

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, January 21, 2021
10:15 am – 11:30 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, January 21, 2021, 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

Carol Dabbs
Margaret Neuse
Nancy Tumavick

Absent:

COMMITTEE CO-CHAIRS

Present:

Bette Cook
Steve Giddings
Steve Haykin
Beth Hogan^[1]
Roberta Mahoney
David McCloud
Tom Nicastro

Carol Peasley^[1]
Nancy Pielemeier
Rose Rakas
Joy Riggs-Perla
Alex Shakow
Rob Sonenthal

Absent:

ADMINISTRATIVE STAFF

Ven Suresh

MEETING CHAIR

Margaret Neuse

* * * * *

Margaret Neuse 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 Steve Giddings on behalf of the Development Issues Committee, would be recording the decisions and planned actions that result from the meeting for distribution to the ExCom. At the February 2021 meeting, the Membership Committee will responsible for recording decisions and planned actions.

^[1] Joined in progress.

1. MINUTES.

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

2. FINANCE/BUDGET AND MEMBERSHIP REPORTS.

A. Financial/Budget Reports.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Financial Report for December (Attachment A) and the Budget Report through December 31, 2020 (Attachment B). Carol noted that—

- The Budget Report for the year ending December 31, 2021, shows that the UAA's income for the year exceeded its expenditures by \$11,354.
- The combined balance in the UAA's two bank accounts (Operations and UAA History) declined by approximately \$10,500 in December, as a result of (1) a payment to Ven Suresh for July/November 2020, and (2) a bonus paid to John Norris on completion of his manuscript.
- The UAA's Form 1099 reports have been completed, and will be filed with the IRS by the end of the week.
- No new information/update was available on the proposed financial review.

Carol was complimented on her management of, and reporting on, the Budget.

ACTION ITEM: Carol and Terry Brown will discuss next steps regarding the financial review, because our accountant has not responded to our requests for a draft scope of work.

B. Membership Statistics.

Tom Nicastro reported on membership statistics as of December 31, 2020:

- In November and December, there were 10 new alumni registrants, and a total of 55 new registrants in 2020 as a whole. The total number of registrants as of December 31 was 1,156, a 5% increase over December 31, 2019.
- 11 contributions were received in November and December, four of which were \$100 or more. The total number of contributing members as of December 31 was 499, an increase of 16% over December 31, 2019; the total number of contributions of \$100 or more was 189, a 28% increase over 2019.
- Thus far in 2021, there have been 79 on-line contributors, including 36 of \$100 or more.

Responding to a question on UAA access to information on the number and identity of USAID retirees, Tom noted that the UAA is able to obtain information on the USAID retirees who participate in the UAA briefing during the FSI Job Search Program, but not prior to their participation, nor is information on other retirees available from the Agency.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Implications of Recent Events for UAA.

Margaret Neuse led a discussion of the new USAID leadership:

- The nomination of Samantha Power as USAID Administrator was applauded by all.
- Gloria Steele has been named Acting Administrator until Ms. Power is confirmed; aside from Ms. Steele, the other interim acting officials are non-political.
- A congratulatory message from the UAA to Samantha Power has been drafted but as of yet we do not have full contact information.
- A congratulatory message from the UAA to Gloria Steele has been drafted but has not as yet been sent.

ACTION ITEMS: (1) Congratulatory messages will be finalized and sent to Ms. Power and Ms. Steele when accurate contact information is available.

(2) Jim Bever will contact Chris Milligan in early February to thank him for his past collaboration with the UAA, and to suggest that discussion of the MOU be restarted once transition is completed.

B. Presenting the UAA to the New Administration.

Anne Aarnes noted that, considering the difficulty of confirmation, filling agency positions and other problems of transition, we don't expect to hear anytime soon about a meeting between UAA and the new Administrator. In the interim, Jim Bever will ask Chris Milligan and/or Michele Sumilas for advice on when an introduction of the UAA to Ms. Power might be appropriate. Anne will also follow up with Gloria Steele.

It was agreed that the "Position Paper" from the UAA to USAID on priorities for the new Administration needs to be updated to reflect actions already taken.

ACTION ITEM: Anne will take the lead in updating the Position Paper.

[Beth Hogan joined the meeting.]

C. Vaccine Availability.

Jim Bever discussed the reports that, in the field, State Department employees were receiving COVID-19 vaccines but USAID employees were not. Jim noted that there may have been some

basis for the reports at first, but the discrepancy, if any, between treatment of DOS and USAID employees no longer appears significant enough to warrant further action/comment by the UAA.

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

Jim Bever reported that the UAA had sent a letter to the USGLC supporting its advocacy recommendations for the Biden Administration. Because no action was necessary on the issue of vaccine availability, there was nothing further to propose regarding public advocacy.

E. MOU with USAID.

Roberta Mahoney reported that, in light of transition to the new Administration, there was nothing new to report regarding the USAID/UAA MOU; we're awaiting the establishment of a relationship between the UAA and the new USAID leadership team. The Mentoring Program is continuing, of course, but it is unclear whether UAA will be asked to assist with strategic planning.

ACTION ITEM: The UAA will renew discussion of the MOU with its agency as soon as practicable —preferably during the first week in February — leading with the growth and success of the Mentoring Program.

F. Increasing UAA Diversity.

Roberta Mahoney has begun to develop a list of advisors for an informal group to discuss diversity issues, including their experience with other similar NGOs on this issue. Rose Rakas added that UAA's counterparts at USAID were a possible additional source of information and advice, and that the UAA should consider integrating its efforts with USAID's.

Roberta emphasized that diversity was an issue at all levels of the UAA: general membership, committee membership, and the Board. (Bette Cook noted that our alumni profiles and annual awards have always reflected alumni diversity.) For example, with respect to committees, the UAA By-Laws do not limit the number of committee co-chairs, so that committee diversity might be increased by adding co-chairs, who must be appointed by the Board.

Terry Brown and Roberta proposed that the UAA develop a systematic approach on diversity, addressing each level of its organization — identifying, and providing a rationale for, appropriate actions at each level.

ACTION ITEM: Terry and Roberta will prepare a draft proposal to be discussed at the February ExCom meeting.

G. Winterfest Plans.

Bette Cook reported that a virtual Winterfest 2021 is planned for the "cocktail hour" on February 14 (Valentine's Day). Plans include Valentine's Day-related games and activities, including some

preselected "icebreaker" stories from 10 or so alumni attendees. Bette is open to further suggestions about games and storyteller volunteers.

ACTION ITEM: Invitations will be sent to all registrants on January 22, and included in the February 1 newsletter, with a final stand-alone email on February 9, with RSVPs due not later than February 10.

4. OPERATING COMMITTEE REPORTS.

A. Membership.

Tom Nicastro reported that, thus far in January 2021, there have been 79 on-line contributions, 36 of which were \$100 or more, for a total of \$6,120 in total contributions. However, it's too early for a 2021/2020 comparison.

Bette Cook reported on behalf of the Membership Committee.

- After the Winterfest on Valentine's Day, the other social events — including the Spring Reception in May and Summer Picnic in September — may be held virtually or as a hybrid (virtual/in-person), depending on the status of pandemic restrictions closer to those dates.
- The next newsletter is scheduled for publication on February 1st and that items for inclusion should be sent to her by Saturday, January 23rd. The January newsletter unfortunately will not have an alumni profile.
- The next UAA briefing for retiring USAID employees at the FSI Job Search Program will be held by conference call on March 23.

B. Public Outreach.

Beth Hogan reported for the Public Outreach Committee.

- The POC recently organized the first virtual joint meeting of the POC and the Membership Committee with the three "regional chapter leads" — Alexi Panehal for the Mid-west region, Susan Fine for the Northeast/New England region, and Miles Toder for Florida. Possible objectives for the regional chapters were discussed, including: social events; networking opportunities; increasing diversity of membership; opportunities for public outreach, especially to minority communities (including educational institutions); and developing materials for UAA members' outreach. The regional chapter effort will for the time being focus on these three regions to see how things evolve before expanding further.

[Carol Peasley joined the meeting.]

- It was noted the Bylaws might have to be amended to accommodate regional chapters, which are not currently mentioned.

- David noted that other committees, such as Development Issues and Membership, could collaborate/contribute to public outreach efforts and Nancy Pielemeier suggested that public outreach might be a topic for the 2021 AGM.

ACTION ITEMS: (1) Rob Sonenthal will review the D.C. Unincorporated Nonprofit Association Act, and the UAA Articles of Association and Bylaws, concerning the formation of regional chapters.

(2) Bette Cook will help develop a membership list by state.

C. Development Issues.

Steve Giddings and Steve Haykin reported on DIC activities:

- The next meeting of the Book Club is scheduled for Wednesday, January 27, to discuss Daniel Kahneman's *Thinking Fast and Slow*. Jon O'Rourke will provide a synopsis. Registration will continue through January 25.
- The DIC's next meeting is scheduled for Thursday, January 28, at 2:00 P.M. The topic will be "Inclusive Agriculture and Rural Development as a Priority for the New Administration." Panelists will include retired FSOs David Bathrick and Emmy Simmons and Paul Dorosh of IFPRI. Registration will continue through January 25. (Forty-three are already registered, which is consistent with recent attendance of 35-40.)
- The committee is trying to schedule a session with someone from the transition team to discuss his/her experience — including what is likely to be a more prominent role for USAID in the pandemic response.

Alex Shakow reported on upcoming DACOR/UAA Development Dialogue — a discussion led by John McArthur, head of Brookings' newly established Center for Sustainable Development, scheduled for Friday, February 12.

D. History of USAID/ADST Grant.

Alex Shakow reported that the publication date of John Norris' volume on the history of USAID has been moved back one month, to August 1, 2021, although John will do what he can to move the date forward.

E. Awards.

Bette Cook asked ExCom members to review the criteria for UAA's annual awards, available on the UAA website, and to recommend changes if warranted, as there were some concerns expressed last year about the criteria. The committee will be reviewing the criteria in February and, at the March meeting, will ask the ExCom to discuss, and the Board to approve, the criteria so that the 2021 Alumni of the Year Awards Program can be announced in the April newsletter and guidance posted on the website.

The deadline for award nominations is July 31; the committee will review the eligibility of nominees in August. Two nominations were received immediately after the 2020 AGM.

F. USAID Strengthening.

Roberta Mahoney and Rose Rakas provided an update on the activities of the USAID Strengthening Committee:

Rose reported a good turnout (40 participants) for the January 13 webinar for mentees. Almost all mentor/mentee matches for this year have now been completed.

Roberta reported on a follow-up session for mentors held last Wednesday, attended by around 30 mentors, where common issues were discussed. The committee plans to conduct additional sessions — topical workshops on issues (e.g., evaluations, bidding) that arise during the typical program year. She estimated that there have been at least 300, and as many as 400, mentor/mentee pairs during the 10+ years of the Mentoring Program, of which 80 were established over the past year.

G. Annual General Meeting.

Joy Riggs-Perla reported on the AGM Committee meeting held last week.

- The feedback on the 2020 AGM reported in the survey responses was overall very positive.
 - The respondents much preferred the format of the Part 1 Climate Change panel discussion to the sessions featuring speakers.
 - There was also very positive feedback on the Part 2 Business Meeting featuring the awards, the discussion of the Mentoring Program, and UAA advocacy efforts.
 - The respondents clearly prefer "in-person" meetings, which allow for more social interaction, to virtual meetings; but, once we are again able to conduct in-person meetings, we should consider making the meetings "hybrid" — that is, arranging for virtual participation as well.
 - Suggestions for the 2021 AGM included USAID institutional and staffing issues, and public outreach.
- The date for the 2021 AGM is Friday, October 29, with a fallback date of Friday, November 5, if, for example, AID/A is only available on the later date.
- The current plan is to have an in-person meeting, which CGD has agreed to host; but we will consider a "hybrid" meeting that allows both those living within and outside the D.C. metropolitan area to participate virtually. (Approximately 10% of the attendees at the 2020 AGM were from outside the DMV area.)
- Preliminary suggestions for the AGM theme include "focusing inward" on USAID (e.g., drawing on the upcoming volume on USAID history); the foreign assistance preferences/priorities of the new Administration; and USAID institutional issues.

ExCom issues could include public outreach and volunteers for the various committees.

5. OTHER BUSINESS.

Nancy Tumavick noted that she and Tish Butler were working to develop a password-protected area on the UAA website accessible only by members of the Board and the ExCom.

6. NEXT MEETING.

The next meeting of the ExCom will take place on Thursday, February 18, 2021, via Zoom, beginning at 10:15 a.m. The Zoom connection will open at around 10:00 a.m.

ExCom meetings will remain virtual through the summer. A meeting schedule has been distributed. However, the September meeting has been moved to September 9 to avoid a conflict with Yom Kippur. A revised schedule reflecting the change will be distributed.

7. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:07 p.m.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Date: January 21, 2021

Attachments:

- A. UAA Finance Report as of December 31, 2020
- B. UAA 2020 Budget Report (through December 31, 2020)
- C. UAA Membership and Contributions Summary (November 1, 2020 – December 31, 2020)

ATTACHMENT A

UAA FINANCIAL REPORT AS OF DECEMBER 31, 2020

(U. S. Dollars)					
	Balance 11/30/2020	Deposits	Disburse- ments	Balance 12/31/2020	
UAA Operations Account					
Checking Account	47,433.43	1,683.76	7,811.65	41,305.54	Admin Asst July-Nov 2020 & Awards 2020
Savings Accounts	15,763.93	0.00	0.00	15,763.93	
Total Operatons Member Acct	63,197.36	1,683.76	7,811.65	57,069.47	
UAA History Project Account					
Checking Account	9,346.70	0.00	5,000.00	4,346.70	Bonus to John Norris
Savings* Accounts	76,802.26	653.30	0.00	77,455.56	
Total History Project Member Acct	86,148.96	653.30	5,000.00	81,802.26	
UAA Total Bank Accounts					
Checking Accounts	56,780.13	1,683.76	12,811.65	45,652.24	
Savings* Accounts	92,566.19	653.30	0.00	93,219.49	
Total LFCU Accts	149,346.32	2,337.06	12,811.65	138,871.73	

* Includes both Main Savings and Premier Savings Accounts

1/18/2021

ATTACHMENT B

UAA 2020 BUDGET REPORT (THROUGH DECEMBER 31, 2020)

Source	2020 Budget Approved 7/16/20	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept 2020	October 2020	November 2020	December 2020	Thru latest mo**	Comments
Click and Pledge (recorded when deposited)	32,765	9350	3847	2215	2400	875	1300	5275	2875	1000	2687	768	1825	34,417	C&P as recorded in bank statement
Checks (recorded when received)	4,550	1950	400	75	300	0	50	275	0	0	650	0	100	3,800	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	1,925	38,217	
Budget Categories and Items	Item	Category	Expenses*												Budget Remaining
Membership Committee															
AGM Catering Services	0													0	0
Awardees & Speaker Travel	0													0	0
Alumni Awards	450													218	232
Costs to Host AGM Virtually	1,000													929	71
Sub-Total, AGM	1,450	0	0	0	0	0	0	0	0	0	189	740	218	1,147	303
Other Social event(s)	1,000													1,058	1,000
Winterfest	1,058			1,058										1,058	0
Spring Reception	0													0	0
Summer Picnic	10		425											10	0
Sub-Total, Social events	2,068	0	425	1,058	0	0	-415	0	0	0	0	0	0	1,068	1,000
Development Issues Committee	500													0	500
Strengthening USAID Committee	1,500													484	1,016
Public Outreach Committee														0	0
Retirement Ceremony	1,000													0	1,000
Outreach Trips to Alumni Clusters (2)	0													0	0
Sub-Total, Public Outreach	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000
Donations															
DACOR	1,000													1,030	-30
CGD	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	0	2,030	470
Administrative Costs															
Administrative Assistant	10,640		580												
Mail Box Rental	150														
Website: Web Master/domain hosting	2,318	75		90										9,518	1,122
Constant Contact	840		140	70	70									150	0
Zoom Subscription	210					135	901		168		84			4,665	-2,347
Bank Charges: Click & Pledge, transfer fees	1,733	182	365	201	115	133	61	88	238	157	62	103		203	7
Liability Insurance	500													1,705	28
Tax Preparation	650													500	0
IRS Penalties	3,801													650	0
Financial Review	1,000		3,701											3,701	100
Miscellaneous Office Supplies	300														1,000
Sub-Total Administrative Costs	22,142	257	4,787	361	351	268	1,204	4,293	502	243	1,522	248	8,100	22,134	8
Contingency (4%)	1,500													0	1,500
BUDGET AND EXPENDITURES TOTAL	37,660	257	5,212	1,419	351	268	789	4,293	502	243	3,741	988	8,802	26,863	5,797

11,354

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 01/18/2021

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Registrations:

New alumni registrants, November 1 – December 31:	10
New associate registrants, November 1 – December 31:	0
Total new registrants, November 1 – December 31:	10
Total new registrants for 2019 through December 31:	55
Registrants whose names were removed in November/December 2020:	0
Total registrants through December 31, 2020:	1156
Total registrants through December 31, 2019:	1099

New registrants in November/December 2020:

Alfred (Monty) Palmer	Kathryn Boyd
Bonnie Glick	Larry Harms
Belinda Barrington	Terry Collins
George F Taylor II	Carla Barbiero
Monika Gorzelanska	Katie Taylor

New associate registrants in November/December 2020:

None

Registrants whose names have been removed: deceased/unsubscribed:

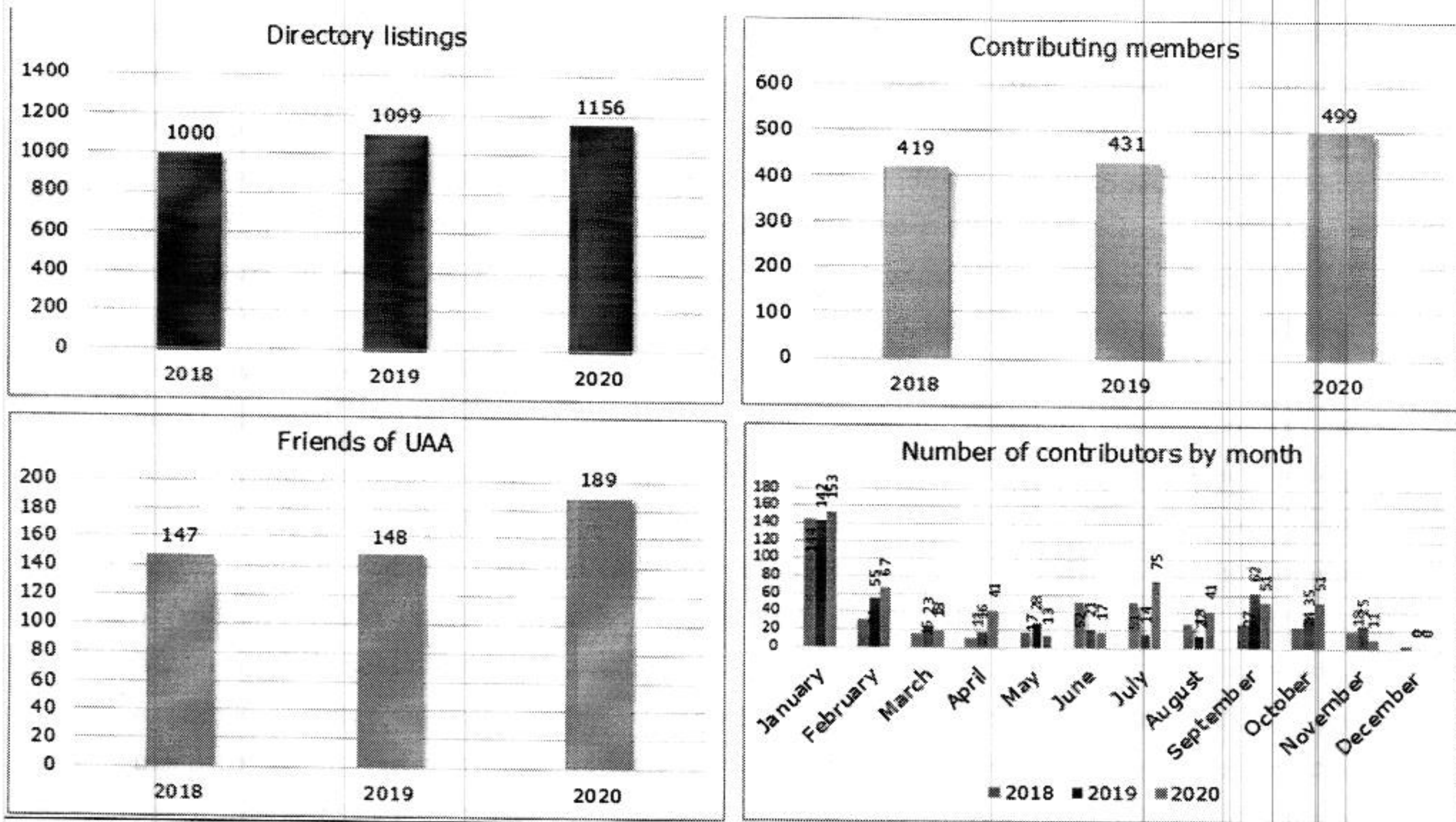
None

Membership Contributions Summary:^[2]

Alumni contributions, November 1 – December 31:	11 [13]
Total number of contributors for 2020 through December 31:	499 [501]
Total number of contributors for 2019 through December 31:	431
% of contributors through December 2020 as compared to December 2019:	116 [117]
Total number of \$100+ contributors, November 1 – December 31, 2020:	4 [5]
Total number of \$100+ contributors for 2020 through December 31:	189 [190]
Total number of \$100+ contributors for 2019 through December 31:	148
% of \$100+ contributors through December 2020 as compared to December 2019:	128.0
Number of new contributing members, November 1 – December 31, 2020:	4 [5]
Total number of new contributing members for 2020 through December 31:	35 [36]
New contributors as a % of new registrants for November/December 2020:	40

^[2] Brackets show corrections to the Summary made after the meeting. [RBS]

Comparison over the years as of end December 2020:



Contributions received in November/December 2020: (Number of * indicates number of repeat contributions from members; "Friends of UAA," who contributed \$100 or more, are indicated in **bold**).^[3]

Contributing Members: 7 [8]

Mark Gallagher
Raymond Malley
Diana Ohlbaum
Sarah Olds

Susan Reichle
[James Small]
Mark Wentling
Pamela White

New Contributing Members: 4 [5]

Belinda Barrington
[Kathryn Boyd]
Bonnie Glick
Deborah Kennedy-Iraheta
George Taylor II

^[3] Brackets show corrections to the Summary made after the meeting. [RBS]