

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING¹
Thursday, May 20, 2021
10:15 am – 12:00 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, May 20, 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	Carol Dabbs
Jim Bever	Margaret Neuse
Terry Brown	Nancy Tumavick
Chris Crowley	

COMMITTEE CO-CHAIRS

Present:

Bette Cook	Carol Peasley
Steve Giddings	Nancy Pielemeier
Steve Haykin	Rose Rakas
Beth Hogan	Joy Riggs-Perla
David McCloud	Alex Shakow ^[2]
Tom Nicastro	Rob Sonenthal

Absent:

Roberta Mahoney

WEBMASTER

Tish Butler

SYSTEMS MANAGER

Ven Suresh

BOARD MEMBER EMERITUS

Terry Myers

MEETING CHAIR

Margaret Neuse

* * * * *

^[1] The excellent assistance of Rose Rakas of the USAID Strengthening Committee in the preparation of these minutes is gratefully acknowledged.

^[2] Joined in progress.

Margaret Neuse called the meeting to order at 10:15 a.m.

After calling the roll of Directors, Margaret noted that (i) a quorum of the Board was present; (ii) on behalf of the USAID Strengthening Committee, Rose Rakas would be recording the decisions and planned actions that result from the meeting for distribution to ExCom members; and (iii) at the June 2021 meeting, the AGM Committee would be responsible for recording decisions and planned actions.

1. MINUTES.

Draft minutes for the April 15 meeting had been circulated prior to the meeting. A motion to approve the draft, with an additional correction to the "Membership and Contributions Summary" (Appendix C), duly seconded, was approved by unanimous vote.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial/Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to the Financial and Budget Reports for April 2021 that were circulated prior to the meeting (Attachments A and B). She noted the following:

With respect to the Financial Report, Carol noted that during the month of April—

- Our bank account balances increased by about \$6,000, due mainly to the \$4,000 refund received from the IRS.
- Expenditures were minimal, consisting mainly of the UAA contribution to DACOR and payment of the Constant Contact bill.

With respect to the Budget Report:

- At the June ExCom meeting, we will hold our routine review the status of the 2021 budget. Carol will send an e-mail requesting any proposed changes to the current budget so that she can assemble them before the June ExCom meeting.

Speaking on behalf of the Board and the ExCom, Margaret again thanked Carol for her successful efforts with the IRS.

ACTION ITEM: Before the June meeting, the Board and each committee should review its 2021 budget and submit any recommended changes to Carol.

B. Membership Statistics.

Tom Nicastro provided highlights from the April 2021 Membership and Contributions Summary (Attachment C). Through April 30, 2021, there was—

- a 6% increase in the total number of registrants compared to April 30, 2020 (1183 vs. 1115), and a 15% increase compared to April 30, 2019 (1183 vs. 1034);

- an 8% increase in the total number of contributors compared to April 30, 2020 (301 vs. 279), and a 28% increase compared to April 30, 2019 (301 vs. 236); and
- a 10% increase in the total number of contributions of \$100 or more compared to April 30, 2020 (129 vs. 117), and a 43% increase compared to April 30, 2019 (129 vs. 90).

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Board Meeting.

Margaret Neuse reported on the Board-only meeting held via Zoom on Wednesday, May 5. At the meeting, the Board made the following decisions:

- Meeting with Administrator. In an e-mail to Administrator Samantha Power's Deputy Chief of Staff, Sonali Korde, the Board proposed an introductory meeting between the Administrator and the Board, and expects that it will take place towards the end of June. Nancy Tumavick, Chris Crowley and Jim Bever have drafted a proposed agenda focused mainly on activities under the MOU.

ACTION ITEM: After the meeting, the draft agenda will be circulated to ExCom members for comment May 26. Nancy, Chris and Jim will then draft talking points based on the proposed agenda.

- Policy on Advocacy. The proponent of an intervention must take full responsibility — including but not limited to: defining the issue clearly; drafting letters or other document(s); providing the Co-chairs with names, addresses, etc., to assure that communications are received by the appropriate parties. In selecting whether to authorize the intervention, the Board will take into consideration whether UAA should invest its "voice" in any given situation, and whether UAA's public involvement is likely to have an impact.
- Implementation of USAID/UAA MOU. The Board decided to ask USAID for quarterly meetings to review implementation of the MOU. The first quarterly meeting took place on May 13, focusing on MOU activities for the upcoming quarter. Notes from the meeting were circulated to the ExCom, and will be summarized by Jim Bever.

B. USAID/UAA Quarterly MOU Meeting/MOU Activities Update.

Jim Bever reported on the first quarterly meeting with USAID counterparts to discuss proposed USAID/UAA MOU activities for the upcoming quarter, held virtually on May 13, 2021. USAID representatives were all career employees, including Chris Milligan; SDAA/HCTM Rory Donohoe; Acting SDAA/LPA, Amy Paro; and PPL Kathryn Stevens. Jim Bever has distributed detailed notes from the meeting to the ExCom, and provided a summary to the ExCom.

The consensus of the meeting was that the detailed notes would be posted to the non-public website, where they will be accessible to ExCom members only. Jim will prepare a very short summary of the meeting, to be posted to the landing page of the public website, that will not report details of the

discussion — in particular, the remarks made by our USAID counterparts. General reports on the progress of activities under the MOU will be included in the monthly newsletter.

A second USAID/UAA quarterly meeting will be scheduled for early September 2021.

ACTION ITEMS: (1) There may be a discussion with GC on the issue of boundaries for UAA engagement with the FSN Advocacy Council. **ACTION:** Jim Bever and Rob Sonenthal.

(2) USAID has asked UAA to participate in the June 10 meeting of the Foreign Service Advocacy Council meeting, with presentations on "leadership" and related topics. **ACTION:** Jim Bever has reached out to certain UAA members who may be interested in presenting.

C. Assistance to USAID on DEI.

Terry Brown reported that Administrator Power had just signed the USAID Diversity, Equity and Inclusion (DEI) Strategy.

After discussion, the consensus was that we offer to meet with appropriate USAID counterparts to discuss (1) what, in general, can UAA appropriately do to support USAID's DEI efforts; and (2) how DEI issues might be folded into the USAID/UAA MOU — e.g., framing the proposed pilot program for graduate interns as a DEI effort, at least in part. (Rose Rakas noted that the Mentoring Program can also support the Agency's DEI effort; where the goal is a diverse, inclusive workforce, retention is as important as recruitment.)

ACTION ITEM: Terry will draft a note to USAID proposing a meeting, for consideration and approval by the Board.

D. Annual Spring Reception.

Bette Cook reminded the ExCom that the Annual Spring Reception is scheduled for this coming Sunday, May 23, from 4:00–6:00 in the afternoon. Ninety-three people (79 attendees and 14 guests) have signed up for the virtual reception, and we expect that at least 60 will attend. Six Board and ExCom members have volunteered as Group Leaders for breakout room discussions of topics relating to Spring. The Board Co-chairs will provide welcoming and closing comments.

E. Mentoring Program Evaluation.

Rose Rakas reported that both mentors and mentees have received the evaluation survey. Mentee responses are due this Friday; mentor responses are due two weeks after receipt. The evaluation should be completed by the end of the Summer.

F. Board Elections.

Terry Brown reported that the Nominations Committee has received one nomination, and is expecting a second self-nomination at the end of May. There are other internal nominations that are under consideration. The goal is to get a slate of official candidates by the end of July.

ACTION: Terry will consider whether to expand the notice in the newsletter to include an invitation to serve on the ExCom or on one of the Board committees.

[Alex Shakow joined the meeting.]

G. USAID History Project: Book Distribution.

Carol Peasley reported on the impending publication of John Norris' book, "The Enduring Struggle."

- Of the first printing of 3,000 copies, UAA will purchase 500 copies at a discount from the cover price, per our agreement with the publisher.
- About 250 copies will be given to individuals who contributed to the book project, to recent AGM, DACOR, and DIC speakers, and to other selected individuals, including former USAID Administrators.
- We also need to identify people currently at USAID who will receive complimentary copies. ExCom members should forward their suggestions to Carol P. and Alex.
- Carol P and Alex will prepare a copy of the book for Administrator Power when she meets in-person with the Board; and if the meeting does not take place in June or in-person, John Norris will try to get an early copy to her, hoping to get a quote to use in a second printing.
- Because John is in Seattle, and the books will be here, it will be difficult for him to sign copies until he attends the UAA AGM in October.

The books will be ready for distribution soon, perhaps as early as the first week in June, so please provide names and (reliable) addresses to Carol P. or Alex Shakow by the end of the week so that the publisher can send books to them directly.

Alex Shakow added that—

- We are seeking interested publications and reviewers — including those that reviewed the recent book on Bob Garsony.
- UAA's copies will be stored at the Washington offices of Plan International USA until they are distributed.

4. OPERATING COMMITTEE REPORTS.

A. Awards

Bette Cook reported on behalf of the Awards Committee:

- An announcement about the 2021 Awards Program, requesting nominations for Alumni of the Year and noting a deadline of July 31 for submission of nominations, has been published in the April and May newsletters.
- There is guidance posted on the website explaining the eligibility criteria and encouraging nominations, including self-nominations.

B. USAID Strengthening.

Rose Rakas reported on the upcoming activities of the USAID/UAA Mentoring Program:

- Follow up with Payne Alumni Employee Resource Group to schedule a meeting to discuss how the USAID/UAA Mentoring Program can support Payne Alumni.
- Continue to work on the evaluation of the mentoring program.
- Finalize language with the Bureau for Humanitarian Assistance (BHA) on the announcement of the call for volunteers with significant DC experience to help with their internal mentoring program.

C. Annual General Meeting.

Nancy Pielemeier reported on preparations for the 2021 Annual General Meeting:

- Samantha Power will also be invited to give the keynote speech.
- On Day 1 of the AGM, the main session will address cooperation in the international response to the COVID-19 pandemic, and efforts to address health security.
- The committee is looking for panelists from a diversity of backgrounds and perspectives: e.g., Amanda Glassman, CGD's top health policy expert, possibly as moderator; and, as panelists, Jeremy Konyndyk, now Executive Director of the USAID COVID-19 Task Force (USAID), the State Department's Gayle Smith, who coordinates the government-wide response to COVID-19 (DOS), Sara Bennet of the Johns Hopkins Bloomberg School of Public Health (academia); Mohammed Pate of the World Bank (international financial institution), and Paul O'Brian, formerly with Oxfam, now head of Amnesty USA (NGO).

After discussion, the consensus view was that USAID be represented on the panel, if possible. If, however, the committee decides to include Gayle Smith as a panelist, Alex Shakow will coordinate with the AGM committee to arrange an invitation.

ACTION ITEMS: (1) The AGM committee will consider whether and how to invite Jeremy Konyndyk to join the Day 1 panel. (2) Anyone able to as a contact Mohamed Pate of the World Bank, please let the AGM Committee know.

D. Membership.

Bette Cook reported on behalf of the Membership Committee:

- The next Newsletter will be published June 7. A notice will be sent out on May 24 reminding ExCom members that the deadline for submitting materials for publication is June 1.
- The Summer Picnic is being planned as a hybrid event, both virtual and in-person. We are therefore in need of an outdoor venue with a wi-fi connection for the those who attend virtually. Please submit ideas and suggestions to Bette.

E. Public Outreach.

Beth Hogan reported for the Public Outreach Committee:

- The panelist for the outreach session of the AGM will be Alex Grant, Acting Director of Outreach for USGLC.
- The committee is continuing its discussions with USGLC on ways in which UAA and USGLC can partner on outreach efforts. USGLC has 32 state advisory committees, holds round tables, and sponsors frequent invitation-only events with Members of Congress.
- The committee will distribute the final version of the Charter of the Regional Activities Committee momentarily.

F. Development Issues.

Steve Giddings reported for the Development Issues Committee.

- The May 19 DIC meeting on Education in a post-pandemic environment was attended by 29 (of 53 who registered). The presenters were Charles North of the Global Partnership for Education and Susannah Hares of CGD. The committee will post Jim Michel's meeting notes and the presenters' slides on the UAA public website.
- The committee is about to announce that, June 23, Bonnie Glick and Eric Postel will discuss how USAID, and the U.S. Government in general, can adjust to China's activity in the developing world.
- As of today, 22 people have responded to a May solicitation on the UAA website seeking volunteers to support PPL on evaluations and Mission Mentorship on program design. The deadline for submission of expressions of interest was last Friday. The committee will share the list of volunteers with PPL, which will then need to identify point person for the various initiatives.
- The next Book Club, scheduled for May 26, will consider "The Third Pillar," by Raghuram Rajan, with Bobbie van Haeften leading the discussion.

Alex Shakow added that the next UAA/DACOR Development Dialogue, to be announced presently, is scheduled for June 4, with Steve Morrison, head of CSIS Global Health, speaking on "Where is U.S. Leadership Heading" – a topic relevant to the upcoming AGM.

5. OTHER BUSINESS.

A. System and Administrative Issues.

None.

B. Schedule/Venue of Future Meetings.

1. Board.

The Board will meet in closed session via Zoom on Thursday, June 3, at 11:00 a.m. Decisions of the Board will be recorded by Carol Dabbs.

2. ExCom.

The next meeting of the ExCom will take place via Zoom on Thursday, June 17, beginning at 10:15 a.m. The Zoom connection will open at around 10:00 a.m.

C. Other.

Carol Peasley reported that she joined a representative of Plan International at a meeting with two members of the HFAC staff who are working on an authorization update. She offered to put the staffers in contact with UAA if they were interested in consulting with former USAID officials. During our discussion, the staffers expressed particular interest in the role of FSNs.

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:00 noon.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Date: June 18, 2021

Attachments:

- A. UAA Finance Report as of April 30, 2021
- B. UAA 2021 Budget Report (through April 30, 2021)
- C. UAA Membership and Contributions Summary (April 1 – April 30, 2021)

ATTACHMENT A
UAA FINANCIAL REPORT
AS OF APRIL 30, 2021

(U. S. Dollars)

	Balance 03/31/2021	Deposits	Disburse- ments	Balance 04/30/2021
UAA Operations Account				
Checking Account	53,538.89	6,990.88	1,070.00	59,459.77
Savings Accounts	15,767.90	3.89	0.00	15,771.79
Total Operations Member Acct	69,306.79	6,994.77	1,070.00	75,231.56
UAA History Project Account				
Checking Account	0.00	5,000.00	0.00	5,000.00
Savings* Accounts	74,373.46	63.45	5,000.00	69,436.91
Total History Project Member Acct	74,373.46	5,063.45	5,000.00	74,436.91
UAA Total Bank Accounts				
Checking Accounts	53,538.89	11,990.88	1,070.00	64,459.77
Savings* Accounts	90,141.36	67.34	5,000.00	85,208.70
Total LFCU Accts	143,680.25	12,058.22	6,070.00	149,668.47

Funds transferred to Checking.

* Includes both Main Savings and Premier Savings Accounts

5/18/2021

ATTACHMENT B

UAA 2021 BUDGET REPORT (THROUGH APRIL 30, 2021)

	2021 Budget as approved 12/17/2020	January 2021	February 2021	March 2021	April 2021			Comments
Revenue by Source		Contributions				Thru latest month		
Click and Pledge (recorded when deposited)	33,000	8698	2988	5082	2704	19,472		from bank statement
Checks (recorded when received)	4,500	275	950	275	500	2,000		checks received list
Refund of IRS penalties					3812	3,812		
REVENUE TOTAL	37,500	8,973	3,938	5,357	7,016	25,284		
Expenditure Items and Categories*						Thru latest month	Budget Remaining	
Membership Committee								
AGM Catering Services	7,000					0	7,000	
Awardees & Speaker Travel	1,150					0	1,150	
Alumni Awards	300					0	300	
Costs to host virtually or hybrid	1,000					0	1,000	
Sub-Total, AGM (assumes no cost at CGD)	9,450	0	0	0	0	0	9,450	
Other	500					0	500	
Winterfest	0					0	0	
Spring Reception	0					0	0	
Summer Picnic	500			425		425	75	9/19/21 reservation Ft Hunt
Sub-Total, Social events	1,000	0	0	425	0	425	575	
Development Issues Committee	500			53		53	447	30-day increase Zoom capacity to 500, used 3/18 & 4/14
Strengthening USAID Committee	1,500					0	1,500	
Public Outreach Committee								
Retirement Ceremony	0					0	0	
Travel to establish Regional Alumni branches	1,000					0	1,000	
Produce Speaker Presentation Materials	3,000					0	3,000	
Contributions to umbrella/related organizations	500					0	500	
Sub-Total, Public Outreach	4,500	0	0	0	0	0	4,500	
Donations								
DACOR	1,030				1,000	1,000	30	
CGD	1,000					0	1,000	
Arizona State University or Other	500					0	500	if resume use facilities
USGLC General Membership	500		500			500	0	to 501c3
Sub-Total, Donations	3,030	0	500	0	1,000	1,500	1,530	
Administrative Costs								
Administrative Assistant	13,200			3,432		3,432	9,768	thru 3/15/21
Mail Box Rental	150					0	150	
Website: Web Master/domain hosting	3,000	1,065				1,065	1,935	
Constant Contact	840	70	70	70	70	280	560	
Zoom subscription	160					0	160	
Bank Charges: Click & Pledge, transfer fees	1,800					0	1,800	Click & Pledge net fees
Liability Insurance	500					0	500	
Tax Preparation	650					0	650	
IRS Penalties	0					0	0	
Financial Review	1,000					0	1,000	deferred from 2020
Miscellaneous Office Supplies	300					0	300	eg, stamps
Sub-Total Administrative Costs	21,600	1,135	70	3,502	70	4,777	16,823	
Contingency (3.6%)	1,500		75			75	1,425	refund to member who paid 2nd time by mistake
EXPENDITURES TOTAL	43,080	1,135	645	3,980	1,123	6,830	36,250	
REVENUE MINUS EXPENDITURES	-5,580	7,838	3,293	1,377	5,893	18,454		

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

6/15/2021

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

April 1 – April 30, 2021
(includes 2020 data for comparison)

Registrations:

New alumni registrants, April 1 – April 30, 2021:	8
New associate registrants, April 1 – April 30, 2021:	0
Total new registrants, April 1 – April 30, 2021:	8
Total new registrants for 2019 through April 30, 2021:	31
Registrants whose names were removed in April 2021:	0
Total registrants through April 30, 2021:	1183
Total registrants through April 30, 2020:	1115

New registrants in April 2021:

Jenny McGee	Laura McPherson
Donna Kerner	Heather McHugh
Wade Channell	Beatrice Saint Victor
Anna Mary Coburn	Anthony Chan

New associate registrants in April 2021:

None

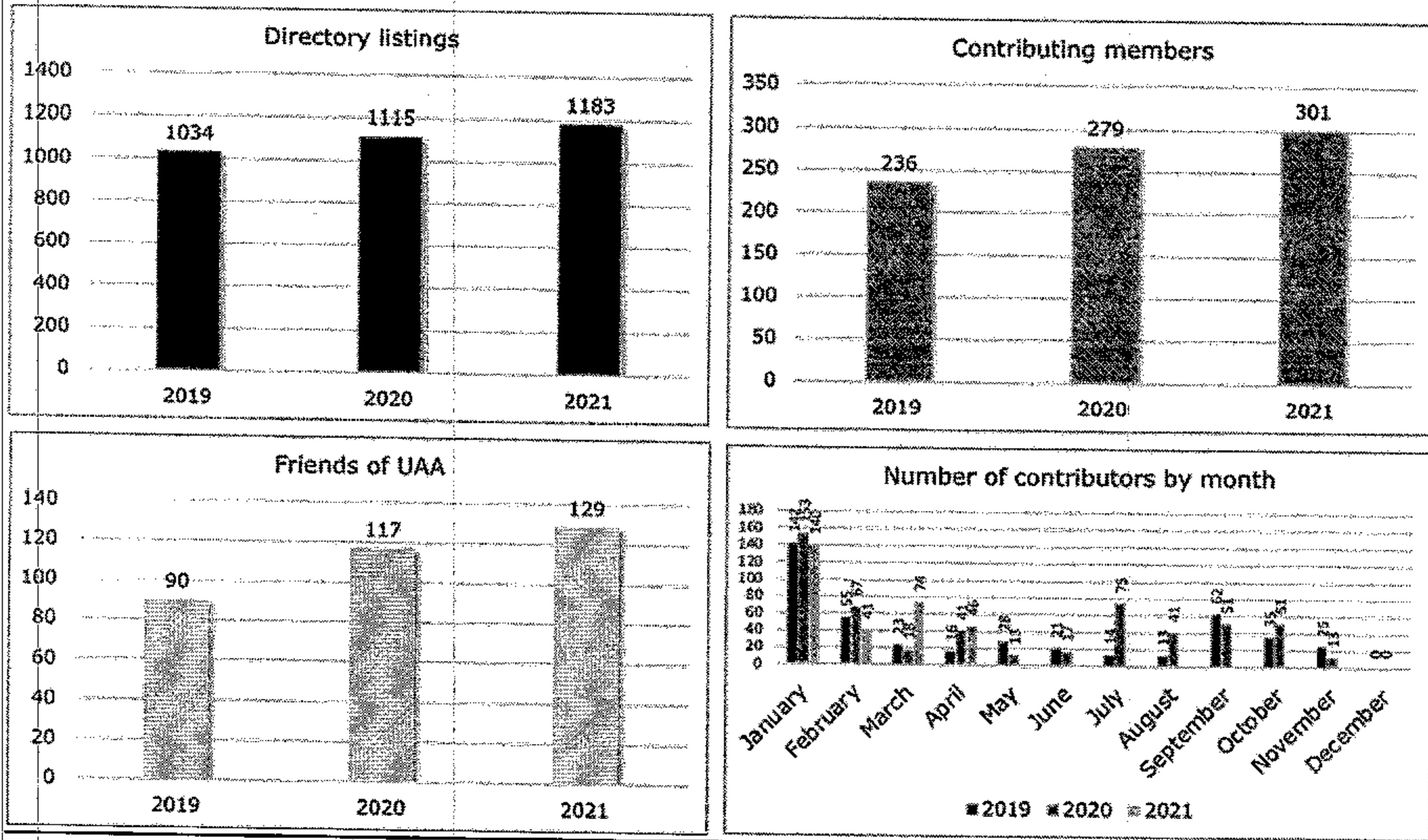
Registrants whose names were removed in April 2021: deceased/unsubscribed:

None

Membership Contributions Summary:

Alumni contributions, April 1 – April 30, 2021:	46
Total number of contributors for 2021 through April 30:	301
Total number of contributors for 2020 through April 30:	279
% of contributors through April 2021 as compared to April 2020:	108.0
Total number of \$100+ contributors, April 1 – April 30, 2021:	17
Total number of \$100+ contributors for 2021 through April 30:	129
Total number of \$100+ contributors for 2020 through April 30:	117
% of \$100+ contributors through April 2021 as compared to April 2020:	110.0
Number of new contributing members, April 1 – April 30, 2021:	6
Total number of new contributing members for 2021 through April 30:	16
New contributors as a % of new registrants for April 2021:	75.0

Comparison over the years as of end April 2021:



Contributions received in April 2021: (Number of * indicates number of repeat contributions from members; "Friends of UAA," who contributed \$100 or more, are indicated in **bold**).

New Contributing Members: 6

Anthony Chan
Wade Channell
Anna Coburn

Julius Coles
Donna Kerner
Jenny McGee

Contributing Members: 40

Rodeina Abdel Fattah
Joan Ablett
David Adams
G. Tracy Atwood
Carla Barbiero
L Marcia Bernbaum
Jerry Bisson
Clifford Brown
Harriett Destler
Lloyd Feinberg

Stephen Grant
Ned Greeley
Mary Huntington
Charles Llewellyn
David Olinger
Noreen O'Meara
Carole Palma
Neil Price
Allan Reed
Robert Resseguie

Jami Rodgers
Irving Rosenthal
Cynthia Rozell
Kenneth Schofield
Heather Skilling
Barbara Smither
Thomas Staal
Thomas Stephens
Paul Thorn
Robert Walker

James Ward
Janice Weber
Gordon West
Steven Wisecarver
Joan Wolfe
Peter Bloom
Jonathan Conly
Kempe Hope
Shahabuddin Khan
Dale Gibb