

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING¹
Thursday, September 9, 2021
10:15 am – 12:35 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, September 9, 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 ^[2]
Steve Giddings	Nancy Pielemeier
Steve Haykin	Rose Rakas
Beth Hogan	Joy Riggs-Perla
Roberta Mahoney	Alex Shakow
David McCloud	Rob Sonenthal

Absent:

Tom Nicastro

WEBMASTER

Tish Butler

SYSTEMS MANAGER

Ven Suresh^[2]

MEETING CHAIR

Anne Aarnes

* * * * *

Anne Aarnes called the meeting to order at 10:15 a.m.

After calling the roll of Directors, Anne noted that (i) a quorum of the Board was present; (ii) on behalf of the Public Outreach Committee, David McCloud would be recording the decisions and

^[1] The excellent assistance of David McCloud the Public Outreach Committee in the preparation of these minutes is gratefully acknowledged.

^[2] Joined in progress.

planned actions that result from the meeting for distribution to ExCom members; and (iii) at the October 21, 2021 meeting, the Membership Committee would be responsible for recording decisions and planned actions.

1. MINUTES.

Draft minutes for the July 15 ExCom meeting were circulated and revised prior to the meeting. A motion to approve the revised draft, including changes proposed at the meeting itself by Bette Cook and Carol Dabbs, was duly seconded, and adopted by unanimous vote.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial/Budget Reports.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Financial Reports for July and August 2021 (Attachments A and B) and the Budget Report for July/August 2021 (Attachment C). These reports were circulated prior to the meeting. Carol noted that—

- In July/August, total contributions exceeded total expenditures, resulting in a modest increase in the balance in UAA's bank accounts as of August 31, 2021, to approximately \$142,000.
- The major expenditures in July included a payment to Survey Monkey for the Mentoring Evaluation; August expenditures included fees for domain hosting, Constant Contact, and a payment to DACOR to reserve space for the Strategic Planning meeting.

B. Membership Statistics.

Bette Cook provided highlights from the July/August 2021 Membership and Contributions Summary (Attachment D). She noted that, as of August 31, 2021—

- Compared to August 31, 2019 — the relevant pre-pandemic benchmark — the number of registrants had **increased** by 13.6%, the number of contributors by 23.7%, and the number of Friends of UAA (contributions of \$100 or more) by 38.8%.
- Compared to August 31, 2020, the number of contributors and the number of Friends of UAA had each **declined** by 12%. It is likely, however, that the 2020/2021 declines are due to the pandemic, and do not reflect a long-term trend.
- The July newsletter included a reminder regarding 2021 contributions.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Board Meeting.

Anne reported on the decisions reached by the Board at the directors-only meeting held via Zoom on Thursday, August 26:

- The UAA 2021 Annual Report will include an Executive Summary of 2-3 pages along with the full report. The Executive Summary will be sent by email to individuals on the Constant Contact list; while the full report will be posted to the website.
- The Mentoring Program Evaluation, once finalized, will be shared with key USAID counterparts.
- The Internship Report will be posted to the website.
- The Annual General Meeting will again be virtual rather than in-person.
- The Summer Picnic will not be held in-person; Carol Dabbs cancelled the picnic reservation at Fort Hunt Park, and all but \$10 of the deposit was returned.

[Carol Peasley joined the meeting]

B. Update on Afghanistan.

Jim Bever reported on the status of the Afghanistan evacuation:

- At this point, it appears that all current FSNs who want to leave Afghanistan have been evacuated.
- Departure from Kabul Airport may still be possible for Americans and for former FSNs who have appropriate documentation, but the number who qualify and wish to leave is uncertain.
- Assistance to Afghan refugees who arrive in the U.S. is being handled through the organizations already identified in the list circulated via Constant Contact; at present, there is nothing to add to that list.

Anne suggested that we begin to formulate "lessons learned" from the evacuation and its aftermath. Jim agreed, and proposed that a first step might be to assemble USAID alumni who served as Mission Director in Kabul, perhaps in a meeting organized by the Development Issues Committee.

C. Strategic Planning Retreat.

Terry Brown will distribute a revised agenda for the retreat, now scheduled for October 4 at DA-COR Bacon House, and will convene a preliminary session on Tuesday, September 14, to cull the agenda, identify pre-reads, and discuss the role of the facilitator.

D. Annual Report.

Terry Brown asked that, over the next week, the Committee co-chairs who submitted material for the Annual Report prepare an "executive summary" identifying their committee's highest priorities. (Where more than one committee is involved in an activity, the committee primarily responsible should describe it, and the other relevant committees incorporate the description by reference.)

The full report, similar to those prepared in the past, will eventually be posted on the website; the executive summary of perhaps 2-3 pages should be ready before, and discussed at, the October 4 Strategic Planning Retreat.

Terry will send out an email describing the process and the proposed content of the executive summary.

E. USAID Strengthening.

Roberta Mahoney reported on the USAID/UAA Mentoring Program. The committee—

- has recruited additional alumni support for the Mentoring Program, including Alicia Dinerstein and Carla Royalty;
- is seeking to recruit new mentors;
- is moving ahead with engaging an administrative assistant — perhaps a former FSN, with a possible preference for someone resident in the U.S.;
- shared the evaluation with counterparts, and will share it with mentors and post it on the website;
- is taking a close look at program size, weighing program growth vs. program manageability, especially in light of the need for new mentors;
- will meet with USAID Bureau Coordinators on September 24; and
- will meet with USAID regarding the Agency's own mentoring programs.

F. USAID/UAA MOU Activities.

Jim Bever reported on status of activities under the USAID/UAA Memorandum of Understanding.

- The next quarterly review of MOU activities is scheduled for September 22 or 24.
- Chris Milligan, who has been a strong supporter of the MOU, is retiring from USAID in November.
- The CN hold on funds to support renewal of the ADST grant for oral history has been lifted; LPA is moving forward with the obligation, given that the funds must be obligated by September 30.
- Other MOU activities have slipped or stalled, pending the return of USAID staff to their offices, and the replacement of key Agency contacts at the DAA level. For example:
 - **UAA Support for CDCS:** Kathryn Stevens is now Mission Director in Bangladesh.
 - **Retirement Ceremony:** Rory Donohoe has moved to the Africa Bureau; LPA has no confirmed AA, and there is no pressure on HCTM to move forward; and there has been no response regarding the Administrator's participation. The DACOR Bacon House reservations for a reception following the ceremony have therefore been postponed.
 - **Internship Program:** There is no one left at HCTM to advocate for the program.
- MOU activities are not likely to resume until new counterparts are designated.

G. Annual General Meeting.

Joy Riggs-Perla reported on the status of preparations for the 2021 Annual General Meeting.

- The AGM will be entirely virtual which has, among other things, forced us to compress the schedule. The meeting will take place via Zoom, and last 4 hours, with a single break.

- We hope that Administrator Power will deliver a keynote address, one way or another. (The address could be pre-recorded, with follow-up questions from the UAA Board.) If she has not agreed to participate by mid-October, however, we will probably have to ask the Agency for a surrogate.
- There will be no session at the AGM on public outreach. (It may be possible to devote a DIC meeting to the topic.)
- A revised agenda for the AGM reflecting these changes will be posted on the website.
- The committee is in the process of engaging a webinar "producer" to organize the Zoom meeting and, once a candidate is identified, will send the Treasurer an estimate of the required fees.
- The committee seeks ExCom suggestions regarding whom to invite and who best to contact the proposed invitees; we will circulate last years' list of invitees. When invitations are distributed, include specifics about the agenda and times so invitees can determine when they should participate.

H. History of USAID/ADST Grant.

Alex Shakow explained that the committee is working to publicize the book by—

- Facilitating public discussion of the book: At CSIS this afternoon, John Norris will discuss the book with Dan Runde, followed by comment from Jim Michel and Susan Reichle; next week John will discuss the book with Carol Peasley at a DACOR Development Dialogue.
- Encouraging publications to review or otherwise report on the book: For example, Devex, and the Foreign Service Journal.
- After discussions with the USAID General Counsel's Office, we donated 20 copies of the book to USAID — that is, to the Agency (and specific Agency offices) rather than individuals. (The book's reception at USAID is still unclear, as very few Agency staff have returned to their offices.)
- We also sent copies to 25 Congressional staffers with an interest in USAID; seven responded, including Greg Adams, assistant to Rep. Barbara Lee on the House Appropriations Committee, where he is responsible for foreign assistance issues. After alerting USAID and determining that there was no objection, Jim Bever, Carol Peasley and other alumni discussed the book with Mr. Adams and, at his request, discussed other ways to improve USAID.

Carol Peasley offered a brief update on the ADST oral history grant, noting that once the grant is signed, we will have to discuss the precise terms of UAA participation with the grantee.

Alex noted that John Norris' extensive use of the ADST oral histories in his book served to demonstrate the value and importance of USAID support.

I. Board Elections.

Terry Brown reported that the Nominating Committee has decided on candidates for the upcoming Board vacancies, and will now follow the Board's established procedures to place their names before the membership. The October newsletter will identify the candidates, provide biographical information, indicate who is eligible to vote, and explain the electronic voting process.

Bette Cook noted all the necessary information is ready to be published in the October 4 newsletter, giving members plenty of time to vote before the AGM. As votes come in, the Nominating Committee will be able to check on voter eligibility.

After discussion, the Board consensus was to communicate election information to the membership in a separate letter a week or so before the October 4 newsletter, to highlight the impending election, then to repeat the information in the newsletter, and follow up with an e-mail reminder two weeks later.

4. OPERATING COMMITTEE REPORTS.

A. USAID Strengthening.

[See Part 3.E above.]

B. Annual General Meeting.

[See Part 3.G above]

C. Membership.

Bette Cook reported on behalf of the Membership Committee:

- She encouraged all Board and ExCom members to think creatively about ways to increase UAA membership.
- She noted again that the Summer Picnic had been cancelled because of the pandemic. A general notice was included in the newsletter, and individual notices will be sent to those who signed up to attend.
- In anticipation of the AGM, a reminder regarding membership contributions will soon be sent to all 2020 members who have not yet contributed in 2021.
- The October newsletter will be published on October 4; a reminder regarding materials for publication will be sent on September 20, with a September 27 deadline for receipt of those materials.
- The next newsletter after October 4 will be published on November 15. It will report on the AGM and will cover the months of November and December.

D. Public Outreach.

According to Jim Bever, LPA's public engagement office is staffing up over the next several weeks and will be developing presentation material. We will get back to them early October.

E. Development Issues.

Steve Giddings reported for the Development Issues Committee.

- The DIC's efforts to launch a Mission Mentoring program have not generated much interest as yet, in large part due to the departure of Kathryn Stevens. There have been three responses: Armenia is interested now; Timor Leste perhaps next Spring.
- We were authorized to contact the Armenia Mission directly, and may get a response, but only as a pilot program. We intend to raise this possibility at the upcoming MOU session with Chris Milligan.

Steve Haykin reported:

- The Book Club is organizing, but its schedule for the Fall is still uncertain.
- The Development Issues Committee is scheduling a "Reflections on Afghanistan" discussion featuring Ambassador Tony Wayne, and former Mission Directors Jim Bever and Bambi Arel-lano, for September 22.
- The following DACOR/UAA Development Dialogues are scheduled for September/October:
 - September 15, featuring John Norris in conversation with Carol Peasley.
 - October 13, featuring Paige Alexander, CEO of the Carter Center.

F. History of USAID/ADST.

[See Part 3.H above.]

G. Awards.

Bette Cook provided an update on the work of the Awards Committee:

- The two nominees have been vetted and approved; one has been notified, the other is currently out of the country.
- The committee has ordered two trophies and personalized engraved plates for each.
- Everything is on track for an awards ceremony during the virtual AGM.

5. OTHER BUSINESS.

A. System and Administrative Issues.

If you are having website stability problems, please contact Nancy Tumavick or Ven Suresh.

B. Schedule/Venue of Future Meetings.

- Board. The next executive session of the Board will take place on Thursday, October 7, between 11:00 a.m. and 12:00 noon
- ExCom. The next meeting of the ExCom will take place via Zoom on Thursday, October 21, 2021, beginning at 10:15 a.m. The Zoom connection will open at around 10:00 a.m.
- Strategic Plan. The Strategic Plan retreat is scheduled for October 4, 2021, from 10:00 a.m. to 4:00 p.m. Lunch will be served at the attendee's expense.

* * * * *

Members of the Board and the ExComm are urged to keep Tish Butler informed, fully and timely, of the date and time of all meetings so that the information on the UAA website is fully up-to-date, and meeting conflicts are avoided.

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: October 21, 2021

Attachments:

- A. UAA Financial Report as of July 31, 2021
- B. UAA Financial Report as of August 31, 2021
- C. UAA 2021 Budget Report (through August 31, 2021)
- D. UAA Membership and Contributions Summary (July 1 – August 31, 2021)

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF JULY 31, 2021**

	(U.S. Dollars)			
	Balance 06/30/2021	Deposits	Disburse- ments	Balance 07/31/2021
UAA Operations Account				
Checking Account	61,814.37	609.17	279.88	62,143.66
Savings Accounts	15,771.79	3.93	0.00	15,775.72
Total Operations Member Acct	77,586.16	613.10	279.88	77,919.38
UAA History Project Account				
Checking Account	675.32	0.00	0.00	675.32
Savings* Accounts	61,936.91	55.75	0.00	61,992.66
Total History Project Member Acct	62,612.23	55.75	0.00	62,667.98
UAA Total Bank Accounts				
Checking Accounts	62,489.69	609.17	279.88	62,818.98
Savings* Accounts	77,708.70	59.68	0.00	77,768.38
Total LFCU Accts	140,198.39	668.85	279.88	140,587.36

* Includes both Main Savings and Premier Savings Accounts

9/7/2021

ATTACHMENT B

**UAA FINANCIAL REPORT
AS OF AUGUST 31, 2021**

	(U.S. Dollars)			
	Balance 07/31/2021	Deposits	Disburse- ments	Balance 08/31/2021
UAA Operations Account				
Checking Account	61,814.37	609.17	279.88	62,143.66
Savings Accounts	15,771.79	3.93	0.00	15,775.72
Total Operations Member Acct	77,586.16	613.10	279.88	77,919.38
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* Includes both Main Savings and Premier Savings Accounts

9/7/2021

		January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021				
Expenditure Items and Categories**	2021 Budget approved 06/17/2021	Expenditures									Thru latest month	Remaining 2021 budget approved 06/17/2021	Comments
Public Outreach Committee													
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	0	0	0	0	0	4,500	
Donations													
DACOR	1,000				1,000						1,000	0	
CGD	1,000											1,000	
Arizona State University or Other	500										0	500	only if resume use of facilities
USGLC General Membership	500		500								500	0	
Sub-Total, Donations	3,000	0	500	0	1,000	0	0	0	0	0	1,500	1,500	
Mail Box Rental	176					88					88	88	
Website: Web Master/domain hosting	3,000	1,065					874		168		2,107	893	domain hosting
Constant Contact	840	70	70	70	70	70	70	70	70		560	280	monthly fee
Sound Cloud	135					135					135	0	
Zoom subscription	160										0	160	
Bank Charges: Click & Pledge, tranfer fees	1,800										0	1,800	Click & Pledge net fees
Liability Insurance	500										0	500	
Strategic Planning Meeting	100								100		100	0	deposit for DACOR mtg room
Tax Preparation	725					75					75	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	21,836	1,135	70	70	70	368	944	70	338		3,065	18,771	
Contingency	1,190		75								75	1,115	\$100 moved to Strategic Plng Mtg
EXPENDITURES TOTAL	44,076	1,135	645	548	1,123	368	944	280	338		5,328	38,748	
REVENUE MINUS EXPENDITURES	-2,364	7,838	3,293	4,809	5,893	1,850	354	529	894		25,514		

*Click and Pledge amounts as recorded in bank statement. Checks recorded for month when received (not when cashed).

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

ATTACHMENT D

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

**July 1 – August 31, 2021
(includes 2020 data for comparison)**

Registrations:

New alumni registrants, July 1 – August 31, 2021:	8
New associate registrants, July 1 – August 31, 2021:	0
Total new registrants, July 1 – August 31, 2021:	8
Total new registrants for 2021 through August 31:	44
Registrants whose names were removed in July and August 2021:	0
Total registrants through August 31, 2021:	1196
Total registrants through August 31, 2020:	1135

New registrants in July and August 2021: 8

JoAnn Sparacino	Murl Baker
Matthew Rathgeber	Robert Wilson
Michael Carroll	Sara Paque-Margolis
Melissa Williams	Tony Cully

New associate registrants in July and August 2021:

None

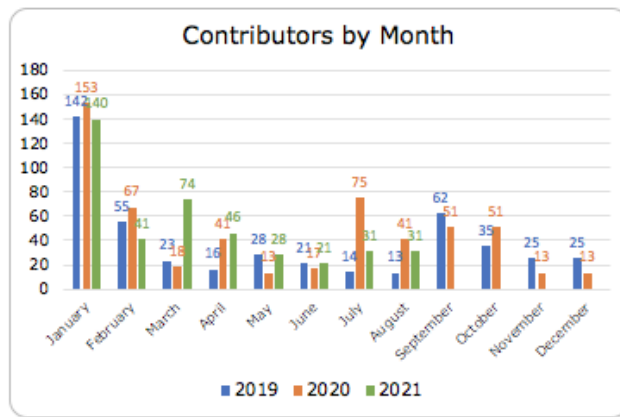
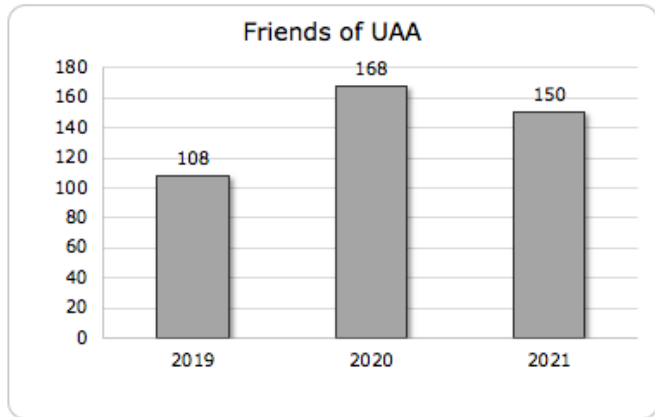
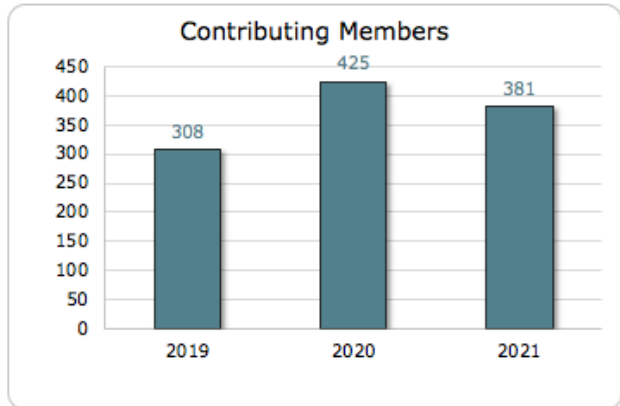
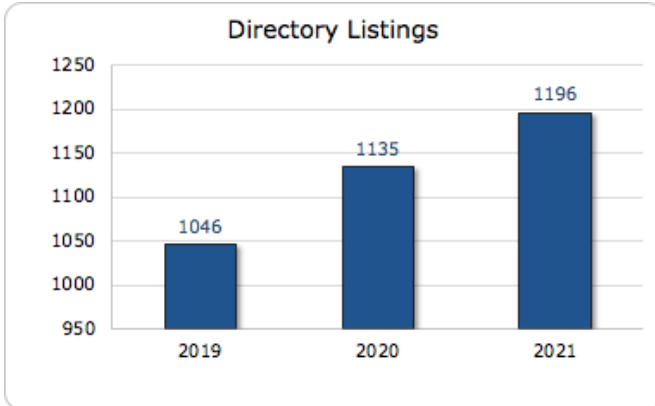
Registrants whose names were removed in August 2021: deceased/unsubscribed:

None

Membership Contributions Summary:

Alumni contributions, August 1 – August 31, 2021:	31
Total number of contributors for 2021 through August 31:	381
Total number of contributors for 2020 through August 31:	425
% of contributors through August 2021 as compared to August 2020:	90.0
Total number of \$100+ contributors, August 1 – August 31, 2021:	6
Total number of \$100+ contributors for 2021 through August 31:	150
Total number of \$100+ contributors for 2020 through August 31:	168
% of \$100+ contributors through August 2021 as compared to August 2020:	89.0
Number of new contributing members, August 1 – August 31, 2021:	5
Total number of new contributing members for 2021 through August 31:	21
New contributors as a % of new registrants for August 2021:	62.5

Comparison over the years as of end August 2021:



Contributions received in July and August 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: 5

Tony Cully	James Unti
Matthew Rathgeber	Sara Pacque-Margolis
R. David Harden	

Contributing Members: 26

Jonathan Addleton	Jim Dempsey	Frances Johnson	David Nelson
Pamela Baldwin	Regina Dennis	Charles Llewellyn	Irving Rosenthal
Richard Blue	Alex Dickie	Maria Mamlouk	Dean Salpini
Peter Boynton	Buddy Dodson*	Pamela Mandel*	James Stein
Bruno Cornelio	William Elliott	Patricia Matheson	Mellen Tanamly
Barbara Crane	Paul Isenman	Khadijat Mojidi	James Vermillion
Jerry Wein	Melissa Williams		