

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]

Thursday, October 21, 2021

10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, October 21, 2021, at 10:15 a.m. The following UAA Directors, ExCom committee 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	Nancy Pielemeier
Steve Giddings	Rose Rakas
Beth Hogan	Joy Riggs-Perla
David McCloud	Alex Shakow
Tom Nicastro	Rob Sonenthal
Carol Peasley	Gail Spence

Absent:

Alicia Dinerstein
Steve Haykin
Roberta Mahoney

WEBMASTER

Tish Butler

SYSTEMS MANAGER

Ven Suresh^[2]

MEETING CHAIR

Margaret Neuse

* * * * *

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 Membership Committee, Tom Nicastro would be recording the decisions and planned actions

^[1] The timely assistance of Tom Nicastro of the Membership Committee in the preparation of these minutes is gratefully acknowledged.

^[2] Joined in progress.

that result from the meeting for distribution to ExCom members; and (iii) at the next ExCom meeting, the USAID History Committee would be responsible for recording decisions and planned actions.

1. MINUTES.

Draft minutes for the September 9 ExCom meeting were circulated and revised prior to the meeting. A motion to approve the revised draft, duly seconded, was 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 Report for September 2021 (Attachment A), the Budget Report through September 30, 2021 (Attachment B), and the 2021 Operating Budget (v.6), as approved by the Board on October 7, 2021. These reports were circulated prior to the meeting. Carol noted that—

- As of September 30, total cash in the UAA Operating Accounts, checking and savings, was just over \$77,000.
- The Budget Report covers only activities funded from the Operating Accounts.
- In the Budget Report, the column headed "September 2021" lists "Revenue by Source" and "Expenditures" in September; the column headed "Thru latest month" lists the total revenues and expenditures for the year-to-date.
- As of September 30, year-to-date revenues minus expenditures resulted in a surplus of \$19,881.

Carol then raised the issue of an appropriate reserve to assure the continuity of UAA operations. She noted that an accepted rule-of-thumb for non-profit organizations is a reserve equal to approximately one year of expenditures, so that, even if the organization receives no income, it can still continue normal operations for one year.

After discussion, the consensus of the meeting was that (i) \$40,000 was an appropriate amount to hold as a reserve; and (ii) the UAA savings account — which contained \$15,775 as of September 30 — was a convenient location for the reserve.

The Board adopted, by unanimous vote, a motion, duly seconded, approving the foregoing approach, and instructing Carol to transfer funds in the UAA Operating Accounts at LFCU from the checking account to the savings account so that the savings account balance equals \$40,000.

Carol noted that transferred funds would be easily accessible, since transfers from checking to savings, and vice versa, can be done easily on line.

In addition, Carol recommended that we continue attributing contributions received after December 1 to membership for the following year. She will draft a notice to our registrants reminding them of this practice.

B. Membership Statistics.

Tom Nicastro called the ExCom's attention to the September 2021 Membership and Contributions Summary (Attachment D). He noted that, as of September 30—

- The number of registrants had **increased** by 12.8% compared to September 30, 2019, and by 5.7% compared to September 30, 2020.
- The number of contributors had **increased** by 11.7% compared to September 30, 2019, but **decreased** by 5% compared to September 30, 2020.
- The number of Friends of UAA (contributions of \$100 or more) had **increased** by 30% compared to September 30, 2019, but had **decreased** by 2% compared to September 30, 2020.

According to Tom, the precise cause of the modest decreases in contributors and Friends of UAA from 2020 to 2021 is still difficult to determine. Carol Dabbs noted that we may not have yet e-mailed a reminder to past members who haven't contributed in 2021, and suggested that this may have affected the numbers. (In 2019 and 2020, such reminders were followed immediately by an uptick in numbers of contributions.)

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Board Meeting.

Margaret Neuse reported on the decisions reached by the Board at directors-only meetings held via Zoom on October 7 and October 11, where the Board:

- Approved an amendment to the 2021 Operating Budget
- Appointed Alicia Dinerstein as co-chair of the USAID Strengthening Committee, replacing Roberta Mahoney, who has been elected to the Board.
- Acknowledged Bette Cook's intention to step down as editor of the monthly Newsletter.

B. Meeting with Administrator Power.

Jim Bever reported on the meeting (via Zoom) between Ambassador Samantha Power, USAID Administrator, and several members of the Board. The meeting was scheduled for 30 minutes, but lasted 45. A wide range of topics was discussed, including but not limited to: UAA's role as unofficial agency historian, in light of its sponsorship of John Norris' *The Enduring Struggle*, and its support for the ADST oral history program; the Memorandum of Understanding between USAID and UAA; the Mentorship Program; the proposed Retirement Ceremony; and, in particular, the efforts of UAA members, among others, to support the evacuation of FSNs from Afghanistan and their reception in the United States.

The UAA participants were deeply impressed by Ambassador Power's knowledge of, and commitment to, USAID's mission, her genuine appreciation of UAA's existing activities, and her willingness to look to UAA for additional ideas and support, even beyond the areas in which it is currently involved. She expressed high interest in the professional development of USAID staff.

The details of the discussion will not be shared outside UAA. However, a brief notice of the meeting will be posted on the UAA website, along with the briefing memorandum that Nancy Tumavick and Anne

Aarnes prepared for the meeting. (It was evident from the meeting that Ambassador Power had read the briefing memorandum carefully.)

[Ven Suresh joined the meeting.]

C. Update on Afghanistan.

Jim Bever reported on alumni efforts to support the evacuation of FSNs from Afghanistan and their reception in, and adjustment to, the United States. Jim and Terry Myers have been leading UAA's contribution to the effort.

- Approximately 50 USAID alumni volunteered for the effort, 30 of whom have already been matched with an evacuated FSN. The volunteers are in touch with each other, in an effort to exchange "best practices."
- There are now more than 60 Afghan FSNs in the country, so additional volunteers would be welcomed.
- A number of FSN evacuees have already been released from their initial quarters on military bases in the U.S.
- PPL is thrilled by UAA's involvement in the effort — in particular, its assistance with resumés, job searches and other networking for the evacuated FSNs.

D. Strategic Planning Retreat.

Terry Brown reported on the Strategic Planning retreat held in person on October 4 between 9:00 am and 4:00 pm, at DACOR Bacon House, facilitated by Rob Sonenthal.

- The retreat benefitted from a table, prepared with information supplied by each UAA committee, that listed, for each goal in the current Strategic Plan, past, present and planned activities, along with the resources, human and material, necessary to carry them out.
- The participants looked critically at the six current UAA goals and agreed that they be simplified and restated under four headings:
 - Three organizational ends:
 - Social
 - USAID support
 - Public outreach
 - Organizational means:
 - Sustainable UAA operations.
- The Strategic Plan will be divided into two parts: (1) a statement of UAA's principal achievements and long-term objectives, which will be posted on-line and need not be amended each year, and (2) an "implementation plan" that specifies the activities that UAA intends to carry out in the succeeding year. (The Annual Report, in turn, will report on UAA activities conducted over the previous year.)
- A 5-person working group was organized to prepare the new plan, consisting of Terry Brown, Roberta Mahoney, Chris Crowley, Denise Rollins and Rob Sonenthal.

E. USAID Strengthening.

Rose Rakas announced the appointment of Alicia Dinerstein as committee co-chair, replacing Roberta Mahoney, whom (we are confident) will be elected to the Board once the ballots are counted in anticipation of the upcoming AGM.

Rose also reported on the status of the USAID/UAA Mentoring Program.

- The application period for the new cohort is ongoing, and closes on November 3. There are currently 50 applications pending. The application form emphasizes the need for a 6-month commitment, which may be holding down the number of applicants.
- We are in the process of recruiting and organizing mentors.
- USAID has, on its own initiative, designated program coordinators for all 5 geographic bureaus.
- The committee has been working with the Payne Fellowship Program to publicize the availability of fellowships.
- We are preparing to engage an administrative assistant, and are working on the necessary contract document.

F. USAID/UAA MOU Activities.

Jim Bever reported on status of several activities covered by the USAID/UAA Memorandum of Understanding.

- Retirement Ceremony: There is new interest at USAID in the proposed Retirement Ceremony, which may now take place in December.
- USAID 60th Anniversary Events: LPA requested that UAA participate in the 60th Anniversary keynote event to take place in early December, but also in lower-profile events. We will follow up with Peter Malnak sometime after Thanksgiving.

On the invitation of Ambassador Rubin, president of AFSA, UAA will participate in an AFSA-sponsored 60th Anniversary event in downtown D.C. sometime in November. A UAA representative will offer greetings to the attendees. All USAID alumni are invited, not only those who are AFSA members.

G. Annual General Meeting.

Nancy Pielemeier reported on the status of preparations for the 2021 Annual General Meeting.

- The AGM has been switched from in-person to virtual.
- 159 people are already registered, along with 20 invitees.
- In the wake of our meeting with Ambassador Power, her office has confirmed that she will participate in a "fireside chat" at the AGM. The session will last approximately 45 minutes, tentatively divided into a 25-minute "chat," and 20 minutes of questions from the UAA Co-chairs (who encourage suggestions on what to ask from ExCom members).
- In addition to Ambassador Power, the UAA Co-chairs, the moderator and panelists for the morning session, John Norris and Alex Shakow to discuss *The Enduring Struggle*, and the two alumni awardees and their families, are all poised and ready to go.
- The only remaining issue is: How to handle questions/answers for the other sessions.

H. History of USAID/ADST Grant.

Alex Shakow reported that an article by John Norris and a review of *The Enduring Struggle* by Jim Bever are scheduled for publication in upcoming issues of the Foreign Service Journal.

I. Board Elections.

Terry Brown reported that—

- Voting for UAA directors will close on October 25.
- The successful candidates will be announced at the AGM.
- As of October 21, we had received 98 completed member votes of 324 that have been started.

4. OPERATING COMMITTEE REPORTS.

A. Public Outreach.

Beth Hogan reported on the committee's efforts to organize regional chapters.

- Alexi Panehal, the lead for a possible regional chapter in the Midwest, does not believe there are enough interested alumni in her region to support such a chapter, but she (Alexi) will join the committee.
- The committee plans to convene a meeting with the regional leads, and to meet with a former POC co-chair.

B. Membership.

Bette Cook reported on behalf of the Membership Committee:

- She considers the decrease in "Friends of UAA" compared to 2020 to be an anomaly, due at least in part, to the pandemic, and noted that, during the same period, the total funding from contributors had actually increased.
- The committee intends to target additional effort on people who are registered but have not become contributors.
- The committee will ask the Board to consider adjusting the recommended contributions — especially for alumni in the Washington metropolitan area — in light of the pandemic and its economic consequences.
- The committee invites offers to host upcoming social events and, in general, for assistance in event planning.
- The last newsletter of the year will be published in mid-November, and cover the months of November and December.

C. Development Issues.

Steve Giddings welcomed Gail Spence as a member of the DIC, and reminded the ExCom of the following upcoming events:

- On November 5, the DIC will host a discussion of the implications for U.S. immigration policy of economic and social development in the Northern Triangle, featuring Claudia Araujo, President of FUSADES, the Salvadoran Foundation for Economic and Social Development; Jonathan Fantini-Porter, Executive Director of the Partnership for Central America; and Michael Camilleri, Executive Director of USAID's Northern Triangle Task Force.
- On December 8, the Book Club will convene a Zoom discussion of *The Enduring Struggle*, featuring John Norris in conversation with Alex Shakow.

D. History of USAID/ADST Cooperative Agreement.

Carol Peasley reported on the recently awarded ADST oral history cooperative agreement.

- There will be a meeting on CA implementation, at which USAID will establish its priorities on subject matter. Carol prepared an initial proposal, with the assistance of Susan Reichle.
- The initial plan is to conduct 70 interviews, but there may possibly be more.
- The five volunteers who have been serving as interviewers will continue in that role under the new CA, but it is possible that an additional volunteer interviewer will be needed.

E. Awards.

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

- The two nominees have been vetted and approved, their families notified, and they are set to participate in the AGM award ceremony.
- The trophies and personalized engraved plates will be displayed on Zoom, and then sent to the awardees.

F. Strengthening USAID.

Rose Rakas noted that, at the AGM, the Co-chairs, in their opening remarks, will, on behalf of the committee, (i) recognize the Bureau coordinators recently designated by USAID, and (ii) encourage participating alumni to volunteer as mentors for the Mentoring Program.

5. OTHER BUSINESS.

A. System and Administrative Issues.

If the website stability problems discussed at the September ExCom meeting are not yet resolved, please contact Nancy Tumavick or Ven Suresh.

Rob Sonenthal alerted the ExCom members that, immediately after the AGM, the annual Acknowledgement of the UAA Statement of Policy on Conflicts of Interest will be due. He will circulate copies of the SOP and Acknowledgement and, at the December ExCom meeting, will begin pestering the directors and co-chairs for their signed Acknowledgements.

B. Schedule/Venue of Future Meetings.

Board. The next executive session of the Board will take place on November 4.

ExCom. The next meeting of the ExCom will take place via Zoom on Thursday, December 2, beginning at 10:15 a.m., and will cover the months of November and December. As usual, the Zoom connection will open at around 10:00 a.m.

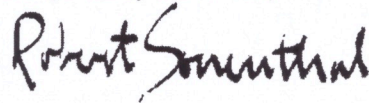
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Members of the Board and the ExComm are urged to keep Tish Butler informed, fully and timely, of the date and time of all meetings, especially Zoom meetings, so that the information on the UAA website is fully up-to-date, and meeting conflicts are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

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:18 p.m.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Date: December 9, 2021

Attachments:

- A. UAA Financial Report as of September 30, 2021
- B. UAA 2021 Budget Report (through September 30, 2021)
- C. UAA Operating Budget (as approved October 7, 2021)
- D. UAA Membership and Contributions Summary (September 1 – September 30, 2021)

ATTACHMENT A

UAA FINANCIAL REPORT AS OF SEPTEMBER 30, 2021

		(U.S. Dollars)			
		Balance 08/31/2021	Deposits	Disburse- ments	Balance 09/30/2021
UAA Operations Account					
Checking Account		63,437.55	2,649.25	4,750.00	61,336.80
Savings Accounts		15,775.72	0.00	0.00	15,775.72
Total Operations Member Acct		79,213.27	2,649.25	4,750.00	77,112.52
UAA History Project Account					
Checking Account		675.32	500.00 ¹	493.16	682.16
Savings* Accounts		61,992.66	0.00	500.00 ²	61,492.66
Total History Project Member Acct		62,667.98	500.00	993.16	62,174.82
UAA Total Bank Accounts					
Checking Accounts		64,112.87	3,149.25	5,243.16	62,018.96
Savings* Accounts		77,768.38	0.00	500.00	77,268.38
Total LFCU Accts		141,881.25	3,149.25	5,743.16	139,287.34

* Includes both Main Savings and Premier Savings Accounts

10/19/2021

¹ Funds transferred in for reimbursement to A. Shakow for book mailing.

² Funds transferred out for reimbursement to A. Shakow for book mailing.

ATTACHMENT B

**UAA 2021 BUDGET REPORT
(THROUGH SEPTEMBER 30, 2021)**

UAA 2021 Budget Report--Through 09/30/2021													
		January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021			
Expenditure Items and Categories**	2021 Budget approved 06/17/2021	Expenditures								Thru latest month	Remaining approved 2021 budget	Comments	
Administrative Costs													
Administrative Assistant	13,200			3,432						4,180	7,612	5,588	
Mail Box Rental	176						88				88	88	
Website: Web Master/domain hosting	3,000	1,065					874		168		2,107	893	
Constant Contact	840	70	70	70	70	70	70	70	70	70	630	210	monthly fee
Sound Cloud	135					135					135	0	
Zoom subscription	160										0	160	
Bank Charges: Click & Pledge, transfer fees	1,800										0	1,800	Click & Pledge net fees
Liability Insurance	500									500	500	0	
Strategic Planning Meeting	100							100			100	0	
Tax Preparation	725					75					75	650	
IRS Penalties	0										0	0	
Financial Review	1,000										0	1,000	
Miscellaneous Office Supplies	300										0	300	deferred from 2020 eg. stamps
Sub-Total Administrative Costs	21,936	1,135	70	3,502	70	368	944	70	338	4,750	11,247	10,689	
Contingency	1,190		75								75	1,115	
EXPENDITURES TOTAL***	44,076	1,135	645	3,980	1,123	368	944	280	338	4,750	13,510	30,566	
REVENUE MINUS EXPENDITURES	-2,364	7,838	3,293	1,377	5,893	1,850	354	529	894	-2,201	19,881		
*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).													
***Expenditures from bank account in Financial Report are higher, due to checks for 2020 expenses that were cashed in 2021.													
													10/5/2021

ATTACHMENT C

UAA 2021 OPERATING BUDGET v6
(as approved 10/07/2021, with corrected approved AGM total)

UAA 2021 Operating Budget v6, as approved 10/07/2021 (w corrected approved AGM total)

	Budget as approved 6/17/2021	Proposed Changes	Budget as approved 10/07/2021	Comments
Revenue by Source*				
Click and Pledge (recorded when deposited)	33,000		33,000	
Checks (recorded when received)	4,500		4,500	
Refund of IRS penalties	3,812		3,812	
Employer Match	400		400	
REVENUE TOTAL	41,712		41,712	
Expenditure Items and Categories**				
Membership Committee				
AGM Catering Services	7,000	-2,100	4,900	Expecting no expenditure this year; would not be precedent to reduce next year's line item. Just a means to maintain budget bottom line.
Awardees & Speaker Travel	1,150		1,150	
Alumni Awards	300		300	
Costs to host virtually or hybrid	1,000		1,000	
Sub-Total, AGM (assumes no cost at CGD)	9,450		7,350	
Other	500		500	
Retirement Ceremony	1,000		1,000	
Winterfest	0		0	
Spring Reception	0		0	
Summer Picnic	500		500	
Sub-Total, Social events	2,000		2,000	
Development Issues Committee	500		500	
Strengthening USAID Committee	1,500	2,100	3,600	Increase is for: \$3240 for AA (3 mox60 hrsx\$18/hr) + 150 for Miscellaneous = 3390 total needed for rest of year - 1290 remaining current budget = 2100 additional needed
Public Outreach Committee				
Travel to establish Regional Alumni branches	1,000		1,000	
Produce Speaker Presentation Materials	3,000		3,000	
Contributions to umbrella/related organizations	500		500	
Sub-Total, Public Outreach	4,500		4,500	
Donations				
DACOR	1,000		1,000	
CGD	1,000		1,000	
Arizona State University or Other	500		500	
USGLC General Membership	500		500	
Sub-Total, Donations	3,000		3,000	
Administrative Costs				
Administrative Assistant	13,200		13,200	
Mail Box Rental	176		176	
Website: Web Master/domain hosting	3,000		3,000	
Constant Contact	840		840	
Sound Cloud	135		135	
Zoom subscription	160		160	
Bank Charges: Click & Pledge, tranfer fees	1,800		1,800	
Liability Insurance	500		500	
Strategic Planning Workshop	100		100	
Tax Preparation	725		725	
IRS Penalties	0		0	
Financial Review	1,000		1,000	
Miscellaneous Office Supplies	300		300	
Sub-Total Administrative Costs	21,936		21,936	
Contingency	1,190		1,190	remaining Congingency, of which \$750 planned to pay remaining bill for Strategic Planning Workshop at DACOR
EXPENDITURES TOTAL	44,076		44,076	
REVENUE MINUS EXPENDITURES	-2,364		-2,364	

* Click and Pledge amounts as recorded in bank statement. Checks recorded for month when received.

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

10/19/2021

ATTACHMENT D

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Registrations:

New alumni registrants, September 1 – September 30, 2021:	4
New associate registrants, September 1 – September 30, 2021:	0
Total new registrants, September 1 – September 30, 2021:	4
Total new registrants for 2021 through September 30:	48
Registrants whose names were removed in September 2021:	0
Total registrants through September 30, 2021:	1200
Total registrants through September 30, 2020:	1135

New registrants in September 2021:

Maureen Shauket	Haelee Kim
Massa Dunnaville	Stephen Eastham

New associate registrants in September 2021:

None

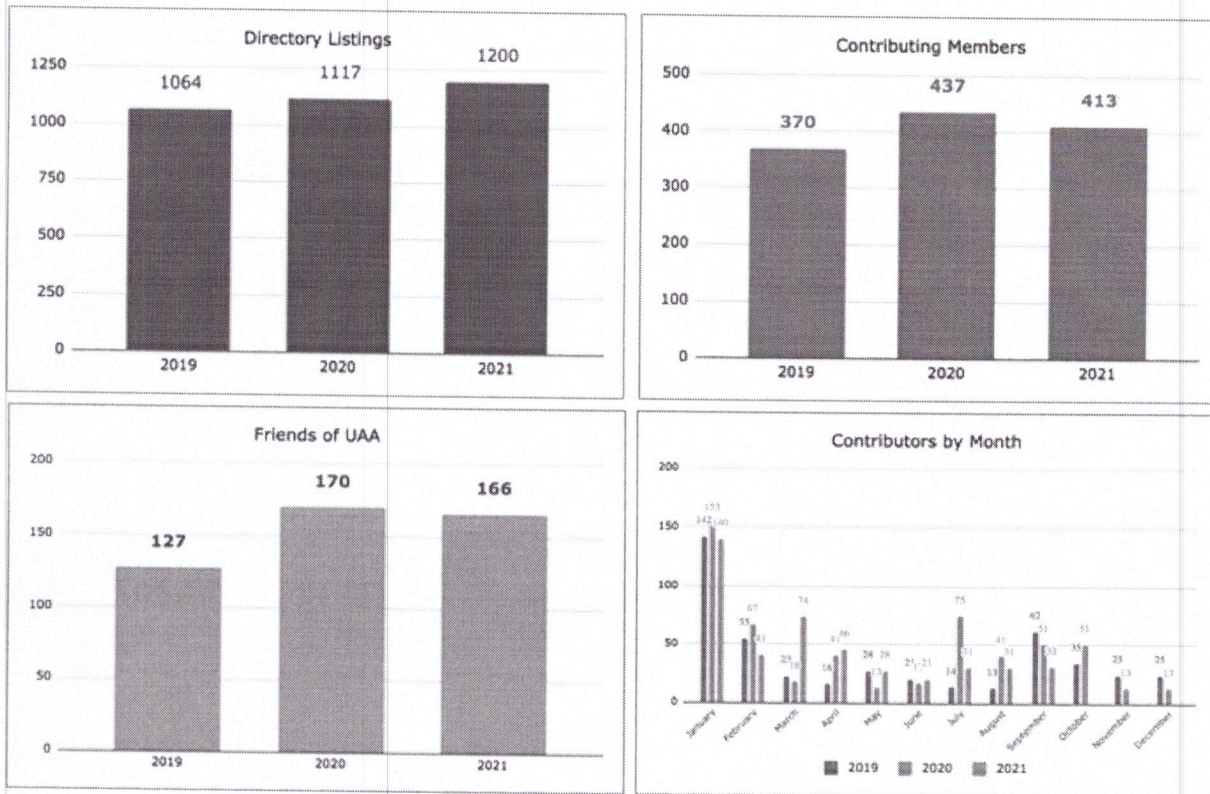
Registrants whose names were removed in September 2021: deceased/unsubscribed:

None

Membership Contributions Summary:

Alumni contributions, September 1 – September 30, 2021:	32
Total number of contributors for 2021 through September 30:	413
Total number of contributors for 2020 through September 30:	437
% of contributors through September 2021 as compared to September 2020:	95%
Total number of \$100+ contributors, September 1 – September 30, 2021:	16
Total number of \$100+ contributors for 2021 through September 30:	166
Total number of \$100+ contributors for 2020 through September 30:	170
% of \$100+ contributors through September 2021 as compared to September 2020:	98%
Number of new contributing members, September 1 – September 30, 2021:	2
Total number of new contributing members for 2021 through September 30:	23
New contributors as a % of new registrants for September 2021:	50%

Comparison over the years as of end September 2021:



Contributions received in September 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: 2

Maureen Shauket
Stephen Eastham

Contributing Members: 30

Glenn Anders	Joseph Fredericks	James Kunder	Sharon Pauling	Emmy Simmons
Pamela Baldwin	Paula Goddard	Neil Levine	Leslie Perry	Donna Stauffer
Robert Davidson	William Ham-mink	Kristin Loken	Harry Petrequin	Theodore Weihe
Paul De Lay	Polly Harrison	Raymond Malley	Timothy Quick	Mark Wentling
Priscilla Del Bosque	Katherine Jones	Kevin Mullally	Lex Rieffel	John Westley
Thomas Fallon	Janet E Kerley	Walter North	David Schroder	Jennifer Windsor