

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, December 17, 2020
10:15 am – 11:30 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, December 17, 2020, at 10:15 a.m. The following UAA Directors, ExCom co-chairs, staff members and guests participated in the meeting:

BOARD MEMBERS

Present:

Anne Aarnes
Jim Bever
Terry Brown
Chris Crowley

Absent:

Carol Dabbs
Margaret Neuse
Nancy Tumavick

COMMITTEE CO-CHAIRS

Present:

Bette Cook
Steve Giddings
Steve Haykin
Beth Hogan
Roberta Mahoney
David McCloud

Absent:

Carol Peasley
Nancy Pielemeier

ADMINISTRATIVE STAFF

Ven Suresh

MEETING CHAIR

Anne Aarnes

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Anne Aarnes called the meeting to order at 10:15 am and, after calling the roll of Directors and committee co-chairs, noted that a quorum of the Board was present, and that Joy Riggs-Perla, representing the Annual General Meeting Committee would be recording the decisions and planned actions that result from the meeting for distribution to the ExCom. At the January 2021 meeting, the Development Issues Committee will be responsible for recording decisions and planned actions.

Anne welcomed Steve Haykin, newly appointed co-chair of the Development Issues Committee, to the ExCom. Jim Bever noted that Steve retired from USAID in August 2020, after 34 years with USAID during which, among other posts, he served as Mission Director in Madagascar, Kenya, the Democratic Republic of the Congo, Georgia and, most recently, Nigeria.

1. **MINUTES.**

A motion to approve the minutes of the November 19, 2020 ExCom meeting, duly seconded, was approved by unanimous consent.

2. **FINANCE/BUDGET AND MEMBERSHIP REPORTS.**

A. Finance Report.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Finance Report for November 2020 (Attachment A) and the Budget Report through November 30, 2020 (Attachment B). Discussion of these reports was deferred until the January 2021 ExCom meeting.

Carol noted that the Board had approved payment to John Norris of a bonus of \$5000 from USAID History project funds by email, which was made on 11/28/2020.

3. **BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES**

A. Status of Preparation for UAA Meeting with USAID Transition Team.

Anne Aarnes reported that the UAA's letter to Linda Etim of the Biden Transition Team was forwarded to her through Brian Atwood; soon thereafter, we sent Ms. Etim the issues paper drafted by Carol Peasley. There has been no response as yet; all Transition Teams are struggling to catch up because of GSA's delay in "ascertaining" the Biden victory, and they are now extremely busy. But we've been assured by Wade Warren that Ms. Etim is aware of our paper.

The Co-Chairs are organizing a small reference group of recently retired senior staff who are well-placed to discuss our recommendations with member(s) of the Transition Team. We may not get the opportunity. But the process has still been valuable: We've identified the issues we think are the most important and, as with the SOP on Public Advocacy, engaged alumni who may not have taken an active part in the past.

ACTION ITEM: When appropriate, share the issues paper with the UAA membership at large once a few suggested changes have been made.

B. Mentor/Mentee Training.

Roberta Mahoney reported that—

- The December mentor training, held via Zoom, was a huge success. Approximately 77 people attended, and most remained on-line for the duration. The Zoom format, along with division of the training into a morning and an afternoon session, was very effective; Neal Levine's contribution was indispensable.
- So far about 80 mentor/mentee pairs have been matched up, compared to approximately 40/45 pairs in 2019.

- A mentee training session is scheduled for January; it will be shorter than the December mentor session, and will be recorded.

Rose Rakas noted one drawback of the Zoom format: there was no opportunity for corridor chat.

ACTION ITEM: Roberta and Rose Rakas will arrange several smaller Zoom trainings in January and February for mentors who may have missed the December session or who wish to receive additional support.

C. Improving Diversity at UAA.

Roberta Mahoney noted that improving diversity on the Board and the ExCom, and in the UAA membership as a whole, will be a matter of high priority in 2021. Diversity in the pool of mentors could be improved as well, to better reflect diversity among the mentees; thus far our efforts have met with moderate success. The USAID Strengthening Committee is planning—

- to seek the views of the "reference group" of senior USAID retirees, FSNs and CS colleagues, and other alumni, and
- to consider concrete steps that would demonstrate UAA's commitment to diversity — for example, sponsoring an MLK Day event or a scholarship or summer internship.

Other ExCom suggestions include—

- an operating committee devoted specifically to improving diversity;
- increased attention to diversity in recruitment of Directors and committee co-chairs, perhaps increasing the number of co-chairs from 2 to 3; and
- continuing the attention to diversity in annual awards and alumni profiles in the newsletter.

ACTION ITEMS: Roberta will recruit a reference group for advice on increasing diversity; will e-mail the ExCom asking for ideas (including possible candidates for future Board vacancies); and, with the assistance of Terry Brown, Jim Bever, Rose Rakas, and our Co-chairs will prepare recommendations for the ExCom's January meeting.

D. Budget for UAA 2021.

Carol Dabbs reported on the proposed Budget for 2021, version 3.0 of which she recently circulated to the ExCom. She noted that Budget 3.0 assumes that UAA will at least maintain, if not increase, its current level of annual contributions: \$37,000-38,000. It proposed expenditures of \$43,730, which, if contributions do not increase, leaves a projected deficit of approximately \$6,230.

Jim Bever spoke briefly in favor of the \$500.00 contribution to the U.S. Global Leadership Council's general membership fund (the Section 501(c)(3) portion of USGLC) listed in the proposed budget for 2021.

[Jim Bever and Chris Crowley left the meeting.]

Carol then reviewed and commented on each Budget line item, including but not limited to the following costs:

- Annual General Meeting: Nothing budgeted for CGD, other than a \$1000.00 donation; budgeted costs include webinar, technical assistant (as in 2020) and annual awards (\$300.00).
- Social Events: Line item retained, but reduced to \$1000.00.
- Development Issues Committee: Maintain \$500.00 line item; possible donation to Arizona State for use of space not included here but in donations section.
- Strengthening USAID Committee: no change from 2020 budget.
- Public Outreach: decreased from the 2020 original budget, but including a new item – \$500 for umbrella or related organizations after discussion.
- U.S. Global Leadership Council: added to our list of planned donations, in the amount of \$500.00
- Donations: 2021 budget includes new donation to USGLC, at basic membership level of \$500.
- Administrative Costs: Some of the Administrative Assistant's time is billed to relevant committees, so budget includes only his basic work here; other costs include the mailbox, website, Constant Contact, Zoom subscription, Click & Pledge (estimated), liability insurance, and tax return preparation.
- Contingency: after discussion, we agreed to reduce this to \$1500.00.

Terry Brown noted that, although we want to operate within our anticipated income, if our costs were to exceed our income, we have a substantial cash carryover from 2020 (approximately \$63,000) because of reduced activity due to the pandemic.

After discussion, a motion to approve the proposed 2021 Budget, with the two adjustments mentioned above to Public Outreach and Contingency, duly seconded, was adopted unanimously.

ACTION ITEM: Carol will prepare and circulate a Version 4.0 of the 2021 Budget, reflecting the adjustments approved by the Board.^[1]

E. Proposed Virtual Events for 2021.

Bette Cook reported on the proposed schedule for 2021 social events.

- Winterfest 2021 will be scheduled for February 14. (The fact that February 14 is Valentine's Day raised no objection.)
- The Spring Reception will be scheduled for May; precise date to be determined. It too will be held on line.

^[1] Sent to ExCom on 12/17/21.

- There was consensus that participation will not be restricted to contributing members for either of these events.

ACTION ITEM: ExCom members were asked to suggest on-line activities for virtual events to help stimulate conversation and interaction.

4. OPERATING COMMITTEE REPORTS.

A. History of USAID.

Alex Shakow reported on the status of the History of USAID book project:

- The publisher has countersigned the publishing contract.
- John Norris submitted a completed manuscript to the publisher on November 20, as required by the contract.
- In early January, Alex, John, Carol Peasley and Jim Michel will be talking with the publisher about distribution and publicity — and, in particular, about how UAA can support the effort.
- UAA has committed to purchase 500 copies of the volume at a reduced price/volume, and needs to decide how those copies will be distributed. The current plan is to distribute 150-200 copies to individuals who contributed to the project, with the remaining 300 copies available for people at USAID, officials of the new Administration, and possibly others.
- Publication is currently scheduled for July 1, although the date may be moved forward so that the book is available soon to the new Administration.
- The publisher has not yet decided whether to issue the book in electronic form.

Alex noted that approximately 25 AGM participants expressed an interest in supporting the History of USAID Committee. Publication will be an opportunity to contact them.

B. 2021 Contributions Drive.

Tom Nicastro encouraged ExCom members to review the Membership Drive materials that he circulated on direct contributions to UAA from traditional IRAs, and to forward their comments to him within the next two days.

A motion to approve to move forward with the activity, duly seconded, was adopted by the Board unanimously.

C. Membership.

Bette Cook reported that—

- The annual note to members on the membership contribution, at the same suggested levels as past years, would be included in the January newsletter and posted to the UAA website.
- The newsletter will continue to be published on the first Monday of the month which, in January 2021, will be January 4.

- The primary purpose of the newsletter will continue to be to alert the members to matters of interest, and to direct them to the website for more complete information.

5. OTHER BUSINESS.

None.

6. NEXT MEETING.

The next meeting of the ExCom will take place on Thursday, January 21, 2021, via Zoom, beginning at 10:15 a.m. The Zoom connection will open at around 10:00 a.m.

7. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 11:45 a.m.

Respectfully submitted,



Rob Sonenthal
Assistant Secretary

Date: January 21, 2021

Attachments:

- A. UAA Finance Report as of November 30, 2020
- B. UAA 2020 Budget Report (through November 30, 2020)
- C. UAA 2021 Operating Budget—as approved 12-17-20

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF NOVEMBER 30, 2020**

(U. S. Dollars)

	Balance 10/31/2020	Deposits	Disburse- ments	Balance 11/30/2020
UAA Operations Account				
Checking Account	47,653.32	767.86	987.75	47,433.43
Savings Accounts	15,763.93	0.00	0.00	15,763.93
Total Operations Member Acct	63,417.25	767.86	987.75	63,197.36
UAA History Project Account				
Checking Account	5,000.00	12,500.00	8,153.30	9,346.70
Savings* Accounts	89,302.26	0.00	12,500.00	76,802.26
Total History Project Member Acct	94,302.26	12,500.00	20,653.30	86,148.96
UAA Total Bank Accounts				
Checking Accounts	52,653.32	13,267.86	9,141.05	56,780.13
Savings* Accounts	105,066.19	0.00	12,500.00	92,566.19
Total LFCU Accts	157,719.51	13,267.86	21,641.05	149,346.32

Accidental ACH withdrawal of \$653.30,
discovered and reimbursed in December
Transfers to Checking Acct to pay Norris

* Includes both Main Savings and Premier Savings Accounts

12/12/2020

ATTACHMENT B

**UAA 2020 BUDGET REPORT
(THROUGH NOVEMBER 30, 2020)**

Source	2020 Budget Approved 7/16/20	Contributions												Thru latest mo	Comments
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept 2020	October 2020	November 2020			
Click and Pledge (recorded when deposited)	32,765	9350	3847	2215	2400	875	1300	5275	2875	1000	2687	768	32,592	C&P as recorded in bank statement	
Checks (recorded when received)	4,550	1950	400	75	300	0	50	275	0	0	650	0	3,700	checks received list	
CONTRIBUTIONS TOTAL	37,315	11,300	4,247	2,290	2,700	875	1,350	5,550	2,875	1,000	3,337	768	36,292		
Budget Categories and Items	Item Category	Expenses*												Budget Remaining	
Membership Committee															
AGM Catering Services	0												0		
Awardees & Speaker Travel	0												0		
Alumni Awards	450												450		
Costs to Host AGM Virtually	1,000												929		
Sub-Total, AGM	1,450	0	0	0	0	0	0	0	0	0	0	740	929	521	
Other Social event(s)	1,000												1,058		
Winterfest	1,058			1,058									0		
Spring Reception	0												0		
Summer Picnic	10		425				-415						10		
Sub-Total, Social events	2,068	0	425	1,058	0	0	-415	0	0	0	0	0	1,068	1,000	
Development Issues Committee															
Retirement Ceremony	1,000												0		
Outreach Trips to Alumni Clusters (2)	0												0		
Sub-Total, Public Outreach	1,000	0	0	0	0	0	0	0	0	0	0	0	0	1,000	
Donations															
DACOR	1,000										1,030		1,030	-30	
CGD	1,000										1,000		1,000	0	
Arizona State University or Other	500												0	500	
Sub-Total, Donations	2,500	0	0	0	0	0	0	0	0	0	2,030	0	2,030	470	
Administrative Costs															
Administrative Assistant	10,640		580					4,120					4,700	5,940	
Mail Box Rental	150						75					75	150	0	
Website: Web Master/domain hosting	2,318	75	140	90	70	135	901	70	168	70	84	70	1,453	865	
Constant Contact	840		140	70	70	70	140	70	70	70	70	70	770	70	
Zoom Subscription	210							16	16	16	156		203	7	
Bank Charges: Click & Pledge, transfer fees	1,733	182	365	201	115	133	61	88	238	157	62	103	1,705	28	
Liability Insurance	500												500	0	
Tax Preparation	650												650	0	
IRS Penalties	3,801		3,701										3,701	100	
Financial Review	1,000												1,000	0	
Miscellaneous Office Supplies	300				166		26		10				201	99	
Sub-Total Administrative Costs	22,142	257	4,787	361	351	268	1,204	4,293	502	243	1,522	248	14,034	8,108	
Contingency (4%)	1,500												0	1,500	
BUDGET AND EXPENDITURES TOTAL	32,660	257	5,212	1,419	351	268	789	4,293	502	243	3,741	988	18,061	14,599	

18,231

CONTRIBUTIONS MINUS EXPENDITURES
4,655

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

as of 12/13/2020

ATTACHMENT C

2021 BUDGET 4.0 [as approved 12/17/2020]

	2019 Budget**	2020 Budget, approved 7/16/2020	2021 Budget as approved 12/17/2020	Comments
Contributions by Source				
Click and Pledge (recorded when deposited)		32,765	33,000	
Checks (recorded when received)		4,550	4,500	
CONTRIBUTIONS TOTAL	34,006	37,315	37,500	
Expenditure Items and Categories*				
Membership Committee				
AGM Catering Services	7,000	0	7,000	
Awardees & Speaker Travel	650	0	1,150	
Alumni Awards	450	450	300	
Costs to host virtually or hybrid	0	1,000	1,000	
Sub-Total, AGM (assumes no cost at CGD)	8,100	1,450	9,450	
Other	0	1,000	500	
Winterfest	1,000	1,058	0	
Spring Reception	1,000	0	0	
Summer Picnic	500	10	500	
Sub-Total, Social events	2,500	2,068	1,000	
Development Issues Committee	1,000	500	500	
Strengthening USAID Committee	1,000	1,500	1,500	\$484 AA time in 2020
Public Outreach Committee				
Retirement Ceremony	0	1,000	0	
Travel to establish Regional Alumni branches	0	0	1,000	
Produce Speaker Presentation Materials			3,000	
Contributions to umbrella/related organizations			500	
Sub-Total, Public Outreach	0	1,000	4,500	
Donations				
DACOR	1,000	1,000	1,030	
CGD	1,000	1,000	1,000	
Arizona State University or Other	0	500	500	if resume use facilities
USGLC General Membership			500	
Sub-Total, Donations	2,000	2,500	3,030	
Administrative Costs				
Administrative Assistant	9,000	10,640	13,200	50 hrs/mo routine work
Mail Box Rental	0	150	150	
Website: Web Master/domain hosting	1,400	2,318	3,000	\$2222 AA time revamp website 2020 not recur
Constant Contact	1,300	840	840	
Zoom subscription	0	210	160	1 annual subscription
Bank Charges: Click & Pledge, transfer fees	1,000	1,733	1,800	
Liability Insurance	500	500	500	
Tax Preparation	650	650	650	
IRS Penalties	0	3,801	0	
Financial Review	0	1,000	1,000	deferred from 2020
Miscellaneous Office Supplies	0	300	300	eg, stamps
Sub-Total Administrative Costs	13,850	22,142	21,600	
Contingency (3.6%)	0	1,500	1,500	
EXPENDITURES TOTAL	28,450	32,660	43,080	
CONTRIBUTIONS MINUS EXPENDITURES	5,556	4,655	-5,580	

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

** 2019 contributions estimated, removing History Project donations and interest from revenue reported on tax return.