

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, June 18, 2020
10:15 am – 12:50 pm

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, June 18, 2020, at 10:15 am, by conference call. The following UAA Directors, EC co-chairs, staff members and guests participated in the call:

BOARD MEMBERS

Anne Aarnes	Carol Dabbs
Jim Bever	Margaret Neuse
Terry Brown	Nancy Tumavick
Chris Crowley	

COMMITTEE CO-CHAIRS

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

WEB CURATOR

Tish Butler

ADMINISTRATIVE STAFF

Ven Suresh^[1]

GUEST

David Cohen

MEETING CHAIR

Nancy Tumavick

* * * * *

Nancy Tumavick called the meeting to order at 10:15 am, called the roll of directors and committee co-chairs, and noted the presence of a quorum of the Board. She noted that on be

^[1]Joined in progress.

half of the Membership Committee, Tom Nicaastro would be recording the decisions and planned actions that result from the meeting, and circulating them to the EC.

1. MINUTES.

A motion to approve the minutes of the May 21, 2020 EC meeting, duly seconded, was adopted by unanimous consent.

2. PUBLIC OUTREACH CO-CHAIR.

Beth Hogan introduced David McCloud, and proposed that he be appointed as a Co-chair of the Public Outreach Committee.

A motion to that effect, duly seconded, was adopted without objection.

3. FINANCE/BUDGET AND MEMBERSHIP REPORTS.

A. Finance/Budget Reports.

Carol Dabbs delivered the Finance and Budget Reports for May 2020. She noted that—

- As of May 31, the UAA's LCFU accounts showed total assets of about \$169,000.
- May expenses included fees to Sound Cloud to renew our contract for one year, and to Click & Pledge for collecting dues contributions online.

Carol discussed extension of UAA's administrative support contract with Ven Suresh. She recommended that the contract be extended for an additional two years, ending June 15, 2022, and that (a) the hourly rate be raised to \$22.00, (b) the monthly ceiling be raised from 80 to 100 hours, (c) the allowance for incidental expenses be raised, and (d) the extension, when accepted by Ven, be signed by one of the UAA Co-chairs. The recommended increases in rate and expenses would require a modest adjustment in the 2020 Budget for "Administrative Assistant."

After discussion, the Board authorized Carol to offer Ven a two-year extension of his contract on the terms recommended.

Roberta Mahoney noted that, notwithstanding the increase in Ven's hours, it might still be necessary to engage a graduate student for the specific purpose of collecting and analyzing survey data.

B. Membership Statistics.

Bette Cook called the EC's attention to the Membership Report for May 2020, and noted that there had been modest growth during the month, including:

- Four new registrants, bringing the total number of registrants as of May 31 to 1,118, compared to 1,041 as of May 31, 2019
- Thirteen new contributions, including 3 "friends of UAA" who contributed \$100 or more.

4. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Financial Review.

Terry Brown reported that the *ad hoc* Finance Review Committee, having circulated a checklist on NGO financial due diligence prepared by Humentum, had completed two immediate tasks: designating a Director to approve all expenditures, and authorizing a second Director to sign checks payable to the Treasurer. The remaining recommendations on the Humentum checklist are more long-term, and will be address as soon as more pressing matters are completed.

B. Operating Virtually.

Prior to the meeting, Carol Dabbs had circulated a detailed report from the *ad hoc* committee on Video Conferencing Software for UAA Operations (Attachment D).

For regular UAA operations — that is, for operations other than the Annual General Meeting — the *ad hoc* committee recommended Zoom.

- The platform is more familiar, more user-friendly, and capable of allowing up to 100 participants (permitting participation of outsiders).
- Although with a free Zoom account, sessions are limited to 40 minutes, for a modest fee UAA can purchase a monthly subscription that would allow sessions without the 40-minute limit.
- Because the account can be accessed via username and password, it can be used, not only for monthly EC meetings, but for other UAA functions as well (e.g., meeting of the Membership Committee, the DIC and other UAA committees.)
- The account shows all meetings scheduled, which should avoid inadvertent scheduling conflicts.
- Access to the meeting can be controlled by the host
- The meeting can be recorded.
- A list of participants, visible during the meeting, can be copied.
- It is possible to accommodate Q&As because the session leader can mute all participants who are not then speaking. There is also a simultaneous chat feature that can be used to forward questions to the leader.

[Ven Suresh joined the meeting.]

- A disadvantage: USAID staff cannot use Zoom.

The *ad hoc* committee recommended that UAA purchase a ZOOM trial subscription for an initial three-month trial.

On a motion, duly seconded, the Board approved the recommendation without objection.

Joy Riggs-Perla noted that it is all but certain that the Annual General Meeting will be virtual, and may well be scheduled on more than one day. Whether Zoom is the best software to use for the AGM is still uncertain, although there are high-level subscriptions that allow up to 500 participants, and a webinar feature that allows breakout sessions from the main meeting. In any event, it is likely that we will need professional assistance to identify the best platform for the AGM, and to help use deploy it.

C. UAA Systems Review.

(1) Communications/Website.

Margaret Neuse engaged the EC in a detailed discussion of the following section of the UAA website: "Getting Involved"; "Alumni"; and "Sign Up." As a result of the discussion—

- "Getting Involved"
 - The first item will continue to be the "Committees."
 - The second item will be new, on the Mentoring Program, with title and sub-tabs to be finalized by Roberta Mahoney, Rose Rakas, and the Strengthening USAID Committee.
 - Under "Public Outreach," Beth Hogan and David McCloud will assess and re-structure the items now under Speakers Bureau and Syllabi for development courses and speakers, and review the utility and relevance of the items under the Syllabi heading.
 - Bette Cook, Beth Hogan and others will assess Alumni Groupings for their current status, update and revise the list. The item will then be moved to the Alumni Tab. Nancy Tumavick recommended that this be completed within two months.
 - Job and volunteer opportunities need to be updated once we have the other items revised.
- "Alumni"
 - Ven Suresh and Tish Butler will continue to pursue options to alphabetize the list under "In Memoriam" and make it "searchable."
 - Bette Cook and Barbara Bennett will review "Alumni Profiles" for currency, move those as needed to "In Memoriam," and add dates as available.
 - From now on, all items will be posted with dates.
- "Sign Up"
 - Ven Suresh will revise this tab to be consistent with instructions now on the left side of the Home Page re how to join and contribute to UAA, with assistance from Carol Dabbs.
 - Carol will work with Ven and Tish to assure that the sign up process for the Alumni Directory is consistent with the left side of the Home Page.

Margaret asked that these changes be completed by July 10.

D. UAA Public Stance on Current Issues/Public Advocacy.

Anne Aarnes reported on a special meeting of the Board, convened on Monday, June 15, at which the Board discussed a possible UAA response to the letter from USAID staff to Acting Administrator Barsa on racial and minority discrimination, and the more general issue of how UAA might take a more active role in public discussion of critical issues affecting USAID in Washington and overseas. What kinds of issues were appropriate for UAA intervention, given its foundational commitment to "Strengthening USAID"? What kinds of intervention would be most effective? How would UAA organize those interventions?

As a result of the special meeting, the Board recommended the establishment of a UAA task force composed of ExCom members who would, in turn, reach out to senior USAID retirees who have encouraged UAA to be more active in the public space on issues of importance to USAID even if politically sensitive. In addition, at the Board's request, Jim Bever prepared a draft commenting on the USAID staff letter on discrimination.

Jim Bever and Beth Hogan called the EC's attention to a discussion document that they prepared (with comments from Rob Sonenthal) and discussed the possible approaches listed in Part II of the document, each representing a progressively more assertive UAA public role.

Several EC members urged caution. With respect to UAA intervention in the public sphere, we should be confident that our positions on public issues are well considered, well supported, and fairly represent the views of our USAID alumni constituencies; and we should be certain that, if we do take a more active role, we have the resources to sustain our commitment. With respect to the Barsa letter, we ought to reflect on our own success in achieving the goals that we urge on USAID.

After an extended discussion, Anne summarized the EC's consensus view:

- UAA should become more active on public issues of importance to USAID and its alumni.
- We need to develop recommendations on how to identify subjects appropriate for UAA intervention and how such interventions should be organized.
- In proceeding, we need to be sensitive to limitations — moral, material and legal.
- As a first step, we need to establish a "task force" consisting of EC members, and senior USAID retirees who have urged UAA to take a more active role on public issues.
- In the near term, EC members should comment on Jim Bever's draft comment on the letter of USAID staff on discrimination.

Jim Bever, Chris Crowley and Rob Sonenthal agreed to form a task force — a Committee on Advocacy Policy and Procedure ("CAPP") — to enlist the assistance of additional EC members and senior USAID retirees, and to prepare a draft policy statement for EC review.

5. OPERATING COMMITTEE REPORTS.

A. USAID History/ADST Grant

Alex Shakow reported that John Norris has delivered a complete draft of the text to the Advisory Committee; it is now being reviewed by the members of the Committee. The next challenge is to identify a commercial publisher.

According to Carol Peasley, there has been no news regarding extension of the ADST grant. A notice will be placed in the Newsletter on the availability of oral histories already collected.

B. USAID Strengthening.

Roberta Mahoney gave a brief report on recent developments.

C. Annual General Meeting.

Joy Riggs-Perla reported that the AGM Committee has started to adjust its planning in light of the fact that the AGM is likely to take place on-line rather than in person. There are likely to be two separate sessions:

- The first session would take place on Friday, October 30, include two panels on climate change, and last approximately 2½ hours. The discussant/interviewer and speakers for both panels have been identified and engaged, but the precise focus of the session is still being refined, and the logistics ironed out.
- A second session would take place on Friday, November 6, and would consist of the UAA business meeting, including a discussion of the Mentoring Program, the 2020 Alumni Awards, and possibly a discussion of the implications of the election, with Brian Atwood and George Ingram as possible speakers.

Joy noted that a discussion of UAA advocacy at the second session would probably be of interest to the alumni community but, at this point, would displace other portions of the agenda and would require logistical adjustments.

D. Membership.

Bette Cook reported that—

- Committee co-chairs are encouraged to contact respondents to the Members Survey who indicated an interest in their committee's activities.
- The deadline for submission of nominations for the 2020 Alumni Awards is July 31. As yet the MC has received no nominations. So EC members should encourage their friends in the alumni community to propose candidates.
- Over the summer, the Newsletter will be publishing every 1½ months. The next publication is scheduled for July 13.

The Summer Picnic, scheduled for September 12 at Fort Hunt Park in Alexandria, will have to be cancelled — considering, among other things, the age of the average USAID alumnus/alumna, the possibility of a COVID-19 "second wave" in September, the difficulty of socializing through masks at a distance of six feet, and the problem of organizing a non-infectious buffet.

Instead, the committee proposes a virtual get-together on the same day — a one- or two-hour call-in — which can be attended by alumni outside the DMV area. Carol will cancel the UAA reservations at Fort Hunt Park; we expect a refund of \$415 of the \$425.00 registration fee

A motion to approve the deobligation/obligation of the Fort Hunt Park fee, duly seconded, was adopted without objection.

Tom Nicastro reported on the recent activities of the Membership Committee:

- An advertisement (designed by Tom) inviting new members to join UAA was recently published in the Foreign Service Journal.
- The committee is looking closely at the 600 or so registrants who have not contributed to UAA this year in an effort to encourage them to contribute. Even 10% success would mean 60 new contributors.
- The committee believes that the Zoom subscription will provide an opportunity to draw non-contributors into UAA activities.

E. Public Outreach.

Beth Hogan reported that the committee is in communication with an USAID alumni group in Florida that is interested in forming a UAA branch.

F. Development Issues.

Steve Giddings reported on behalf of the DI C.

- The first virtual UAA/DACOR Development Dialogue will feature Gayle Smith, former AID Administrator and current President/CEO of the ONE Campaign. DACOR will provide their virtual technology for this and future Development Dialogues.
- The committee will use the UAA Zoom account for a virtual session featuring Andy Herscovitz of the Development Finance Corporation to discuss the formation and first six months of the DFC.
- If and when the USAID/UAA Memorandum of Understanding is signed, the alumni who volunteered for the CDCS review will resume their participation.

Alex Shakow reported that Henrietta Holsman Fore, UNICEF Executive Director and former USAID Administrator, has agreed to a virtual UAA/DACOR Development Dialogue, with a date to be determined.

6. OTHER BUSINESS.

None

7. NEXT MEETING.

The EC meeting scheduled for Thursday, July 16, 2020, will be held via Zoom or conference call, beginning at 10:15.

8. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:50 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant Secretary

Date: July 16, 2020

Attachments:

- A. UAA Finance Report as of May 31, 2020
- B. UAA 2020 Operating Budget (through May 31, 2020)
- C. UAA Membership and Contributions Summary, May 1 – May 31, 2020
- D. Carol J. Dabbs to Executive Committee, "Video Conferencing Software for UAA Operations" (June 17, 2020)

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF MAY 31, 2020

(U. S. Dollars)

	Balance 4/30/2020	Deposits	Disburse- ments	Balance 5/31/2020
UAA Operations Account				
Checking Account	42,475.61	1,175.00	132.75	43,517.86
Savings Account	15,756.03	0.00	0.00	15,756.03
Total Operatons Member Acct	58,231.64	1,175.00	132.75	59,273.89
UAA History Project Account				
Checking Account	5,338.58	0.00	0.00	5,338.58
Savings Accounts	103,521.46	0.00	0.00	103,521.46
Total History Project Member Acct	108,860.04	0.00	0.00	108,860.04
UAA Total Bank Accounts				
Checking Accounts	47,814.19	1,175.00	132.75	48,856.44
Savings* Accounts	119,277.49	0.00	0.00	119,277.49
Total LFCU Accts	167,091.68	1,175.00	132.75	168,133.93

* Includes both Main Savings and Premier Savings Accounts

6/15/2020

ATTACHMENT B

UAA 2020 OPERATING BUDGET
(THROUGH MAY 31, 2020)

UAA 2020 Budget Report--Through 05/31/2020

Source	2019 Budget Item	2019 Budget Category	2020 Budget	Contributions					Thru this month	Comments
				January 2020	February 2020	March 2020	April 2020	May 2020		
Click and Pledge (recorded when deposited)			NA**	9350	3847	2215	2400	875	18,687	C&P as recorded in bank statement
Checks (recorded when received)			NA**	1950	400	75	300	0	2,725	checks received list
CONTRIBUTIONS TOTAL				11,300	4,247	2,290	2,700	875	21,412	
Budget Categories and Items				Expenses*					Budget Remaining	
Membership Committee										
AGM Catering Services	7,000		7,000						7,000	
Awardees & Speaker Travel	650		1,150						1,150	
Alumni Awards	450		450						450	
Sub-Total, AGM (assumes no cost at CGD)		8,100	8,600						8,600	
Winterfest	1,000		1,000			1,058			1,058	
Spring Reception	1,000		1,000						1,000	
Summer Picnic	500		500		425				425	reservation
Sub-Total, Social events		2,500	2,500		425				1,483	
Development Issues Committee		1,000	500						0	
Strengthening USAID Committee		1,000	1,500						0	mentoring program
Public Outreach Committee										
Retirement Ceremony	0		1,000						1,000	~165 participants
Outreach Trips to Alumni Clusters (2)	0		5,000						5,000	2 trips
Sub-Total, Public Outreach		0	6,000						0	
Donations										
DACOR	1,000		1,000						1,000	
CGD	1,000		1,000						1,000	
Arizona State University or Other	0		500						500	
Sub-Total, Donations		2,000	2,500						0	
Administrative Costs										
Administrative Assistant	9,000		9,500		580				8,920	
Mail Box Rental	0		150						0	
Website: Web Master/domain hosting	1,400		1,400		90				135	SoundCloud 1 yr
Constant Contact	1,300		1,300		140		70		280	
Bank Charges: Click & Pledge, transfer fees	1,000		1,000		182		115		996	Click & Pledge net fees
Liability Insurance	500		500						500	
Tax Preparation	650		650						650	
IRS Penalties	0		3,701		3,701				3,701	
Financial Review	0		1,000						1,000	
Miscellaneous Office Supplies	0		300				166		166	new checks
Sub-Total Administrative Costs		13,850	19,301		4,787		351		6,023	
Contingency (4%)		0	1,500						0	
BUDGET AND EXPENDITURES TOTAL		28,450	42,401		5,212		351		6,448	
CONTRIBUTIONS MINUS EXPENDITURES										14,963

as of 5/19/2020

*Expenses for 2020 activities; expenses paid in 2020 for 2019 activities considered as part of 2019 budget (must be submitted NLT 3/31/20; after that date, will be charged to 2020 budget)

**No planned level of contributions has been set, b/c there is limited information from prior years on which to base an estimate.

***Expenses attributed to month when charged to checking account, or when check is written (not when cashed).

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

May 1, 2020 – May 31, 2020
(includes 2019 data for comparison)

Registrations:

New alumni registrants, May 1 – May 31:	4
New associate registrants, May 1 – May 31:	0
Total new registrants, May 1 – May 31:	4
Total new registrants for 2019 through May 31:	15
Registrants whose names were removed in May 2020:	1
Total registrants through May 31, 2020:	1118
Total registrants alumni through May 31, 2019:	1041

New registrants in May 2020:

Alexander Sarkisov	Heather Armstrong
Ervin Reeves	Thomas Carter

New associate registrants in May 2020:

None

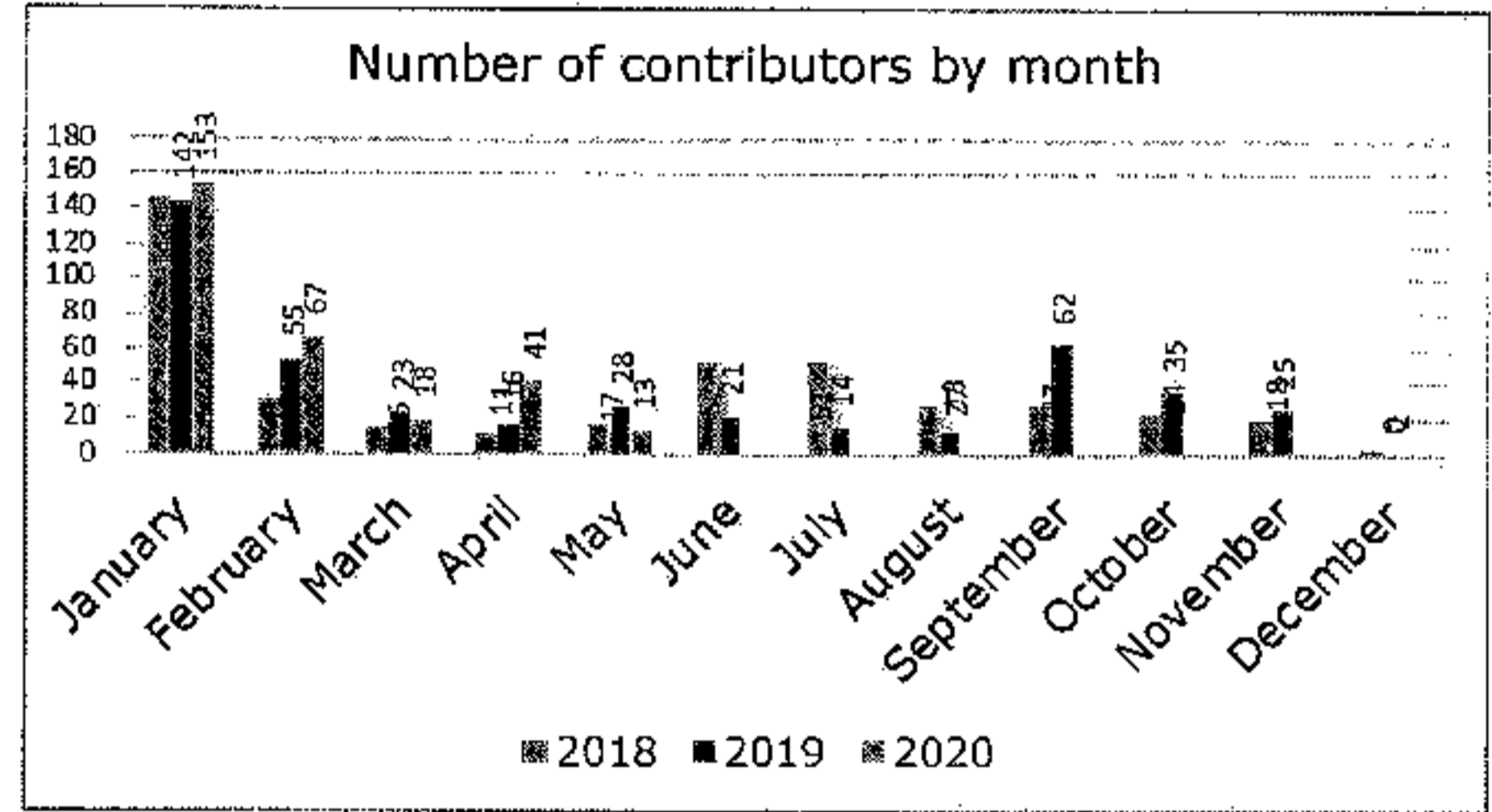
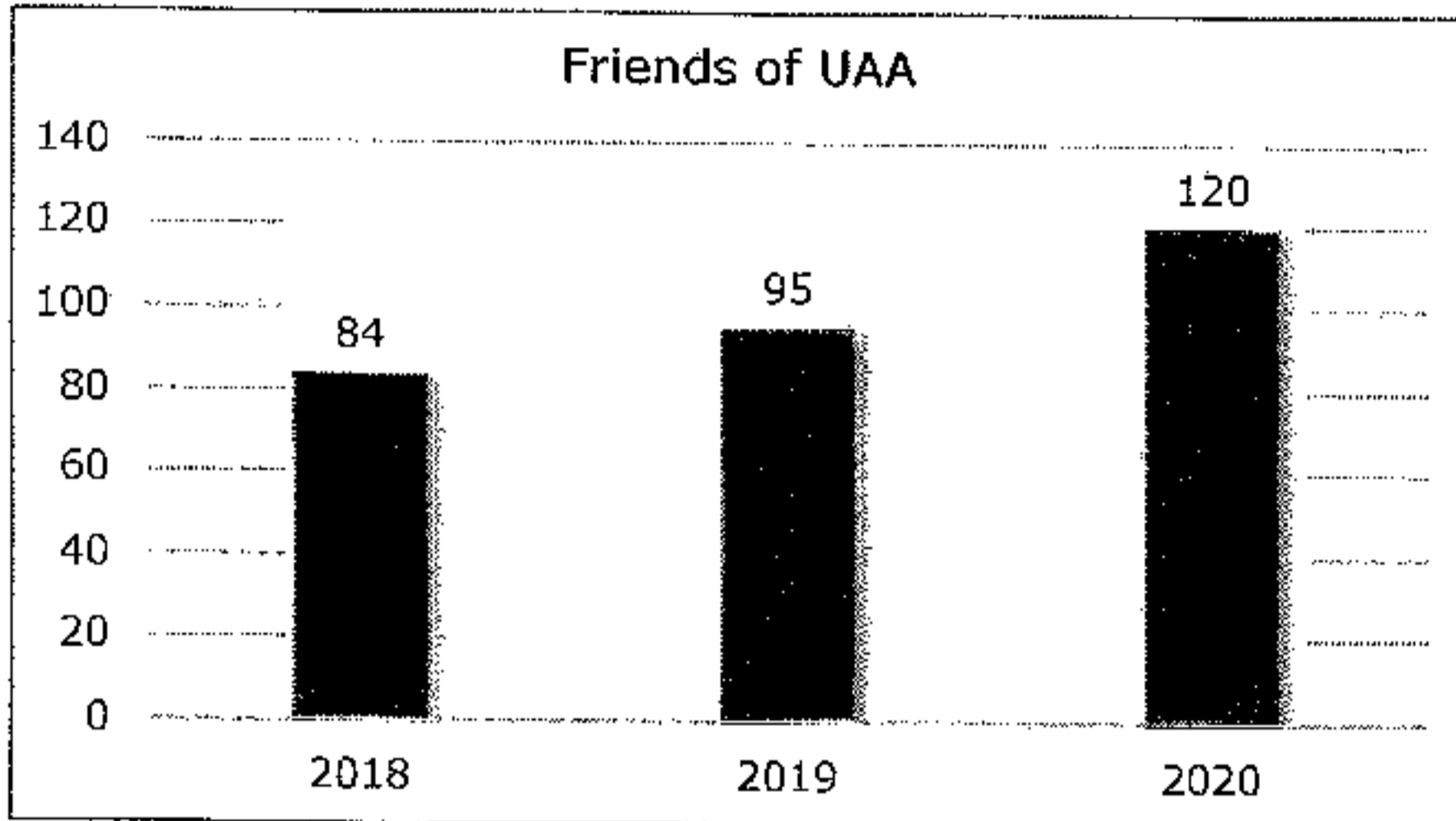
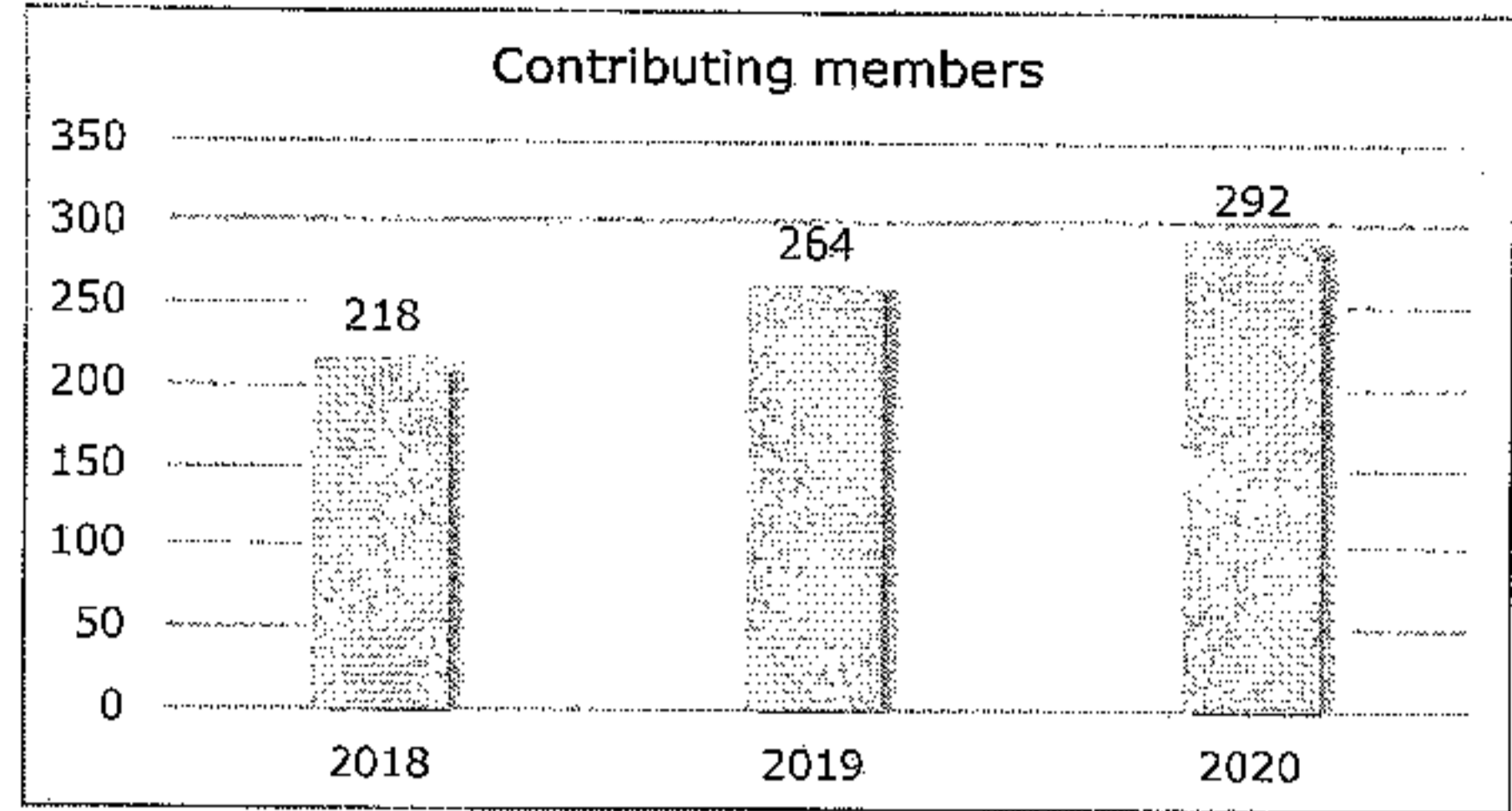
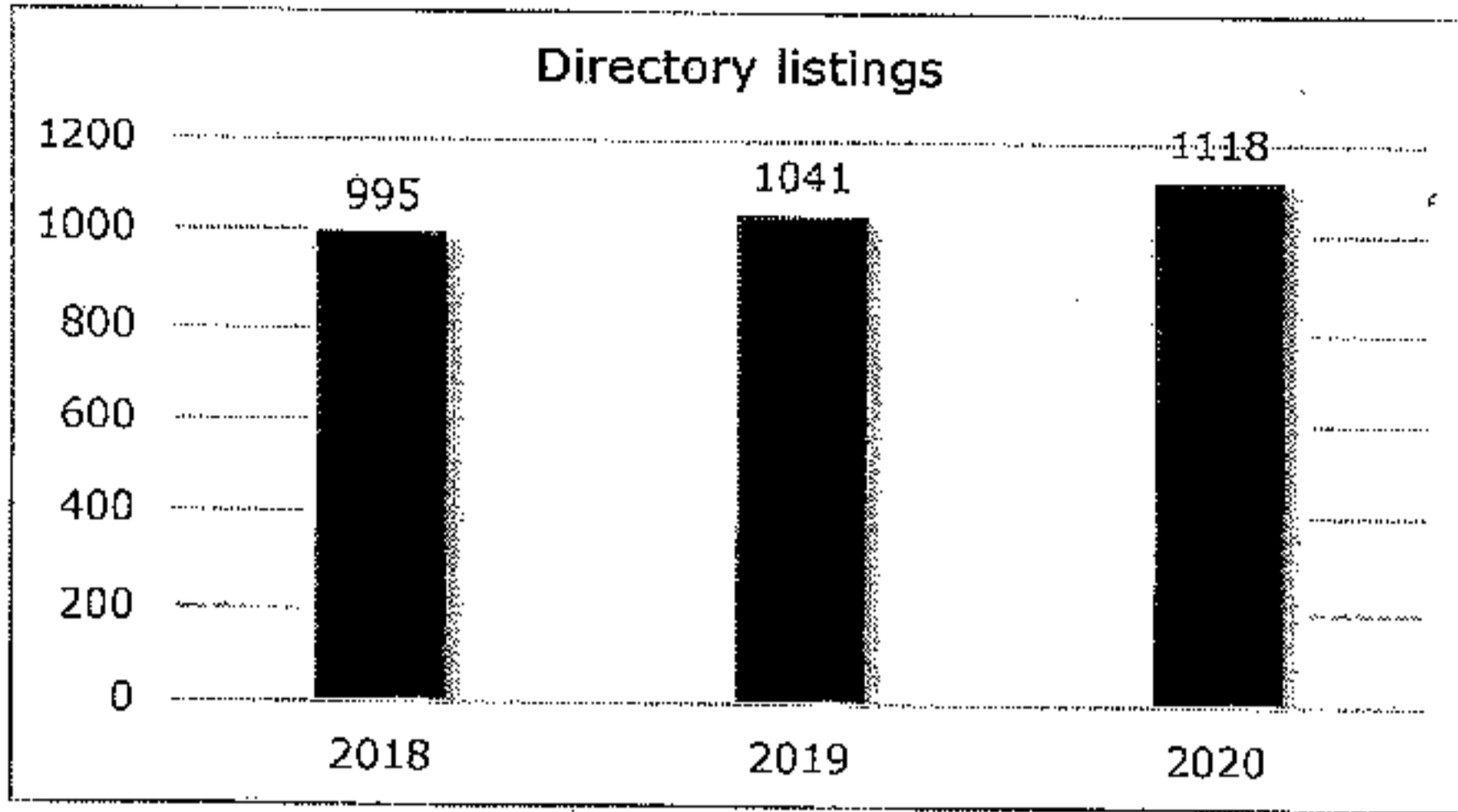
Registrants whose names have been removed: deceased/unsubscribed:

Alexander Sarkisov – Unsubscribed

Membership Contributions Summary:

Alumni contributions, May 1 – May 31:	13
Total number of contributors for 2020 through May 31:	292
Total number of contributors for 2019 through May 31:	264
% of contributors through May 2020 as compared to May 2019:	111.0
Total number of \$100+ contributors, May 1 – May 31, 2020:	3
Total number of \$100+ contributors for 2020 through May 31:	120
Total number of \$100+ contributors for 2019 through May 31:	95
% of \$100+ contributors through May 2020 as compared to May 2019:	126.0
Number of new contributing members, May 1 – May 31, 2020:	2
Total number of new contributing members for 2020 through May 31:	11
New contributors as a % of new registrants for May 2020:	50.0

Comparison over the years as of end May 2020:



Contributions received in May 2020:

Friends of UAA: 3 (number of * indicates number of repeat contributions from members)

William Anderson
 James Dunlap*
 John Westley*

Contributing Members: 8 (number of * indicates number of repeat contributions from members)

Alan Davis	Gail Spence
David Esch	William Sugrue
Peter Lapera	Jerry Wood
Alexander Newton	Gerald Zarr

New Contributing Members: 2

Heather Armstrong
 Thomas Carter

ATTACHMENT D

Video Conferencing software for UAA Operations

1 message

Carol Dabbs <carol_dabbs@yahoo.com>

Wed, Jun 17, 2020 at 9:03 PM

Reply-To: Carol Dabbs <carol_dabbs@yahoo.com>

To: UAA Committee <executivecommittee@usaidualumni.org>

Dear UAA Executive Committee:

At last month's meeting, we broached the subject of using videoconferencing for our virtual meetings going forward, in lieu of conference calling. The AGM was mentioned as well as probably being virtual. Tish, Ven, and I, with David Cohen as an advisor, were asked to look into options and make a recommendation.

We met last Friday on the first Zoom call I've hosted. Not too hard!

David received some information about how CGD handles its webinars. Based on that, David's recommendation was that we separate the discussion of UAA's needs for our internal functioning--meaning EC and committee meetings, and book group--from the AGM. He believes we may want to spend some of the funds not being used for catering or other AGM costs to hire professionals for that purpose. This will require more study, and is not the subject of the recommendations we're offering this month.

We discussed what we knew about multiple video conferencing software, including Zoom, Skype, Google Hangouts, Facetime (requires iOs operating system), Facebook Messenger (all must have FB accounts), MS Teams, and Cisco Webex.

Of these, most of us have used several. But the most commonly used is Zoom. This means that we're all gaining skills in using it to do what we need. Given that UAA's current members and registrants are not digital natives, and that we want to encourage maximum participation which is fostered by familiarity with the software, and limited by learning curves for unfamiliar technologies, we recommend that UAA use Zoom for our internal functioning as defined above.

There are free Zoom accounts, but meetings are limited to 40 minutes, which can be accommodated by booking 2 meetings a few minutes apart, but it's bothersome. The lowest tier of paid account, designated the "Pro" costs \$14.99 per host per month; features can be seen at <https://zoom.us/pricing>. It accommodates up to 100 participants per meeting. We didn't know how big either Book Group or Development Issues meetings have been, so don't know if this would be a problem. It's possible to add on a webinar function or a breakout rooms function for \$40 or \$50 per month respectively, and then cancel them when no longer needed. The price drops to the equivalent of \$12.99 per month if paid on an annual basis. We recommend that we get a monthly Pro-level account and try it for 3 months, and then decide if we want to continue monthly, start an annual Zoom subscription, or try a different software.

As we understand it, a host is defined by the email address associated with the account, so we could pay for just one host by creating a new email using our internet domain (like meetings@usaidualumni.org or similar), and take out the Zoom account in the name of that email, paid for using the UAA debit card. Then whoever would be organizing a meeting could sign up using that email and the password for the Zoom account. S/he would also need to be able to access the email account, as messages about the scheduled call will go there. Ven would also need to monitor that email for messages about managing the Zoom account. Scheduling could be on a first-come, first-served basis--Zoom displays a list of meetings scheduled for an account when you open it. So it would require a little cooperation, but nothing we can't manage.

Carol J. Dabbs