

**MINUTES**  
of the  
**UAA EXECUTIVE COMMITTEE MEETING**  
Thursday, October 17, 2019  
10:30 am – 12:30 pm

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, October 17, 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
Chris Crowley	Terry Myers
George Hill	Nancy Tumavick

By telephone:

Anne Aarnes

**COMMITTEE CO-CHAIRS**

In person:

David Cohen	Tom Nicasastro
Bette Cook	Carol Peasley
Steve Giddings	Nancy Pielemeier
Carol Dabbs	Rose Rakas
Jim Fox	Joy Riggs-Perla
Beth Hogan	Alex Shakow
Roberta Mahoney	Rob Sonenthal

By telephone:

Jim Bever

**WEB CURATOR**

Tish Butler

**ADMINISTRATIVE STAFF:**

Ven Suresh

**MEETING CHAIR**

Chris Crowley

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

Jim Bever, on the telephone from the Foreign Service Institute, reported on (i) the status of outreach to retired FSNs, (ii) his intention to talk to the ADST folks; and (iii) his recent discussions with the Global Leadership Council on possible coordination by UAA and GLC to promote greater understanding of foreign assistance outside the Washington metropolitan area. He will report further on these efforts at the November meeting.

[Jim Bever left the meeting.]

Chris Crowley introduced Tom Nicastro, newly appointed as co-chair of the Membership Committee.

## 1. MINUTES.

Due to revisions to the minutes proposed after the last draft was circulated to the Committee of review, Rob Sonenthal requested that final approval of the September 17 minutes be deferred until the November 14 meeting. The proposal was approved without objection.

## 2. FINANCIAL AND MEMBERSHIP REPORTS

### A. Financial Reports.

George Hill delivered the Financial Reports for September 2019. He noted that the Membership Committee's e-mail to members who contributed in 2018 but not in 2019, sent out in August, yielded an additional \$3,000 in 2019 contributions. According to Ven Suresh, 175 were contacted, of whom 62 responded, leaving 113 who have still not contributed in 2019. The MC intends to follow up with the remaining non-contributors after the AGM.)

### B. Membership Reports.

Carol Dabbs called the EC's attention to the Membership Reports for September (Attachment A). She noted that, as of September 30, 2019, there were—

- Seven new registrants.
- As a result of the August e-mail, there were 62 new contributions in September, so that the number of contributions through September 30 now almost equals the number of contributions as of September 30, 2018.
- Nancy Pielemeier expressed concern that some FSI JSC participants who had attended the UAA information sessions were having difficulty getting signed up for our e-mails. Bette Cook agreed that the MC would get in touch with them.
- A task to address after the AGM: review of the UAA website to solve certain technical problems (e.g., Click&Pledge does not recognize AMEX's four-digit security code) as well as the entire process of how we process new registrants, Directory access, and membership contributions.

The Committee consensus was to undertake a thorough review of Click&Pledge and other UAA systems in the new year, considering current systems and possible alternatives from the standpoint of technical suitability and cost, retaining expert support, if necessary.

C. November Meeting.

The November 14 meeting will be the last meeting of 2019. It will take place at the offices of the Population Reference Bureau, 1875 Connecticut Avenue N.W., Suite 520, Washington D.C. 20009, from 10:30 am and 12:30 pm.

3. Board Officers/Committee Chairs: Current Issues

A. Annual General Meeting.

The Committee discussed in detail the arrangements for the upcoming UAA Annual General Meeting, including (but not limited to) attendance and lists of all who will or may be present; reception of panelists, speakers, VIPs and attendees; handouts, including the final Agenda and panelist/speaker biographies; UAA masters of ceremonies; catering, including charging for lunch; audio-visual equipment (including PowerPoint, if needed); photography; note-taking, thank-you notes; evaluations; and clean-up.

EC members were requested to follow up with any UAA potential guests to whom they extended our invitation but who have not responded.

No representatives of the press have been invited . . . by design, to allow a more open exchange of views. Before posting any video of the proceedings to the UAA website, we should obtain the approval of the speakers.

A walk-through of the CGD conference space is scheduled for 2:30 p.m. on Thursday, October 24 — the day before the AGM.

Carol Dabbs reported that a draft of the AGM Evaluation form, consisting of 8 questions, was circulated to the Committee on Wednesday evening. Carol invited feedback on the draft from Committee members.

B. New Ideas/New Initiatives/PPL Discussions.

Terry Myers reported briefly on the status of UAA's new initiatives.

- *Hometown Diplomats and Adjunct Professors:* There are now 25 syllabi for courses on international development on the UAA website as background to alumni who may be interested in teaching.
- *Expanded internship program:* Terry has had a couple of conversations with contacts at USAID who suggested that developing a guide book with protocols on how to run intern programs and working through individual offices and directly with Missions rather than sole-

ly through HCTM in Washington may be the best way to get a formal internship program institutionalized at USAID.

- Evaluations:
  - The Global Lab is interested in volunteers to help review challenge proposals and may be interested in UAA volunteers to help with evaluations.
  - We need to pursue our discussions with Deputy Administrator Glick about executing an MOU allowing UAA volunteers to work with USAID in areas like evaluation and information management. We can refer to this initiative in general during the AGM.

C. UAA Financial Review.

George Hill has a meeting scheduled this afternoon with Jackson Hewitt, our tax accountants. He has the sense that they would not be interested in doing a simple “financial review” of an organization as small as the UAA — at least not at a cost that the UAA could afford.

Joy Riggs-Perla had explored another possibility mentioned at the September meeting — engagement of a retired USAID controller to perform the review. One individual she contacted said no; she’s awaiting a response from a second. Chris Crowley agreed to contact still another possibility, but cautioned that he lives outside the Washington metropolitan area and would have to be paid travel and per diem in addition to fee.

#### 4. OPERATING COMMITTEE REPORTS

A. Awards.

Bette Cook reported that the committee had purchased a world table clock (with engraved plaques) for each of the two Alumni of the Year awardees, at a total cost of \$175, and a contour jade glass award with etched name and citation for each of the two posthumous Lifetime Achievement Recognition alumni, at a cost of \$90 each.

B. Development Issues.

Steve Giddings reported that—

- At its meeting on October 11, the DIC had a good session with Alexis Bonnell, USAID Chief Innovation Officer, on the subject of “Innovation at USAID.”
- Steve, Carol Peasley and Jim Michel had received invitations to attend the PPL Partners Meetings on financing self-reliance, and on the newly issued country “road maps.”

Jim Fox added that—

- Cheryl Anderson of PPL will discuss the country “road maps” — their value and how they might be improved — at a special meeting of the DIC in early December. (The road maps are already posted on the web.) Ms. Anderson is seeking feedback from UAA members on the concept as well as on specific countries.

- The UAA Book Club will meet next week to discuss Cass R. Sunstein's new book, How Change Happens, presented by Jim.

Alex Shakow reminded the EC of the following upcoming UAA/DACOR Development Dialogue on December 9, when Rev. David Beckmann, President of Bread for the World, will speak on "U.S. Politics Now and International Development."

C. Membership.

Carol Dabbs reported that—

- Winterfest is scheduled for February 9, 2020, with snow date of February 23. Those planning to attend should respond by February 3.
- The next Newsletter is scheduled to be issued on November 18, and will focus on the AGM. Materials for inclusion in the Newsletter should be submitted no later than November 11.
- The MC committee urges all EC members to invite another USAID alum who has not been attending to each of our gatherings as a way of identifying additional members.

D. USAID History Project/ADST.

Alex Shakow summarized recent developments in the USAID History Project.

- John Norris has submitted a draft of Chapter Nine on the Clinton Administration, and has four more chapters left to complete.
- The Advisory Committee anticipates having a completed draft in hand by the end of the year.

**5. OTHER BUSINESS**

Carol Peasley agreed to represent UAA at the November 1 ACVFA session.

On October 7, at a meeting of the UAA/DACOR, Co-Chair Chris Crowley presented the \$1,000 check to DACOR Executive Director John Bradshaw.

**6. NEXT MEETING**

The next meeting of the Executive Committee is scheduled for Thursday, November 14, 2019, at the offices of the Population Reference Bureau, 1875 Connecticut Avenue N.W., Suite 520, Washington D.C. 20009, from 10:30 am and 12:30 pm.

7. ADJOURNMENT

A motion to adjourn, duly seconded, was adopted without dissent. The meeting adjourned at 12:30 p.m.

Respectfully submitted,



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Rob Sonenthal  
Assistant Secretary

Attachment:

- A. UAA Membership and Contributions Summary, September 1 – September 30, 2019

## ATTACHMENT A

### UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

#### Registrations:

New alumni registrants, September 1 – September 30:	7
New associate registrants, September 1 – September 30:	0
Total new registrants, September 1 – September 30:	7
Total new registrants for 2018 through September 30:	71
Registrants whose names were removed in September 2019:	0
Total registrants through September 30, 2019:	1064
Total registrants alumni through September 30, 2018:	1009

#### **New registrants in September 2019:**

- Cameron Bonner
- Thomas Morris
- Timothy Hammann
- Raja Jameel
- Chuck Aaneson
- Cecilia Buhani Baza
- Linda Falimy

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

- None

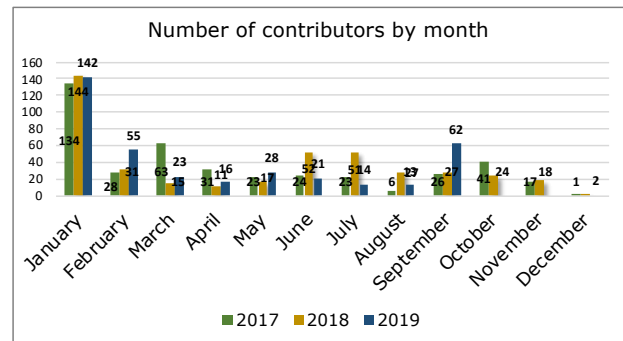
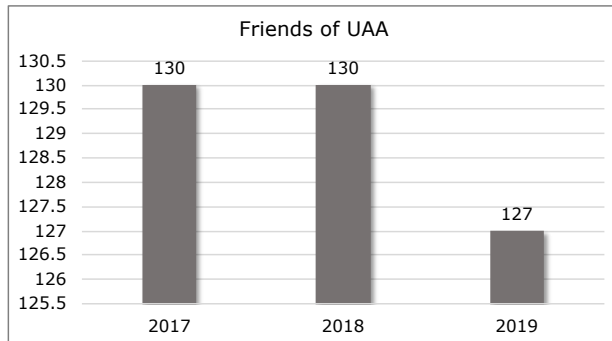
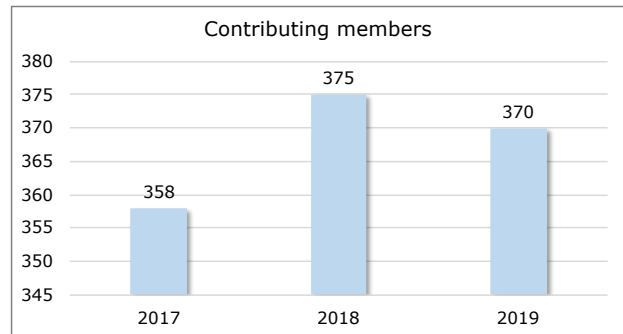
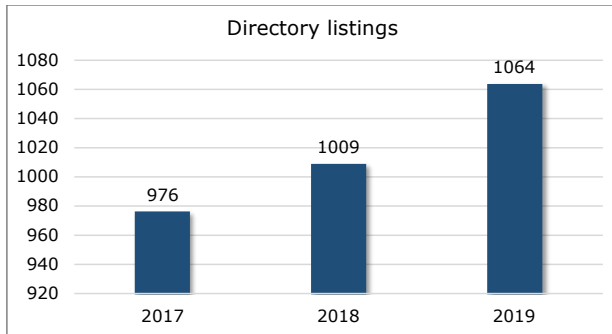
#### **Registrants whose names have been removed: deceased/unsubscribed:**

- None

#### Membership Contributions Summary:

Alumni contributions, September 1 – September 30:	62
Total number of contributors for 2019 through September 30:	370
Total number of contributors for 2018 through September 30:	375
% of contributors through September 2019 as compared to September 2018:	99.0
Total number of \$100+ contributors, September 1 – September 30, 2019:	19
Total number of \$100+ contributors for 2019 through September 30:	127
Total number of \$100+ contributors for 2018 through September 30:	130
% of \$100+ contributors through September 2019 as compared to September 2018:	98.0
Number of new contributing members, September 1 – September 30, 2019:	3
Total number of new contributing members for 2019 through September 30:	36
New contributors as a % of new registrants for September 2019:	43.0

Comparison over the years as of end September 2019:



Contributions received in September 2019:

Contributing Members: 40

- |                  |                  |                   |                  |
|------------------|------------------|-------------------|------------------|
| Alan Berg        | Jack Heller      | Meri Sinnitt      | Rosemary Rakas   |
| Albert Merkel    | Jerrold Rubin    | Miles Toder       | Shahabuddin Khan |
| Aleks Braginski  | John Thomas      | Norma Parker      | Sonny Low        |
| Charles Johnson  | John Mellor      | Patricia Matheson | Susan Brems      |
| Daniel Runde     | John Hatch       | Patricia Moser    | Todd Shelton     |
| David Steinberg  | Kathleen Conroy  | Phillip Church    | Tom Ward         |
| Donald Sillers   | Lawrence Dolan   | Ray King          | William Gelman   |
| Elizabeth Carter | Linda Lou Kelley | Renerio Acosta    | Jerry Bisson     |
| George Ingram    | Mary Kilgour     | Robert Archer     | Bob Chase        |
| Gerald Britan    | Mary Llewelyn    | Robert Berg       | John Sanbarilo   |

Friends of UAA: 19

- |                 |                |                   |                    |
|-----------------|----------------|-------------------|--------------------|
| David Hales     | Jose Garzon    | Michael Kitay     | Philip Gary        |
| David McCloud   | Kiert Toh      | Michael Crosswell | Stacy Rhodes       |
| Elizabeth Hogan | Letitia Butler | Pamela Baldwin    | Ted Morse          |
| James Holtaway  | Mark Wentling  | Peter Amato       | Viviann Pettersson |
| Jatinder Cheema | Mary Norris    | John Westley      |                    |

New Contributing Members: 3

- |               |               |                 |
|---------------|---------------|-----------------|
| Cecilia Bazan | Thomas Morris | Timothy Hammann |
|---------------|---------------|-----------------|