID overall. Jim Bever added that there was interest in these ideas in their discussion with Tom Staal and Chris Milligan, to be followed up with

HCTM and LPA and perhaps, in the spring, a meeting of Board members with the new Deputy Administrator. An exhaustive discussion followed.

(1) *Student Internships*—

The Ethiopia program was very successful, with 20 interns per year, mostly working in NGOs. Other examples, like the program in India while Owen Cylke was Mission Director, linked to the graduate school that Chris Crowley attended, required a great deal of work by Missions. Carol Peasley suggested that there are multiple graduate schools which could operate fellowship programs if stipends could be provided.

Jim Bever added that Chris Milligan pointed out that there's a place on the USAID website to apply for o/s internship — but it's really buried, and in at least one place the link doesn't work. Chris Crowley favored getting HCTM involved in pulling in Missions; he noted that justification of use of program funds is the biggest hurdle to get over. David Cohen pointed out that Payne Fellows are future USAID employees, so funds for security clearances would be an investment for the future. Chris asked what UAA's proposed contribution to this effort would be? Terry suggested that UAA could offer a fixed dollar amount per year.

Roberta Mahoney noted that the Payne Fellowship is a formal program, including support in graduate school, overseas internships, and FS appointments. Rose Rakas indicated that the Payne Fellows director is engaged in discussions on how to invigorate that program, including UAA outreach. Nancy Tumavick asked if this internship idea would supplement Payne Fellowships? Roberta suggested that they would not, since Payne Fellowships are part of a formal program, cost \$100,000 each, and guarantee employment by USAID at the end. Roberta added that, possibly, the UAA fellowship could lead to Payne Fellowship application and a Payne Fellowship. However, several EC members were concerned because, in the past, some interns have not been chosen by open, competitive processes, which, in this case, could give them an arguably undeserved advantage when they apply to USAID for employment. Anne Aarnes ran into a similar situation while still at USAID. Franklin Moore added that we would need to identify how competition for spaces would be evaluated.

Anne Aarnes suggested that if HCTM has this concern, would we consider working on internships with specific Missions as a less than USAID-wide effort, as a pilot or demonstration project? She believes we could get a number of Missions to participate. Chris Crowley believes that Regional Bureaus might be more successful in running such internship programs because they are closer to the Missions and know their needs better than a central office. Jim Bever suggested that if HCTM at least doesn't object, we could start an internship program using a Regional Bureau approach. David Cohen indicated that, for the mentoring program, it took Raj Shah and David Eckerson's involvement to make it happen. Perhaps we could take the approach that the existing internship program is not working as well as it could, and we could help it function better. Terry Myers asked whether our objective is a functional

USAID internship program, or providing some funds for graduate students to take up existing opportunities they've identified. David Cohen suggested we'd need to analyze why it's not working now to guide the design. Terry Myers agreed that this question is essentially the problem we're trying to solve, and added that HCTM isn't able to do all of its basic work, so would not likely make internships a high enough priority to dedicate sufficient resources to it. Roberta Mahoney suggested that our objective should be limited to assuring that HCTM does not become an obstacle; such internship programs could be a way to support diversity in USAID's applicant pool, which is in HCTM's interest. Jim Bever agreed that we must make any internship program as palatable as possible for HCTM.

Chris Crowley asked if we should try to revitalize the USAID internship program, but with a backup concept of working directly with graduate schools. Jim Bever feels this concept can be folded into discussion with the new Deputy Administrator; Anne Aarnes suggested that we discuss our proposal with the Regional Bureaus first, to identify whether there is a demand.

George Hill asked the EC to focus on UAA's purpose in organizing the program? From a narrow UAA perspective, the purpose could be to increase our profile at the agency for our continued membership, not because we can fund stipends. Terry Myers agreed that all of these ideas are to make UAA more relevant and asked if the Board would approve our pursuing an internship program with USAID?

Nancy Tumavick indicated that this is likely a most appealing idea for additional contributions from members, and it could work like history project.

Chris Crowley indicated that as a concept, is there general receptivity to idea of an internship program among the members of the Board and the EC, so that we should not eliminate this program from our list of possible initiatives. Nancy Tumavick suggested involving Jonathan Sperling. Terry Brown recommended that our proposal must explain who will do the work to make whatever it is happen.

ACTION ITEM: The Board authorized Terry Myers and Jim Bever to inquire at the Regional Bureaus about interest in an internship program, and then to follow-up with HCTM.

(2) *Awards and Retirement Recognition Ideas—*

Terry Myers indicated these are his next priorities. Chris Crowley suggested that if we bring multiple ideas to the table, it could scare HCTM off. Terry suggests that one-pagers be developed on the Retirement Ceremony and Awards ideas for handout to HCTM, with a similar approach for graduate student internships to go to Regional Bureaus.

Franklin Moore asked how we can be most helpful in moving this along; Terry indicated that help with identifying who to talk to at USAID is what's most needed.

(3) *FSN Award idea*—

Chris Milligan and Jim Bever are pursuing this.

(4) *Evaluation*—

Development Issues Committee may want to take this idea on.

4. OPERATING COMMITTEE REPORTS

A. USAID Strengthening/Mentorship

Roberta Mahoney has been working with the manager of the Payne Fellowship Program, and has learned that students have mentors from start until are hired. Then there is no mentor until they get to overseas missions. She wants to talk to mentors for internships to find out if they would be willing to continue until the fellows get to post. This would expand our mentorship to Payne fellows while in DC. Jim Bever indicated that there's a mentoring program for DC staff, both GS and FS, and wondered why would these would not be available. Roberta indicated that she's not sure that there's a gap, but if there is, would we like them to consider using UAA mentors? Rose Rakas mentioned that we did receive applications from 3 Payne Fellowship mentors to participate in UAA mentoring of these folks in their DC period.

There was general approval for using UAA mentors for Payne Fellows while employed in USAID/W prior to overseas appointments.

Roberta has also talked to Melissa Williams, the FSI MD/DMD program director, who likes the idea of presenting the mentoring program to them, so that new MDs and DMDs know that this resource is available to them. Jim Bever has talked with Melissa independently; she's willing to offer a ½ hour in the program this summer.

The meeting consensus was that this is a great idea, with recommendations to lock it in quickly!

B. Development Issues

Steve Giddings reported that the recent Natsios event was a real success, wonderful, fabulous. They had good assistance from Arizona State University, whose facility was used for the first

time. It will likely become DIC's usual meeting venue. He wrote this up for the newsletter. About 60 participated.

Jim Fox reported that the DIC Book Club will be meeting March 6, to discuss Paul Collier's, *The Future of Capitalism*.

Nancy Tumavick had a message from Alex Shakow about DACOR presentations, which are all listed on website, where we can sign up to attend.

C. Membership—Events, Membership Survey.

(1) Recruitment efforts:

Carol Dabbs reported that ongoing efforts to recruit FSNs by Jim Bever will be reported separately. No further additional efforts are needed regarding new registrants; by a fluke, we learned that the auto response to registrants inviting them to contribute is quite nice! Jim Bever and Bette Cook will cover the session with USAID participants at the next FSI Job Search Course on 3/21. Also see the notes above about Jim's meeting with Chris Milligan and Tom Staal regarding imminent retirees.

Carol asked for clarification regarding the intended composition of the sub-committee suggested last month to identify additional target groups for membership — was it to be made up of Board members, EC members, or MC members? She pointed out that MC members discuss this each month on our call.

The consensus of the meeting was that she should recruit EC members for a sub-committee to identify additional target groups for recruitment.

(2) Social Activities

There were 60 attendees at Winterfest on 2/10 at the Almaguers; it was very lively. Attendance was likely compressed into the first two hours because Frank's guarantee of good weather was expected to expire later in the evening.

(3) AGM Evaluation.

The report on the AGM Evaluation is on the website, with a link in the February newsletter. Carol Dabbs will have a detailed conversation with Nancy Pielemeier and Joy Riggs-Perla about what was most useful this year in the evaluation, and what they recommend be done as evaluation next year.

(4) Member Survey.

There was a delay in getting the full data set as needed, especially the identifiers of those who volunteered for committees and other activities as part of the survey. This information was sent to EC members yesterday. We anticipate having a draft of report to EC before the March meeting, and to then finalize it in time for a link to it in the April newsletter.

(5) Support for local groups outside DC

Barbara Bennett and Dale Gibb now have zip code data to work with, and will coordinate with Jim Bever and Beth Hogan (probably after Beth returns to the U.S.).

(6) Newsletter.

Bette Cook indicated that she'll be sending out the usual request for inputs for the March 4th issue of the newsletter, but also stressed that every committee needn't send an article every month.

D. History of USAID Project.

Alex Shakow has updated the website History Project Status Report to reflect, *inter alia*, the current expectation that John Norris will complete the draft manuscript by the end of 2019.

E. Awards.

Bette Cook has been looking through the AGM and Member Surveys inputs about the Awards program. We are already doing many of the suggestions offered. Next month, she will provide a run-down of the comments and how we are already addressing most of them. For example, our awardees are already a relatively diverse group, although we do not have comparison data for the membership of the UAA. The bottom line is that there will be few changes, if any, this year in the Awards program.

F. Public Outreach.

When Beth Hogan returns to U.S., Beth and Jim Bever will get together with Franklin Moore, and determine how they will use the Annual Survey results.

5. OTHER BUSINESS

A. Website/Email Issues.

David Cohen reported that there's a new page on the website—a library of syllabi for development courses.

B. USAID Invitees for Spring Reception.

Nancy Tumavick requested that EC members send her recommendations for who UAA should invite to the Spring Reception not later than the first week in March.

6. NEXT MEETING

The next meeting of the EC is scheduled for Thursday, March 21, 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

The meeting was adjourned at approximately 12:20 pm.

Respectfully submitted,

/s/

Carol Dabbs
Acting Assistant to the Secretary

Attachments:

- A. UAA Financial Report as of January 31, 2019
- B. UAA/USAID History Project: Financial Status as of January 31, 2019
- C. UAA Membership and Contributions Summary, December 1–January 31, 2019
- D. 2019 Budget (revised as of February 2019)

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF JANUARY 31, 2019¹**

•	Checking Account Balance as of end December 2019				\$ 27,462.94
•	Member contributions received in January 2019				\$ 8,200.00
•	Disbursements for January 2019:				\$ 3,151.67
○	Merchant bank discount	\$		55.67	
○	Constant Contact	\$		70.00	
○	Administrative Assistant	<u>\$3,260.00</u>			
		<u>\$3,151.67</u>			
•	End January 2019 balance:				\$ 32,776.81
			* * * *		
	Savings balance				\$ 15,771.32

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

ATTACHMENT B

UAA/USAID HISTORY PROJECT
Financial Status as of January 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 January	\$	0.00
6.	Current amount in checking account	\$	5,338.58
6A.	Savings dividend	\$	141.15
7.	Current amount in Premier Savings Account	\$	133,651.89
8.	Total current availability	\$	133,651.89

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ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Registrations:

New alumni registrants, January 1 – January 31:	12
New associate registrants, January 1 – January 31:	0
Total new registrants, January 1 – January 31:	12
Total new registrants for 2018 through January 31:	4
Registrants whose names were removed in January 2019:	1
Total registrants through January 31, 2019:	1011
Total registrants alumni through January 31, 2018:	984

New registrants in January 2019:

- William Hanson
- Mark Peters
- James Small
- Odongo Benjamine
- Paloma Adams Allen
- J. Mark Brinkmoeller
- AnnMei Chang
- Nishana Fernando
- Joseph B. Goodwin
- Virgil Miedema
- Mura O'Neill
- Barbara Spaid
- Joel E. Kolker

New associate registrants in January 2019:

- None

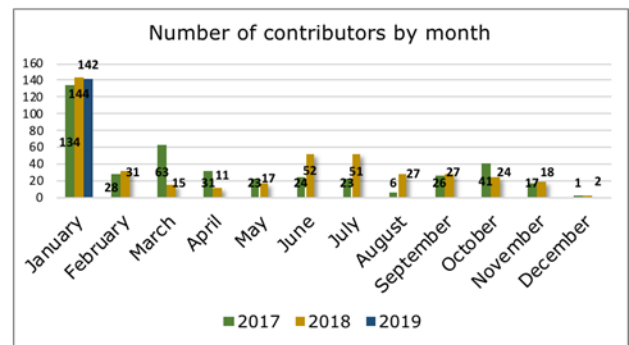
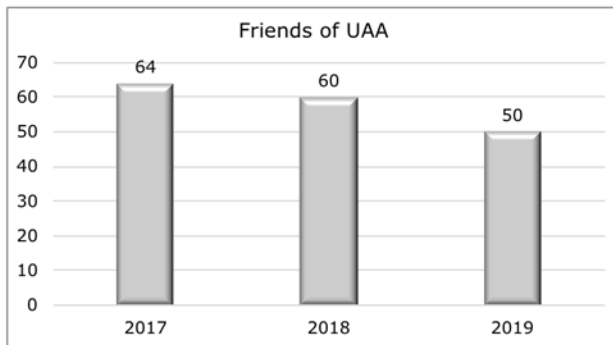
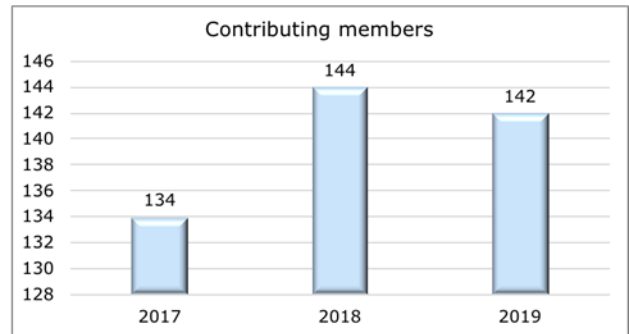
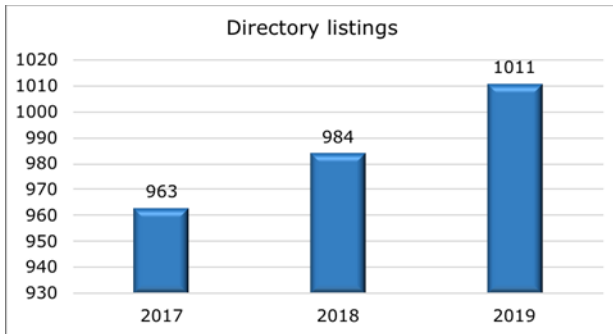
Registrants whose names have been removed: deceased/unsubscribed:

- MacAlan Thompson (deceased)

Membership Contributions Summary:

Alumni contributions, January 1 – January 31:	142
Total number of contributors for 2019 through January 31:	142
Total number of contributors for 2018 through January 31:	144
% of contributors through January 2019 as compared to January 2018:	98.6
Total number of \$100+ contributors, January 1 – January 31, 2019:	50
Total number of \$100+ contributors for 2019 through January 31:	50
Total number of \$100+ contributors for 2018 through January 31:	60
% of \$100+ contributors through January 2019 as compared to January 2018	83.3
Number of new contributing members, January 1 – January 31, 2019:	9
Total number of new contributing members for 2019 through January 31:	9
New contributors as a % of new registrants for January 2019:	75.0

Comparison over the years as of end January:



Contributions received in January 2019:

Contributing Members: 92

Neil Levine
 Harry Petrequin
 David Leibson
 Rodeina Abdel Fattah
 D Annette Adams
 David Adams
 Paloma Adams Allen
 Timothy Anderson
 Hilda Arellano
 Grover Atwood
 Deedee Blane
 Rubye Bloeser
 Peter Bloom
 Gretchen Bloom
 Gerard Bowers
 Pushkar Brahmhatt
 Theodor Bratrud
 Frank Brecher
 Alfreda Brewer
 C. Stuart Callison
 John Champagne
 Ann Mei Chang
 Constance Collins

William Douglass
 C. David Esch
 Peter Ewell
 Nishana Fernando
 Kimberly Gamble-Payne
 James Gaughran
 John Giusti
 William Goldman
 Joseph B Goodwin
 Carey Gordon
 Edward Greeley
 Jeffrey Grieco
 Jean Harman
 Margaret Healey
 Paul Holmes
 Kempe Hope
 Thomas Johnson
 Stephen Klein
 Elisabeth Kvitashvili
 Gary Leinen
 Ronald Levin
 Jon Lindborg
 Charles Llewellyn

Alex Newton
 Walter North
 Maura O'Neill
 Jon O'Rourke
 Robert Otto
 Sam Rea
 Julie Rea
 Lewis Reade
 James Redder
 Tim Resch
 Joy Riggs-Perla
 Roxana Rogers
 Alison Rosenberg
 Irving Rosenthal
 Ronald Ruybal
 William Brent Schaeffer
 Satish Shah
 Emmy Simmons
 Meri Sinnitt
 James Small
 Barbara Spaid
 George Thompson
 Robert Thurston

Lewis Conner
Richard Cornelius
Charles Costello
Anne Dammarell
Michael Deal
Carl Derrick
Dirk Dijkerman
Jerry Wood

Kristin Loken
Barry MacDonald
María Mamlouk
Virgil Miedema
John Miller
Andrew Morehead
Margaret Neuse
Joel E Kolker

Charles Uphaus
Brad Wallach
James Watson
Gerald Wein
Dennis Weller
Paul White
Steve Wisecarver

Friends of UAA: 50

James Norris
David Sprague
Susan Kakesako
Bette Cook
Frank Almaguer
Jeffery Bell
Barbara Bennett
J. Mark Brinkmoeller
Donald Brown
Toni Christiansen
David Cohen
Bruno Cornelio
Colette Cowey
Christopher Crowley
Owen Cylke
Harriett Destler
Loc Eckersley

Stephen Grant`
Michael Hirsh
Paul Isenman
Kelly Kammerer
Michael Kerst
Erna Kerst
Carl Leonard
Shane MacCarthy
Susan Malick
Raymond Martin
Wayne Nilsestuen
Diana Ohlbaum
Nancy Pielemeier
John Pielemeier
Don Pressley
Ernest Rojas
Denise Rollins

Glenn Slocum
James Smith
Howard Sumka
Dianne Tsitsos
Nancy Tumavick
Barbara Turner
Roberta Van Haeften
Janice Weber
John Westley
Marilyn Zak
Joe Ryan
Alexander Shakow
David Shear
David Eckerson
David Garms
Frederick E. Gilbert

New Contributing Members: 9

Paloma Adams Allen
J. Mark Brinkmoeller
AnnMei Chang
Nishana Fernando
Joseph B. Goodwin

Joel E. Kolker
Virgil Miedema
Mura O'Neill
Barbara Spaid

ATTACHMENT D
UAA DRAFT OPERATING BUDGET 2019
(FEBRUARY 2019 REVISION)

	2018 (est.)	2019
MEMBERSHIP COMMITTEE		
ANNUAL GENERAL MEETING		
AGM catering services	6,900.00	7,000.00
Awardees and speakers travel	650.00	650.00
Alumni awards	450.00	450.00
TOTAL: AGM	8,000.00	8,100.00¹
MEMBERSHIP SOCIAL		
Winterfest	817.00	1,000.00
Spring reception	1,044.00	1,000.00
Summer picnic	475.00	500.00
TOTAL: MEMBERSHIP SOCIAL	2,336.00	2,500.00²
DONATION TO DACOR (Marshall House Repair Fund)	1,000.00	1,000.00
CENTER FOR GLOBAL DEVELOPMENT		1,000.00
UAA COMMITTEES		
Development Issues		1,000.00
USAID Strengthening/Mentoring		1,000.00
TOTAL: COMMITTEES		2,000.00
UAA ADMINISTRATIVE COSTS		
Administrative Assistant	8,000.00	9,000.00
Web Master	900.00	1,400.00 ³
Constant Contact	825.00	1,300.00 ⁴
Bank Charges (Click and Pledge and merchant bank transfer fees)	980.00	1,000.00
Liability Insurance	500.00	500.00
Tax Preparation		650.00
TOTAL: ADMINISTRATIVE COSTS	11,205.00	13,850.00
GRAND TOTAL	\$22,541.00	\$28,450.00

¹ Assumes CGD space provided free.

² Assumes residences

³ Cost in 2017.

⁴ Cost in 2017