

**UAA Membership Committee
Minutes
Monday, June 14, 2021
3:00-4:00 pm Conference Call via Zoom**

Meeting Chair: Bette Cook

Note taker: Tom Nicastro

Roll Call

Present: Barbara Bennett, Bette Cook, Dale Gibb, Tom Nicastro

Excused: Jim Bever, Terry Brown, Miles Toder

Opening Comments by Co-Chairs

Bette reported a few matters of general interest before proceeding to the agenda:

- The Nominations Committee for new Board members is seeking expressions of interest. Please give this service serious consideration.
- The UAA statement of intent on diversity and inclusion was disseminated to all UAA members on April 16 and posted on the UAA website.
- The USAID history book by John Norris will be published July 1 and book can be purchased from the publisher at a 30% discount.

Approval of May 14, 2021 Membership Committee Minutes

Minutes of the May 14, 2021 Membership Committee meeting were approved by consensus.

Action: Copy of approved May 14th minutes will posted on the ExCom Working Materials website.

Membership and Contributions Summary

Tom highlighted the Membership and Contributions Summary in a new format to show the continued growth of the UAA over not only the last year but also the last two years, from May 31, 2019 and 2020 to May 31, 2021, as follows:

- 1,187 Registrants: +6% from 1,118 in previous year (2020) and +14% from 1,041 in previous two years (2019)
- 329 Contributors: +13% from 292 in previous year and +25% from 264 in previous two years
- 136 Friends of the UAA (\$100+ contributors): +13% from 120 in previous year and +43% from 95 in previous two years

He also noted the following number of registrants and contributors during May 1-31, 2021: 4 new Registrants, 28 Contributors, and 0 new Contributors. He pointed out that, historically, the two months with the fewest average number of UAA contributors are June with 20 contributors and May with 23 contributors.

Bette said it was good to see the membership numbers continue to grow over the past two years, albeit at a slower pace from a high in January to our lowest increase in May.

It was agreed that a renewed call for UAA contributions will be published in the July newsletter as was done last July.

Action: UAA Membership and contributions Summary report for May 2021 will be sent to ExCom (sent 6/15); report highlights will be presented at the June 17 ExCom meeting; and a renewed call for UAA contributions will be published in the July newsletter to encourage increased contributing membership.

UAA Awards Program

Bette encouraged Committee members to consider deserving UAA contributing members to nominate for UAA Alumni of the Year for International and Domestic Services NLT the July 31 deadline.

Action: Encourage ExCom members also to consider nominating deserving contributing members for the 2021 awards.

Recruitment Activities

Current Opportunities

FSI Job Search Program.

Bette said the Foreign Service Institute Training Center has made plans for its upcoming Job Search/Training Program and proposed the following dates for the UAA briefing of USAID imminent retirees: August 24, 2021; October 26, 2021; and March 29, 2022, with each meeting to be held on Tuesday from 12:15 to 1:00 pm. The August and October meetings will have a virtual format but the March 2022 meeting format is still to be determined. We've agreed to these proposed dates.

Action: Bette and Tom will participate with Jim Bever in the UAA briefings for USAID imminent retirees at the three scheduled Job Search Programs.

Additional Recruitment Ideas

USAID Retirement Ceremony

Bette noted that Tom and Jim Bever held another meeting on May 28 with USAID/LPA and HCTM staff about UAA assistance for a USAID retirement ceremony for employees.

Tom reported that: (1) the Administrator will be invited to host the event; (2) UAA Board Co-Chair will speak; (3) no date or time has been set; (4) staff gave UAA a list of 200 SFS and SES retirees during the past five years, and asked the UAA to fill in updated email and snail mail addresses using USAID/UAA GSA; (5) agreement was reached on goals but having USAID staff to do this is problematic, (6) USAID is initiating draft of action memo to invite Administrator; and (7) another meeting will be held July 9.

Action: MemCom will seek Board approval to support the USAID retirement ceremony with some funding and will participate along with Jim Bever in Agency planning meetings.

Other Ideas?

Bette shared an initiative by Jim Bever, at the request of USAID/HCTM, for UAA to engage with and serve as a “mentor and sounding board” for the exceptional USAID FSN Advocacy Council to help strengthen USAID. This forum also provides an opportunity for UAA to appeal to retired FSNs to join the association. UAA will participate in three videoconferences -- June 8, June 23, and July 8 -- with about 15 FSN Advocacy Council members, representing 4,500 FSNs around the world. Tom and Bette will participate in these virtual meetings along with Jim Bever, Bambi Arellano, Terry Myers, and Mary Alice Kleinjan.

No additional ideas for recruitment of UAA members were discussed

2021 Social Activities**Summer Picnic, Saturday, September 11 (move to Sept 18), time TBD**

Bette stated we will make a recommendation to the Board at its June 17 meeting to hold a hybrid session with both in-person and virtual access. We are still looking at WiFi capable locations. Sites being considered at DACOR Bacon House in Washington, DC; WeatherLea Farm in Lovettsville, VA; Fort Hunt National Park in Alexandria, VA; and Hendry House in Arlington, VA. Further discussion of this event was deferred until the necessary inquiries have been made.

Action: MemCom will continue to work on a location/date/time for the annual summer picnic and present findings and recommendations to ExCom at its June 17th meeting.

Annual General Meeting, Friday, October 29, time TBD

Bette said that the AGM meeting is scheduled for October 29. The AGM Committee invited A/AID Samantha Power to deliver the keynote speech. The principal theme of the AGM will be the impact of COVID-19, health system resilience, and global health security, which will be the focus of a 90-minute session. The AGM Committee is working with the Public Outreach Committee for an afternoon outreach program.

Action: MemCom will continue to participate in AGM Committee planning meetings, including the next meeting on July 8, and will assist with logistics and catering for the event.

Support to Groups Outside DMV Area

Barbara said there was nothing new to report, and in Beth’s absence, discussion on the proposed charter to establish a UAA Committee on Regional Activities was deferred.

Alumni Profiles:

Barbara stated that Stacy Rhodes was profiled in the June newsletter, and she is developing a profile of Denise Rollins for the July/August newsletter.

Bette thanked Barbara for all the profiles she had developed since assuming this function, including the excellent two recent profiles of Stacy Rhodes and Harriett Drestler.

UAA Newsletter:

Bette noted that the UAA newsletter is sent to all registrants the first Monday of each month unless Monday is a holiday. The publication dates throughout the remainder of this year are: July 12 (for July/Aug NL), September 7 (Tuesday after Labor Day), October 4, and November 15 (Nov/Dec issue).

The preparation schedule for the next issue of UAA newsletter planned for today, July 12, follows:

<u>Date</u>	<u>Action</u>
28 June, Monday	Reminder by Bette email to Contributors
04 July, Sunday	Independence Day (Fourth of July).
05 July, Monday	Draft Contributors to Bette/Tom
07 July, Wednesday	Final copy to Ven for formatting, by Bette/Tom.
09 July, Friday	Final draft to ExCom for review, by Ven.
10 July, Saturday	ExCom comments returned to Bette.
12 July, Monday	Newsletter sent to Members, by Ven

Action: MemCom will send reminder notice to contributors on June 28, identifying content and schedule for the July 12, 2021 newsletter.

Other Business:

No one raised any additional business to be discussed.

Next MemCom Meeting:

No MemCom meeting will be held in August. However, there will be special Zoom meetings and practice sessions scheduled in August to prepare for the September summer picnic.

The next regular meeting of MemCom is scheduled for Monday, July 12, 3:00-4:00 pm, via Zoom at the same coordinates provided for all MemCom meetings.

Adjournment:

The meeting was adjourned at 4:07 p.m.