

**MINUTES**  
of the  
**UAA EXECUTIVE COMMITTEE MEETING**  
Thursday, October 15, 2020  
10:15 am – 12:15 pm

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

**BOARD MEMBERS**

**Present:**

Anne Aarnes  
Jim Bever  
Terry Brown  
Chris Crowley

**Absent:**

Carol Dabbs  
Margaret Neuse  
Nancy Tumavick

**COMMITTEE CO-CHAIRS**

**Present:**

Bette Cook  
Jim Fox<sup>[1]</sup>  
Steve Giddings  
David McCloud  
Tom Nicastro  
Carol Peasley

**Absent:**

Roberta Mahoney

Nancy Pielemeier  
Rose Rakas  
Joy Riggs-Perla  
Alex Shakow  
Rob Sonenthal

**WEB CURATOR**

Tish Butler

**ADMINISTRATIVE STAFF**

Ven Suresh

**MEETING CHAIR**

Anne Aarnes

\* \* \* \* \*

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, on behalf of the Membership Committee, Tom Nicastro would be recording the decisions and planned actions that result from the meeting, and circulating them to the ExCom.

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<sup>[1]</sup> Joined in progress.

1. **MINUTES.**

A motion to approve the minutes of the September 17, 2020 ExCom meeting, duly seconded, was approved by unanimous consent.

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

A. **Finance and Budget Reports.**

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Finance Reports for September 2020 (Attachment A) and the Budget Report through September 30, 2020 (Attachment B). Carol reported that, as of September 30—

- The total outstanding balance in the UAA accounts was \$158,042 — an increase of approximately \$800 over the August 31 balance.
- Expenditures through September 30 were \$13,333, leaving a total of \$19,327 of budget authority unexpended under the approved 2020 budget.

Carol noted that with 94 attendees already registered, both AGM sessions will be conducted in a Zoom webinar format, which can handle from 100 to 500 participants.

B. **Membership Statistics.**

Committee co-chair Tom Nicastro reported on the UAA membership statistics for September 2020 (Attachment C).

- Of the 12 contributions received in September, two were of \$100 or more.
- We received a total of 170 contributions of \$100 or more through September 30 — an increase of 34% over the total through September 30, 2019 (127).
- The total number of contributors through September 30 (437) represents an increase of 18% over the number through September 30, 2019 (370).
- The total number of registrants through September 30 (1137) represents an increase of 9% over the number through September 30, 2019 (1064).

On October 16, Tom, Jim Bever and Bette Cook will meet virtually with soon-to- retire USAID employees attending the FSI Job Search Program to introduce them to UAA. The team met with three other soon-to- retire USAID employees at the JSP on August 20, and persuaded 2 of them to join UAA.

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

A. **AGM Planning**

Joy Riggs-Perla reported on the status of planning for the 2020 Annual General Meeting:

- The first panel on October 30 will begin at 9:40 a.m. rather than 10:00 a.m. to assure the availability of the principal speaker. A notice of the time change will be issued.
- All speakers and moderators have agreed to be recorded.



- A dry run for the October 30 session was successful. A dry run for the November 6 session — more complicated due to the number speakers — is scheduled for this afternoon.
- E-mail invitations were sent to external invitees on October 14; thanks to the ExCom members who sent them. An e-mail reminder to register will be sent to UAA members on October 19.
- The registration deadlines are October 26 for the October 30 session, and November 2 for the November 6 session.
- A separate Zoom invitation will be sent for each session. Each will include instructions on using Zoom. In addition, the October 30 invitation will have links to the agenda, speaker biographies and recommended reading; the November 6 invitation will link to the UAA Statement of Policy on Public Advocacy and other relevant documents.

[Jim Fox joined the meeting.]

Nancy Pielemeier reported that the AGM evaluation form, simplified for the 2020 AGM, has been circulated to the ExCom. She encouraged ExCom members to forward comments to the committee. The forms will be sent to attendees on October 31 (for the October 30 session) and November 7 (for the November 6 session).

B. UAA Systems Review.

Margaret Neuse provided an update on the ongoing review of UAA systems:

- ExCom members are encouraged to browse the website and forward comments and questions to Margaret and Tish.
- Tish Butler and Ven Suresh are dealing with anomalies as they are identified — for example, outdated material under "Bulletin Board."
- Still to be completed:
  - Correct e-mail addresses in the Directory. **ACTION: Ann Van Dusen.**
  - Organize Book Club book review listings by alphabetizing or by content category.
  - Reorganize syllabi.
  - List past Board members and UAA mentors in "About Us."
- To be considered: The need for, and content of, a password-coded section. **ACTION: Nancy Tumavick.**

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

On behalf of the ad hoc Committee on Policy and Procedure (CAPP), Jim Bever reported on the status of the proposed Statement of Policy on Public Advocacy:

- A draft of the SOP was circulated for comment, first, to Alex Shakow, Carol Peasley, Beth Hogan and David McCloud, and then, to a diverse group of 14 senior USAID alumni who are not now ExCom members, but have participated in UAA in the past, or have urged UAA to consider public advocacy.
- Twelve of the 14 senior USAID alumni have responded; the two remaining will be contacted again presently.
- The responses were thoughtful; all supported the SOP in principle; and several offered specific advice, including suggested revisions and clarifications.



- Jim expects to collate the responses and, with Chris Crowley and Rob Sonenthal, to circulate a revised draft by Friday, October 23, for Board action soon thereafter by unanimous consent without a meeting, so that the approved SOP can be posted to the website not later than November 5, in anticipation of a brief presentation on the subject at the November 6 session of the AGM.

**ACTION: Jim Bever, Chris Crowley and Rob Sonenthal.**

D. MOU with USAID.

Rob Sonenthal reported on the status of the MOU with USAID:

To avoid possible Anti-deficiency Act problems, USAID/GC has asked that, before starting an MOU activity, each UAA volunteer sign a "Gratuitous Services Agreement" (GSA) in which he/she disavows any claim to compensation from USAID. The GSA template also includes provisions on conflict of interest (COI) and intellectual property (IP).

In an initial video conference with GC, the MOU team of Roberta Mahoney, Jim Bever and Rob asked GC to consider whether (1) a GSA was needed for all volunteer projects, (2) the disclosures required by the COI provisions might be replaced by a simple certification, and (3) the protection of IP contributed by a "participant" (i.e., the volunteer) could be strengthened. GC allowed that, in some circumstances, a GSA might be unnecessary, and also agreed to simplify the GSA template along the lines we suggested.

GC's revised draft accepted most of the team's requests. On COI, for example, disclosure was replaced by certification. However, the revised draft did not strengthen the protection of "Participant IP." Rob raised this point again in a follow-up call with the Deputy GC, but without success. Rob cautioned that volunteers planning to contribute IP to an MOU activity should consider seeking an amendment to the GSA template to strengthen the IP clauses. But otherwise, the team sees no reason why, if requested by USAID, a volunteer should not sign a GSA as is.

The team also recommended that UAA mentors continue following established Mentoring Program procedures — i.e., no GSA required — unless USAID requests a change. The team also agreed that mentors be informed that the MOU with USAID is ready for implementation.

E. Post-Election Presentation to USAID.

Carol Peasley discussed the proposed post-election démarche by UAA to USAID leadership or, if Biden is successful, to the Biden transition team. She reported that MFAN, Brookings, InterAction and other organizations were preparing papers with this in mind, and offered to prepare a summary of their principal recommendations so that the Board and the ExCom can determine which recommendations, if any, to support. **ACTION: Carol Peasley.**

F. Annual Report Update.

Margaret Neuse reported that the 2020 Progress Report and the 2021-2023 update to the Strategic Plan have been posted to the website; a link to the documents will be included in the Zoom invitation for the November 6 session of the AGM.



#### 4. OPERATING COMMITTEE REPORTS.

##### A. USAID Strengthening.

Rose Rakas reported on behalf of the USAID Strengthening Committee. She called the ExCom's attention to the matters covered in Roberta Mahoney's October 15 e-mail:

- The committee received timely expressions of interest from approximately 75 prospective USAID mentees, but needs an additional 30 or more mentors to meet the demand. As a result, the committee is holding back on promotion, and is actively seeking additional mentors.
- A call for additional mentors will be included when the Program is featured at the November 6 session of the AGM.
- Roberta will be contacting individuals who expressed an interest in the Program in response to the Annual Survey.
- ExCom members are invited to volunteer and/or identify other potential volunteers. (Roberta has a list of past and current mentees to assist in the process.)
- Once identified, potential mentors should be referred to Roberta or Rose.

**ACTION: All ExCom members.**

##### B. Membership.

Bette Cook reported for the Membership Committee.

- The MemCom has circulated a draft paper on possible changes in suggested contribution levels for the different membership categories for 2021. A key consideration is the impact of an increase or decrease in contribution levels on total membership, prompted by concerns about equity given the adaptations of our programming due to pandemic restrictions. Bette asked ExCom members to review the draft and submit comments and suggestions to her by November 12, in anticipation of a Board decision at the November 19 meeting.
- The October newsletter was issued on Monday, October 12.
- The November/December newsletter will be issued on November 23. It will focus on the AGM, but can include non-AGM items as well.

**ACTION: Bette Cook.**

##### C. Awards.

Bette Cook reported that the two Annual Alumni Awards would be announced at the November 6 session of the AGM. The awardees, their spouses and guests will be present on-line for the ceremony. The awards themselves are ready for presentation. **ACTION: Bette Cook.**

##### D. Public Outreach.

David McCloud, co-chair of Public Outreach Committee, noted that the POC's plan had been circulated to the ExCom at the beginning of September and now appears in the updated Strategic Plan. Among other things, it proposed—



- Offering speaker's materials rather than speakers, including resources from other organizations.
- Coordinating public advocacy.
- Organizing and developing regional chapters (e.g., Florida, New England).
- Collaborating with other organizations.

David asked that ExCom members forward their comments on the plan to him or to Beth Hogan before the AGM.

Beth Hogan reported that the POC had been approached for volunteer assistance by—

- the JHU Osher Program, which needs a coordinator and 6 session leaders for its Great Decisions 2020 Program during the 2021 spring semester; and
- the San Diego World Affairs Council, which needs a volunteer to help her build an overview session on USAID and perhaps sector specific sessions to follow.

On the proposed regional chapters of UAA, the POC will need one or two volunteers to help organize (perhaps incorporate) the chapters, develop bylaws, etc.

David agreed to review POC-related materials now posted on the UAA website, to ensure that the materials are still relevant — particularly the curricula, which are heavily academic, often dated, and therefore less than useful to speakers putting together a presentation. Margaret suggested that the materials be organized by categories, and that less relevant categories be banished to the Cloud.

**ACTION: Beth Hogan, David McCloud.**

E. Development Issues.

For the DIC, Steve Giddings reported as follows:

- The next meeting of the DIC is scheduled for November 12, where Alex Their will discuss the impact of COVID-19 on democratic freedoms and on democracy/governance programming; the meeting was announced in the October 12 newsletter and second notice will be sent to UAA contributing members only later this month.
- The DIC refrained from continuing with recruitment of volunteers to assist in the CDCS process until negotiation of the USAID/UAA MOU (and the model GSA) was completed. Now that the MOU (and model GSA) are in place, the committee plans to reconnect on CDSS with its USAID counterparts.
- The committee would like to begin meeting every other month and, with that in mind, invites ExCom suggestions on topics to be covered. **ACTION: Steve Giddings and Jim Fox.**

Alex Shakow noted an upcoming UAA/DACOR Development Dialogue scheduled for November 18 and featuring Brian Atwood

F. USAID History/ADST Grant.

Alex Shakow gave an update on the status of the History of USAID Project: The completed manuscript is in the hands of two commercial publishers for review. One of the publishers has already

provided very positive initial feedback via Henrietta Fore; John Norris is waiting for a reaction from the publisher's editors. The other, a larger company, has not yet responded.

Carol Peasley reported that there have been no new developments regarding the ADST grant since the September ExCom meeting.

**5. OTHER BUSINESS.**

None.

**6. NEXT MEETING.**

- The next ExCom meeting meeting will take place as scheduled, on Thursday, November 19, via Zoom, beginning at 10:15 a.m. The Zoom connection will open at around 10:00 a.m.
- A December meeting would normally be scheduled for Thursday, December 17. The Board will decide at the November 19 meeting whether or not to hold a meeting on December 17.

**7. ADJOURNMENT.**

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:10 p.m.

Respectfully submitted,



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Rob Sonenthal  
Assistant Secretary

Date: November 19, 2020

**Attachments:**

- A. UAA Finance Report as of September 30, 2020
- B. UAA 2020 Budget Report (through September 30)
- C. UAA Membership and Contributions Summary, September 1 – September 30, 2020



**ATTACHMENT A**

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

(U. S. Dollars)

	Balance 8/31/2020	Deposits	Disburse- ments	Balance 9/30/2020
<b>UAA Operations Account</b>				
Checking Account	47,299.21	1,000.00	242.63	48,056.58
Savings Accounts	15,759.96	0.00	0.00	15,759.96
Total Operatons Member Acct	63,059.17	1,000.00	242.63	63,816.54
<b>UAA History Project Account</b>				
Checking Account	5,338.58	0.00	338.58	5,000.00
Savings* Accounts	88,886.84	338.58	0.00	89,225.42
Total History Project Member Acct	94,225.42	338.58	338.58	94,225.42
<b>UAA Total Bank Accounts</b>				
Checking Accounts	52,637.79	1,000.00	581.21	53,056.58
Savings* Accounts	104,646.80	338.58	0.00	104,985.38
Total LFCU Accts	157,284.59	1,338.58	581.21	158,041.96

funds moved to savings

funds moved from checking

\* Includes both Main Savings and Premier Savings Accounts

10/11/2020



**ATTACHMENT B**

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

Source	2020 Budget Approved 7/16/20	Contributions												Thru latest mo***	Budget Remaining	Comments	
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept 2020							
Click and Pledge (recorded when deposited)	32,765	9,350	3,847	2,215	2,400	875	1,300	5,125	3,025	1,000			29,137		C&P as recorded in bank statement		
Checks (recorded when received)	4,550	1,950	400	75	300	0	50	275	0	0			3,050		checks received list		
<b>CONTRIBUTIONS TOTAL**</b>	<b>37,315</b>	<b>11,300</b>	<b>4,247</b>	<b>2,290</b>	<b>2,700</b>	<b>875</b>	<b>1,350</b>	<b>5,400</b>	<b>3,025</b>	<b>1,000</b>			<b>32,187</b>				
<b>Budget Categories and Items</b>	<b>Item</b>	<b>Category</b>	<b>Expenses*</b>												<b>Thru latest mo***</b>	<b>Budget Remaining</b>	
<b>Membership Committee</b>																	
AGM Catering Services	0															0	
Awardees & Speaker Travel	0															0	
Alumni Awards	450															450	
Costs to Host Virtually	1,000															1,000	
<b>Sub-Total, AGM</b>	<b>1,450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Other Social event(s)	1,000															1,000	
Winterfest	1,058			1,058									1,058			0	
Spring Reception	0															0	
Summer Picnic	10		425										10			0	
<b>Sub-Total, Social events</b>	<b>2,068</b>	<b>0</b>	<b>425</b>	<b>1,058</b>	<b>0</b>	<b>0</b>	<b>-415</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,068</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	
<b>Development Issues Committee</b>																	
Strengthening USAID Committee	500															500	
<b>Public Outreach Committee</b>																	
Retirement Ceremony	1,000															1,000	
Outreach Trips to Alumni Clusters (2)	0															0	
<b>Sub-Total, Public Outreach</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	
<b>Donations</b>																	
DACOR	1,000															1,000	
CGD	1,000															1,000	
Arizona State University or Other	500															500	
<b>Sub-Total, Donations</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	
<b>Administrative Costs</b>																	
Administrative Assistant	10,640		580					4,120					4,700			5,940	
Mail Box Rental	150							75					75			75	
Website: Web Master/domain hosting	2,318			90				135		168			1,369			949	
Constant Contact	840		140	70	70			140		70			630			210	
Zoom Subscription	210							16		16			47			163	
Bank Charges: Click & Pledge, transfer fees	1,733		365	201	115			88		238			1,541			192	
Liability Insurance	500															500	
Tax Preparation	650															650	
IRS Penalties	3,801		3,701										3,701			100	
Financial Review	1,000															1,000	
Miscellaneous Office Supplies	300			166				26		10			201			99	
<b>Sub-Total Administrative Costs</b>	<b>22,142</b>	<b>257</b>	<b>4,787</b>	<b>361</b>	<b>351</b>	<b>268</b>	<b>1,204</b>	<b>4,293</b>	<b>502</b>	<b>243</b>	<b>243</b>	<b>243</b>	<b>12,265</b>	<b>9,877</b>		<b>9,877</b>	
<b>Contingency (4%)</b>	<b>1,500</b>															<b>1,500</b>	
<b>BUDGET AND EXPENDITURES TOTAL</b>		<b>257</b>	<b>5,212</b>	<b>1,419</b>	<b>351</b>	<b>268</b>	<b>789</b>	<b>4,293</b>	<b>502</b>	<b>243</b>	<b>243</b>	<b>243</b>	<b>13,333</b>	<b>19,327</b>			

CONTRIBUTIONS MINUS EXPENDITURES **4,655**

18,854

as of 10/11/2020

\*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  
 \*\*Estimation based on first 6 months of 2020 and pattern in 2019.  
 \*\*\*Expenses attributed to month when charged to checking account, or when check is written (not when cashed).

ATTACHMENT C

**UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY**

**September 1, 2020 – September 30, 2020**

**(includes 2019 data for comparison)**

**Registrations:**

New alumni registrants, September 1 – September 30:	2
New associate registrants, September 1 – September 30:	0
Total new registrants, September 1 – September 30:	2
Total new registrants for 2019 through September 30:	34
Registrants whose names were removed in September 2020:	0
Total registrants through September 30, 2020:	1137
Total registrants through September 30, 2019:	1064

**New registrants in September 2020:**

Lisa Franchett  
Frances Johnson

**New associate registrants in September 2020:**

None

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

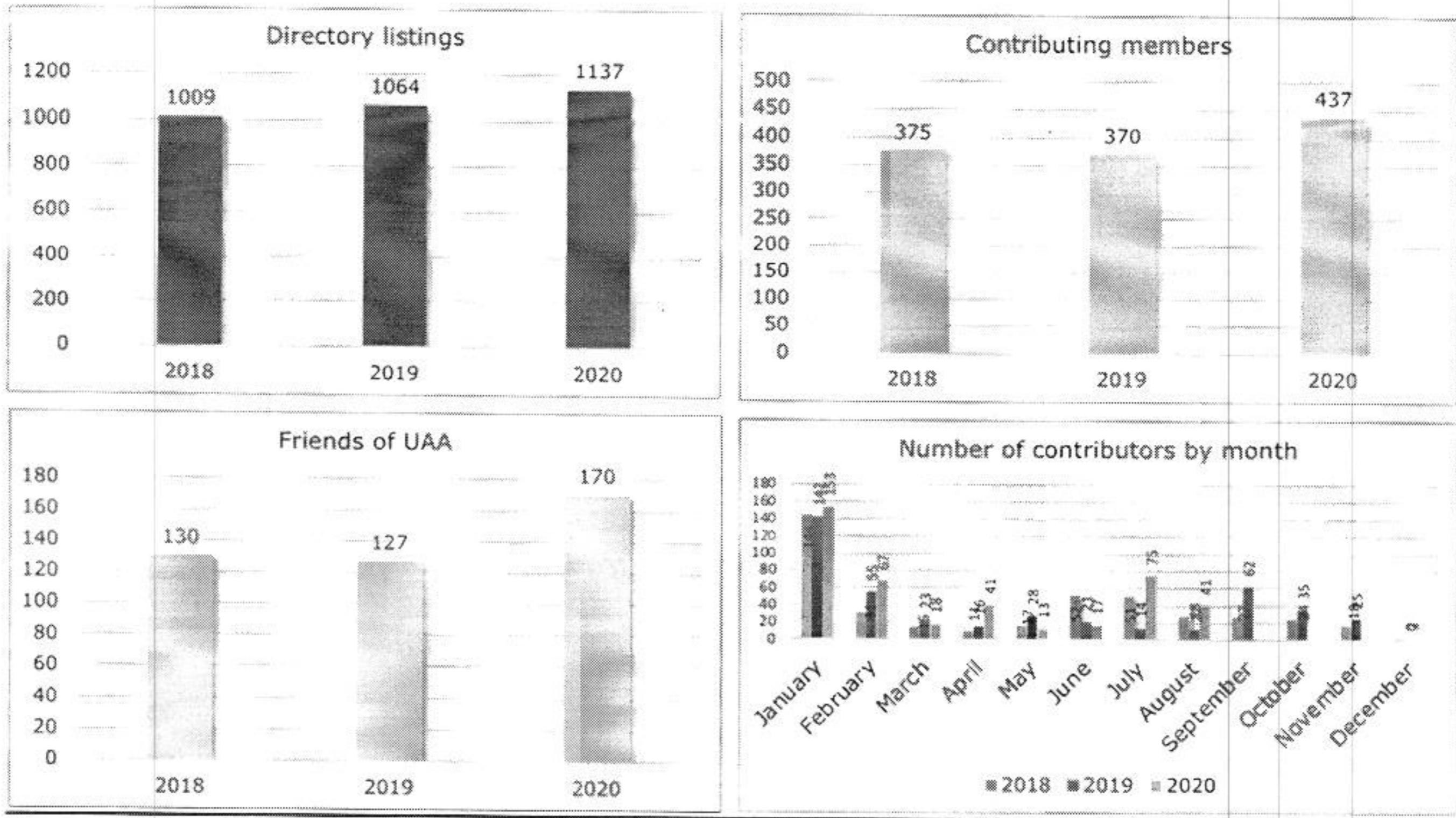
None

**Membership Contributions Summary:**

Alumni contributions, September 1 – September 30:	12
Total number of contributors for 2020 through September 30:	437
Total number of contributors for 2019 through September 30:	370
% of contributors through September 2020 as compared to September 2019:	118.0
Total number of \$100+ contributors, September 1 – September 30, 2020:	2
Total number of \$100+ contributors for 2020 through September 30:	170
Total number of \$100+ contributors for 2019 through September 30:	127
% of \$100+ contributors through September 2020 as compared to September 2019:	134.0
Number of new contributing members, September 1 – September 30, 2020:	2
Total number of new contributing members for 2020 through September 30:	23
New contributors as a % of new registrants for September 2020:	100.0



**Comparison over the years as of end September 2020:**



**Contributions received in September 2020:** (Number of \* indicates number of repeat contributions from members; "Friends of UAA," who contributed \$100 or more, are indicated in **bold**).

**Contributing Members: 10**

Cecilia Ciepiela-Kaelin	Frank Miller
William Elliott	Christine Sheckler
Lloyd Feinberg	Laura Slobey
John Lovaas	Donna Stauffer
Constantine Michalopoulos	Paul White

**New Contributing Members: 2**

Lisa Franchett  
Frances Johnson