

MINUTES  
of the  
UAA EXECUTIVE COMMITTEE MEETING<sup>[1]</sup>  
Thursday, March 17, 2022  
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, March 17, 2022, 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	Roberta Mahoney
Jim Bever <sup>2</sup>	Margaret Neuse
Terry Brown	Denise Rollins
Carol Dabbs	

Absent

COMMITTEE CO-CHAIRS

Present:

Bette Cook	Joy Riggs-Perla
Steve Giddings	Joe Ryan
Beth Hogan	Alex Shakow
David McCloud	Rob Sonenthal <sup>[3]</sup>
Tom Nicastro	Gail Spence
Carol Peasley	Nancy Tumavick
Nancy Pielemeier	

Absent:

Alicia Dinerstein  
Steve Haykin  
Rose Rakas

WEBMASTER

Present:

Absent:

Tish Butler

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

MEETING CHAIR

Margaret Neuse

\* \* \* \* \*

Margaret Neuse called the meeting to order at 10:14 a.m.

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<sup>[1]</sup> These minutes could not have been prepared without the excellent meeting notes taken by Gail Spence, along with notes provided by Tom Nicastro and Nancy Tumavick on their respective presentations, and comments on early drafts provided by Joe Ryan, Joy Riggs-Perla, Jim Bever, and Carol Dabbs. The contribution of these ExCom members is gratefully acknowledged. [RBS]

<sup>[2]</sup> Joined meeting in progress.

<sup>[3]</sup> Left meeting in progress.

After calling the roll of Directors, Margaret noted that (i) a quorum of the Board was present; (ii) the Development Issues Committee would be recording the decisions and planned actions that result from the meeting; and (iii) at the April 21 ExCom meeting, the History of USAID Committee would be responsible for recording decisions and planned actions.

1. MINUTES.

Draft minutes for the ExCom meeting of February 17, 2022, were sent to the ExCom for comment prior to the meeting. The comments received were incorporated into a revised draft, circulated on March 15. A motion to approve the draft as revised, duly seconded, was adopted by unanimous vote.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial/Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to the reports that were sent to the ExCom in advance of the meeting: the Financial Report for February 2022 (Attachment A); the 2022 Operating Budget Report for the period ending on February 28, 2022 (Attachment B); and a fourteen-month 2021 Operating Budget Report for the year ending December 31, 2021, which includes amounts expended in January and February 2022 that are chargeable to the 2021 Budget (Attachment C).

Carol noted that—

- The balance in the UAA LFCU accounts as of February 28 was just under \$152,000 — a \$2,600 increase from the January 31 balance.
- The Budget for 2021 will close on March 31. Vouchers for expenses incurred in 2021 must be submitted on or before March 31 to be charged against the 2021 Budget.
- The expenses charged to the 2022 budget during February were for 2022 services by the Strengthening USAID administrative assistant, for Constant Contact (our email provider), and for fees from Click and Pledge.

George Hill will provide Carol with some of UAA's older financial records tomorrow. Carol will not be able to attend the April ExCom meeting.

B. Membership Statistics.

Tom Nicaastro summarized trends in UAA membership as reflected in the Membership and Contributions Summary for February 2022 (Attachment D).

- Registrations through February 28 (1,214) were up 4% from February 28, 2021 (1,165).
- Contributing members through February 28 (269) were up 49% from February 28, 2021 (181).
- The dramatic increase in contributions is not an upsurge in new membership — the number of contributors was unchanged from January — but reflects the fact that contributions made in December 2021 counted toward 2022 membership and were included in the totals for January 2022.
- Of the 104 retired USAID Senior Foreign Service/Senior Executive Service (SFS/SES) employees to be honored at the April 7 retirement ceremony—
  - 50 (48%) are UAA registrants; 54 (52%) are not.
  - Twenty-one of the retirees are UAA contributors — that is, just over 50% of the registered retirees, and only 20% of the total of 104.

### 3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

#### A. Board Meeting.

Margaret Neuse reported on the decisions taken by the Board at its Thursday, March 3, meeting:

- Roberta Mahoney was elected to replace Anne Aarnes as Board Co-Chair by unanimous vote. Margaret thanked Anne for continuing to act as Board Co-Chair through the April 3 Board meeting, after which Roberta and Margaret will serve as Co-Chairs until the October AGM.
- The Board agreed to update the agenda for its upcoming meeting with Peter Malnak.
- The Board approved Jim Bever's proposal to support Afghan FSN refugees in the U.S. by making a one-time donation \$1000 to Lutheran Immigration and Refugee Services (LIRS) for, among other things, their planned job fair. The donation will be added to the 2022 Budget and will be disbursed once we learn exactly how it will be used, even if there is no job fair.
- The Board asked to review a draft of the format to be used by committee co-chairs for the workplans to be submitted to implement the Strategic Framework.
- The Board agreed to technical changes proposed by Rob Sonenthal to the draft charter of the Regional Activities Committee. One director thought that a charter was not yet needed.
- The Board agreed in principle to renew the contract with Ron Abolous for website maintenance services, and authorize Carol Dabbs to negotiate a two-year renewal term, and an increase in hourly rate from \$45 to \$50.
- Carol agreed to document UAA procedures and do first draft in describing roles of committees and their co-chairs before next the Board meeting.

#### B. Meetings with USAID Senior Management.

Margaret then reported on recent meetings between USAID senior managers and Anne Aarnes and Beth Hogan, representing UAA:

##### 1. Deputy Administrator.

The Board met with Deputy Administrator Paloma Adams-Allen.

- Ms. Adams-Allen's foci will be DEIA, physical space, and making sure that agency staff have what they need to do their work. She has a strong interest in budgets and seeking resources necessary to expand the FS and DH workforce, and in partnerships and localization. She sees FSNs as being important part of the partnership and localization efforts.
- We reviewed the USAID/UAA MOU with Ms. Adams-Allen and briefed her on the Mentoring Program.
- She agreed on the need for short-term and longer-term solutions for USAID Ukraine FSNs. There are problems using DOS emergency funds; and establishing an emergency fund at USAID is a longer-term solution. She was interested in the possibility of USAID collaborating with a local NGO to provide emergency support to FSNs.
- We informed her that the DAA is still working on the MOU with PPL, and some progress has been made. [Beth then joined meeting. Ms. Adams-Allen knows Beth, and was pleased that she be working on outreach.]
- She will attend the USAID retirement ceremony scheduled for April 7.
- She supports idea of paid internships and will follow up with Peter Malnak in HCTM.
- She likes the idea of using *The Enduring Struggle* in new staff orientation.
- She would like to meet with UAA on quarterly basis and will ask her personal assistant to set up the meeting in June.

2. HCTM Senior Deputy Assistant Administrator.

At the meeting with Peter Malnak, Senior Deputy Assistant Administrator at HCTM, the discussion covered, among other things, FSN benefits (i.e., health insurance) and the upcoming retirement ceremony, which he supports.

Mr. Malnak intends to schedule a meeting with UAA on the creation of an emergency fund to assist USAID FSNs displaced by the Russian invasion — to follow-up on an earlier meeting attended by (i) Anne Aarnes, Jim Bever and Rob Sonenthal for UAA, (ii) a representative of a local NGO, and Mr. Malnak and several of USAID staff, including the agency CFO and legal counsel. Anne Aarnes noted that, the earlier meeting—

- Peter and his colleagues agreed that, given the problems with using DOS emergency funds, or establishing a USAID emergency fund from scratch, providing assistance through a local NGO was probably the best way to get timely assistance to the Ukrainian FSNs.
- Two potential problems were identified: (1) The NGO would need USAID assurances that its participation would not constitute a conflict of interest or otherwise adversely affect its ability to work with USAID in the future; (2) All parties — USAID, UAA and the NGO — would have to protect any PPI required to identify beneficiaries and deliver assistance.
- Peter understands that, on the question of emergency assistance, the ball is in USAID's court.

Gail Spence suggested that we begin to document our efforts to support of FSNs in emergencies and put together a "lessons learned." For example, UAA may want to recommend that USAID revise the FSN health insurance plan so that, in emergencies, it is good outside of the country where the FSN works. Margaret agreed that UAA should begin documenting "lessons learned" about emergency assistance to FSNs for both Ukraine and Afghanistan.

At the meeting Peter Melnick asked if UAA members had experience in emergencies and closing out USAID missions. Should be lessons learned from that. Should be repository of info in those situations.

C. Update on FSNs.

Terry Brown noted that, among Ukrainians displaced by the Russian invasion, FSNs are few in number (currently 77) and in a relatively favorable position compared to other Ukrainian refugees. (For example, the FSNs continue to receive their USAID salaries.) He asked that we adopt a balanced message, keeping the other refugees in mind.

Gail Spence agreed; she recommended that we coordinate our messaging with the State Department, which has far more FSNs than USAID. Margaret noted that Peter Malnak is in close touch with DOS because DOS emergency resources are meager compared to the need and difficult to deploy, it may be interested in our approach.

Margaret added that UAA needs to follow up on the logistics of the proposed NGO-based fund: How will donations be received and how will funds transferred by the NGO to FSN beneficiaries? The NGO's procedures seem cumbersome and could probably be streamlined. She also noted that there is nothing more to report on the status of Afghan FSNs: All FSNs who wanted to leave Afghanistan for the U.S. are here and have moved out of the military bases where they were initially housed; many to the DMV area.

D. Other USAID/UAA MOU Activities.

In Jim Bever's absence, discussion of other USAID/UAA MOU activities was deferred.



E. Spring Reception.

Bette Cook reported that, because no one had volunteered their home, the Membership Committee proposes to hold the Spring Reception at DACOR Bacon House on Thursday, May 26, from 3:00 to 5:30 pm.

- The cost would be \$1900, including finger food, wine, soft drinks, service and clean up, and assuming in-person attendance of 40-50.
- The major advantages of the Bacon House venue include: familiar central location; attractive garden with catering services and labor provided; easy availability to USAID or other special guests invited to speak or attend; discounted charges (rent and bar setup), other reduced costs, for an early Thursday event, with no additional charge for cleanup; and parking available nearby at reasonable rates.
- The major disadvantage is cost.
- The MC needs an indication from the Board as to whether the \$1900 cost is acceptable. Then, if there is still no volunteer host by March 31, we would put down a \$100 non-refundable deposit to hold the Bacon House space until a final decision is made.

Carol Dabbs indicated that the Board plans to review options at its April 7 meeting — to decide whether to have Spring Reception and, if yes, whether there is room in the Budget to cover the cost. (Winterfest 2022 cost \$119 less than Winterfest 2019; in comparison, Spring Reception 2019 cost only \$1043, so \$1900 for the Bacon House space would be an increase.) Bette agreed to provide prior to the April 7 Board meeting as much information as possible regarding the additional costs required to make the in-person event into a hybrid event. This will allow consideration of the full cost for a hybrid event as part of an updated budget.

Bette emphasized that the MC needs a final decision from the Board sufficiently in advance of May 26 to permit the committee to make final arrangements with Bacon House or seek an alternative.

It was agreed that the May 26 date, even though uncertain, would be placed on the UAA internal calendar to assure that Zoom is available.

[Rob Sonenthal left the meeting; Jim Bever and Carol Peasley joined the meeting.]

F. Public Outreach.

Beth Hogan reported on UAA public outreach activities:

- New regional groups will be supported under the Public Outreach Committee until they are ready to organize themselves as separate chapters.
- A planning meeting with the three regional POCs to review suggested activities is planned within the next two weeks.
- The committee will follow up with John Stein on organizing a UAA chapter in southern California; and there is interest in organizing a chapter for North Carolina.
- She met with Nancy Pielemeier and Joy Riggs-Perla of the AGM Committee on a possible session on public outreach, and will try to identify panelists for the session.
- David McCloud can no longer serve as co-chair, given his other commitments, and will have to be replaced. Also, because Beth Hogan will be at USAID/Nepal for three months, from May to August, she, too, will need someone to fill in for her. Several ideas were suggested from those who commented on the draft Strategic Framework. If you know anyone interested in either position, please contact Beth.
- David has been working on a Power Point presentation for outreach.

Margaret urged ExCom members to identify others who may be interested in UAA public outreach — e.g., organizing regional chapters, and developing resources that can be easily used to promote USAID, foreign assistance in general and UAA.

#### G. UAA Strategic Framework/Committee Workplans.

Roberta Mahoney reported on the status of the Strategic framework:

- She has gotten feedback on the Strategic Framework from UAA members Christine Schlecker, in San Diego, Rebecca Black in New Mexico, Rose Marie Depp in Oregon and Zimbabwe, and Jatinder Cheema in Madison, Wisconsin (where two other retired USAID officers live).
- A draft of the SF has been posted to the UAA public website under the "About US" tab. (Terry Brown suggested that a general notice be sent to members announcing that the SF has been posted.)
- On workplan procedures: Each committee co-chair will be asked to identify proposed activities, required resources, and performance measures, using the format prepared by Rob Sonenthal for the Strategic Planning Retreat in October 2021.
- Committee members will be encouraged to provide their co-chairs with feedback on key activities, performance measures, and a brief narrative of work done, and to work with their co-chairs to identify 2 to 5 key activities under each objective.
- DEIA input would be included for each objective.
- Once the committee workplans are submitted and accepted, they would be posted to the website and updated annually so that members (and the public) can learn what the committees are doing.

The Board plans to review the proposed workplan format at its April 7 meeting, and asks that additional input from the ExCom, if any, be provided then. Once the format is approved, co-chairs will be asked to prepare a workplan submission by the following ExCom meeting.

#### H. Website Update.

Nancy Tumavick reported on the status of the UAA website:

- Because Tish Butler will be unavailable from May 3 through May 18, Joe Ryan and David Cohen have agreed to cover the website and newsletter while she is away.
- The working group on website software — comprised of Nancy, as chair, Carol Dabbs, Tom Nicastro, Tish Butler, and Ven Suresh — is meeting weekly to identify current challenges and define needs.
- The group is examining three areas in particular: website and archives; UAA database and how it meets the needs of UAA committees and programs; and other software.
- With regard to the membership database, Tom has developed an exhaustive list of fields of information. Rose Rakas and Alicia Dinerstein have been consulted to assure that the planned new database serves the needs of the mentoring program.
- Nine software packages are being used. The group is studying how each package interacts to the others, and brainstorming about how the interaction might be improved.
- The group will look at how similar organizations — e.g., AFSA, Peace Corps and DACOR — manage their respective databases. Although these organizations are larger than UAA (AFSA budgets \$90,000 for database management!), they provide useful information.
- The group is looking at multiple possible vendors which specialize in serving membership organizations and smaller groups.

While our goal is well-integrated software systems, to the extent possible, we are not there yet.

ExCom members with a particular interest in or need for new/improved software are invited to contact Nancy or Tish. Rose Rakas added that the USAID Strengthening Committee will need additional members and additional support (e.g., for data analysis) in the future to carry out the Mentoring Program, which has expanded significantly, and asked the Board to start recruiting volunteers.

I. Mission Mentoring Update.

Steve Giddings reported on the proposed Mission Mentoring Program.

- Steve met with PPL DAA Sara Walter on soliciting Mission interest. Of the few Missions that responded, USAID/Armenia looks to be the most promising for a pilot project, due, in part, to their new DMD and new strategy. (USAID's outgoing DAA for Europe and Eurasia, Margot Ellis, was upbeat about USAID/Armenia in a conversation with Jim Beaver.) We are expecting a response from USAID/Armenia, perhaps in April, and if the response is positive, will begin recruiting volunteers to attend its retreat in May. Sarah will then send a list of volunteers to USAID/Armenia and let it decide how they want to organize the program. However, there is some uncertainty about whether this will happen as intended, due to the situation in Ukraine.
- Steve is working with PPL to make matches with 8 people. (Jim Bever proposed 2 principals and 2 backups.

[Rose Rakas left the meeting.]

4. OPERATING COMMITTEE REPORTS.

A. USAID History/ADST.

Anne Aarnes reported that, in meetings with Deputy Administrator Adams-Allen and Peter Melnick, both officials thought it a good idea to distribute copies of *The Enduring Struggle* to GS and FS new hires, and that funds to purchase the book be included in next year's USAID budget. Peter suggested that the funds could come from USAID's training material budget.

Jim Bever noted that each Mission has funds that can be used to purchase books. For large purchases, it should be possible to negotiate a discounted price per volume. If the publisher makes such an offer, USAID and/or Missions can include a bulk purchase in their new OE budgets for FY 2023.

B. Awards.

Bette Cook encouraged ExCom members to nominate candidates for the 2022 Alumni/Alumnae of the Year awards.

C. Annual General Meeting.

Nancy Pielemeier reported on planning for the October 2022 Annual General Meeting.

The AGM Committee is planning on a one day, in-person AMG at the Center for Global Development that includes virtual participation capability. It will have two substantive morning sessions on localization; an afternoon session on public outreach; and sessions on other UAA business. Further planning is underway to define the substantive sessions.

Jim Bever suggested scheduling the AGM later in day, so that members living west of the Eastern Time Zone can participate at a normal hour. Carol Dabbs noted that this would be consistent with the decision not to provide breakfast for cost reasons.

On March 16, Carol Peasley and Steve Giddings went to a small working group that is evaluating the early-stage implementation of USAID's localization initiative. Steve prepared a one-page note on the proceedings.

The group is looking to recruit experienced advisors on localization within context of traditional USAID development approaches and Larry Cooley as its moderator; and, at Beth Hogan's suggestion, the group will consider adding to its number a local organization that has received USAID funding and/or Mission Director from Central America, since the localization initiative is currently focused on that region.

One of the issues the group may address is measuring results. At present, USAID seems to be measuring success by the amount of money disbursed to local organizations. UAA may want to encourage USAID to develop more qualitative measures to assess program impact.

D. Membership.

Bette Cook and Tom Nicastro will be representing UAA at the next FSI Job Search/Transition Program.

[See also Parts 2.B ("Membership Statistics") and 3.E ("Spring Reception") above.]

E. Development Issues.

Steve Giddings reported that, on March 16, the DIC hosted an excellent discussion on private sector engagement. The discussion was led by Michael Metzler, Director of the USAID Private Sector Engagement Hub, and Anna Maria Shaker, Chief of Staff of the Deloitte U.S. International Development Practice within Government and Public Service, and Heather Kulp, Manager of Strategy and Analytics for Chevron and former Director of the Niger Delta Initiative in Nigeria. There were 16 participants in addition to the speakers and committee chairs. Jim Michel took notes which will be posted to the UAA website.

5. OTHER BUSINESS.

A. System and Administrative Issues.

None.

B. Schedule/Venue of Future Meetings.

- Next Board meeting: Thursday, April 7, via Zoom
- Next ExCom meeting: Thursday, April 21, between 10:15 am and 12:15 pm via Zoom. The Zoom connection will open at around 10:00 a.m. The History of USAID Committee will be responsible for recording decisions and planned actions. The agenda will include a discussion of virtual vs. in-person meetings. DACOR will host hybrid meetings at Bacon House on April 20 and May 20; based on those meetings, we should be able to assess Bacon House's ability to host a hybrid meeting such as the Spring Reception.

C. Other Business.


- According to Jim Bever, Ken Yamashita has asked to meet with UAA Board while he is in town for two weeks. He has talked to Adm. Power about a Mission Director Conference for later this year — perhaps at the beginning of October — and suggested that that, if held, UAA participate, in part to promote the John Norris book.
- Gail Spence suggested that UAA ask to be included on the formal agenda of such a conference to discuss the USAID/UAA MOU.
- Roberta Mahoney noted that DACOR will hosting its Black Tie Gala on March 24. As a major donor to DACOR, UAA is invited. But because none of the UAA directors is able to attend, the invitation is available to ExCom members. Notify Carol not later than tomorrow, March 18, if you are interested. If there are more than two ExCom members respond, Roberta will conduct a lottery.

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6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:05 p.m.

Respectfully submitted,



Robert Sonenthal  
Assistant to the Secretary

Date: April 26, 2022

Attachments:

- A. UAA Financial Report as of February 28, 2022
- B. UAA 2022 Operating Budget Report (through February 28, 2022)
- C. UAA 2021 Operating Budget Report (through February 28, 2022)
- D. UAA Membership and Contributions Summary (February 1 – February 28, 2022)

# ATTACHMENT A

## UAA FINANCIAL REPORT AS OF FEBRUARY 28, 2022

(U. S. Dollars)

	Balance 01/31/2022	Deposits	Disburse- ments	Balance 02/28/2022
<b>UAA Operations Account</b>				
Checking Account	21,972.47	3,710.43	11,150.41	14,532.49
Savings Accounts	64,797.25	10,010.78	20.00	74,788.03
Total Operatons Member Acct	86,769.82	13,721.21	11,170.41	89,320.52
<b>UAA History Project Account</b>				
Checking Account	5,682.16	0.00	0.00	5,682.16
Savings* Accounts	56,591.85	28.65	0.00	56,620.50
Total History Project Member Acct	62,274.01	28.65	0.00	62,302.66
<b>UAA Total Bank Accounts</b>				
Checking Accounts	27,654.63	3,710.43	11,150.41	20,214.65
Savings* Accounts	121,389.20	10,039.43	20.00	131,408.53
Total LFCU Accts	149,043.83	13,749.86	11,170.41	151,623.18

\$10k from checking to savings

\$20 erroneous inactive fee, reversed March

\* Includes both Main Savings and Premier Savings Accounts

3/15/2022

## ATTACHMENT B

# UAA 2022 OPERATING BUDGET REPORT (THROUGH FEBRUARY 28, 2022)

		January 2022	February 2022			
	2022 Budget v3 (approved 1/20/22)	Revenue		Thru latest month	Remaining approved 2022 budget	Comments
<b>Estimated Revenue by Source</b>						
Click and Pledge (from Settlement Statements)	35,250	8,235	3,542	11,777	23,473	
Checks (recorded when received)	3,000	1,000	225	1,225	1,775	
<b>ESTIMATED REVENUE TOTAL</b>	<b>38,250</b>	<b>9,235</b>	<b>3,767</b>	<b>13,002</b>	<b>25,248</b>	
<b>Routine Expenditure Items and Categories</b>						
<b>Annual General Meeting (program)</b>		<b>Expenditures</b>				
Awardees & Speaker Travel	1,150			0	1,150	assumes no CGD direct cost
Costs to host virtually or hybrid	1,500			0	1,500	
<b>Sub-Total, AGM program</b>	<b>2,650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,650</b>	
<b>Development Issues Committee</b>						
Arizona State University or Other	500			0	500	if resume use facilities
Other	500			0	500	
<b>Sub-Total, Development Issues Committee</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	
<b>Membership Committee</b>						
Retirement Ceremony	500			0	500	
Winterfest	500			0	500	
Spring Reception	500			0	500	
Summer Picnic	500			0	500	
AGM Catering Services	5,500			0	5,500	
Alumni Awards	350			0	350	moved from AGM Committee
Other Social	500			0	500	
<b>Sub-Total, Membership Committee</b>	<b>8,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,350</b>	"Membership Committee" replaces "Social Events"
<b>Public Outreach Committee</b>						
Produce Speaker Presentation Materials	3,300			0	3,300	
Travel to establish alumni branches	1,100			0	1,100	
DACOR	1,000			0	1,000	
CGD	1,000			0	1,000	
USGLC General Membership	500			0	500	
<b>Sub-Total, Public Outreach Committee</b>	<b>6,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,900</b>	
<b>Strengthening USAID Committee</b>						
Administrative Assistant	5,760		176	176	5,584	
Technical Assistance & Facilitator Travel for Virtual Training	400			0	400	
Other	180			0	180	
<b>Sub-Total, Strengthening USAID Committee</b>	<b>6,340</b>	<b>0</b>	<b>176</b>	<b>176</b>	<b>6,164</b>	
<b>Administrative Costs</b>						
Administrative Assistant	13,850			0	13,850	
Website: Web Master/domain hosting	2,500	215		215	2,285	
Constant Contact	900		74	74	826	
Zoom subscription	180			0	180	
Bank Charges: Click & Pledge, tranfer fees	1,800	389	183	572	1,228	
Liability Insurance	500			0	500	
Tax Preparation	725			0	725	
Financial Review	0			0	0	
Office Supplies, mailing costs	300		8	8	292	
<b>Sub-Total Administrative Costs</b>	<b>20,755</b>	<b>604</b>	<b>265</b>	<b>869</b>	<b>19,886</b>	
<b>Contingency</b>	<b>1,500</b>			<b>0</b>	<b>1,500</b>	
<b>ROUTINE EXPENDITURES TOTAL</b>	<b>47,495</b>	<b>604</b>	<b>441</b>	<b>1,045</b>	<b>46,450</b>	
<b>REVENUE MINUS ROUTINE EXPENDITURES</b>	<b>-9,245</b>	<b>8,631</b>	<b>3,326</b>	<b>11,957</b>	<b>-21,202</b>	
<b>ONE-TIME EXPENDITURES</b>						
Retirement Ceremony	1,920			0	1,920	
Website Options Study	5,000			0	5,000	
<b>ONE-TIME EXPENDITURES TOTAL</b>	<b>6,920</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,920</b>	
<b>REVENUE MINUS ROUTINE &amp; ONE-TIME EXPENDITURES</b>	<b>-16,165</b>	<b>8,631</b>	<b>3,326</b>	<b>11,957</b>		

\* NB: History Project funds are not included here; Board approval of such expenditures to be sought separately.  
 Items with this highlighting are changed from last report

3/15/2022

# ATTACHMENT C

## UAA 2021 OPERATING BUDGET REPORT THROUGH FEBRUARY 28, 2022

Revenue by Source	2021 Budget approved 10/07/2021	Contributions												Thru latest month	Remaining approved 2021 budget	Comments
		January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	Paid Jan '22 - March '22		
Click and Pledge (from Settlement Statements)	33,000	9,820	2,800	4,925	2,850	1,925	1,010	675	1,130	2,425	3,550	1,350	7050		39,510	-6,510
Checks (recorded when received)	4,500	275	950	275	500	0	350	200	100	0	100	0	500		3,250	1,250
Refund of IRS penalties	3,812				3,812	NA	NA	0	0	0	0	0	0		3,812	NA
Employer Match	400					400	0	0	0	0	0	0	0		400	NA
REVENUE TOTAL	41,712	10,095	3,750	5,200	7,162	2,325	1,360	875	1,230	2,425	3,650	1,350	7,550		46,972	-5,260
Expenditure Items and Categories*	2021 Budget approved 10/07/2021	Expenditures												Thru latest month	Remaining approved 2021 budget	Comments
		January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	Paid Jan '22 - March '22		
Membership Committee	4,900														0	4,900
AGM Catering Services	1,092														0	1,092
Awardees & Speaker Travel	300														0	300
Alumni Awards	1,058														1,058	0
Costs to host virtually or hybrid	7,350	0	0	0	0	0	0	0	0	0	83	975	0		1,058	6,292
Sub-Total AGM (assumes no cost at CGD)											83	975	0		0	0
Other	500														0	500
Retirement Ceremony	1,000														0	1,000
Winterfest	0														0	0
Spring Reception	500														0	0
Summer Picnic	2,000	0	0	425	0	0	0	0	0	0	0	0	0		425	75
Sub-Total Social events											0	0	0		425	1,575
Development Issues Committee	500														0	0
Strengthening USAID Committee	3,600														0	0
Public Outreach Committee	1,000														0	0
Travel to establish Regional Alumni branches	3,000														0	0
Produce Speaker Presentation Materials	500														0	0
Contributions to umbrella/related organizations	4,500	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Sub-Total Public Outreach											0	0	0		0	0
Donations															0	0
DACOR	1,000														0	0
CGD	1,000														0	0
Arizona State University or Other	500														0	0
USGLC General Membership	500														0	0
Sub-Total Donations	3,000	0	500	0	1,000	0	0	0	0	0	0	0	1,000		2,500	500

Gupta vouchers for 2021 work





## ATTACHMENT D

### UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

February 1 – February 28, 2022  
(includes 2021 data for comparison)

#### Registrations:

New alumni registrants, February 1 – February 28, 2022:	4
New associate registrants, February 1 – February 28, 2022:	0
Total new registrants, February 1 – February 28, 2022:	4
Total new registrants for 2022 through February 28:	12
Registrants whose names were removed in February 2022:	4
Total registrants through February 28, 2022:	1214
Total registrants through February 28, 2021:	1165

#### **New registrants in February 2022:**

Taroub Faramand  
Tom Morrison  
Bob Emrey  
Thomas Hand

#### **New associate registrants in February 2022:**

None

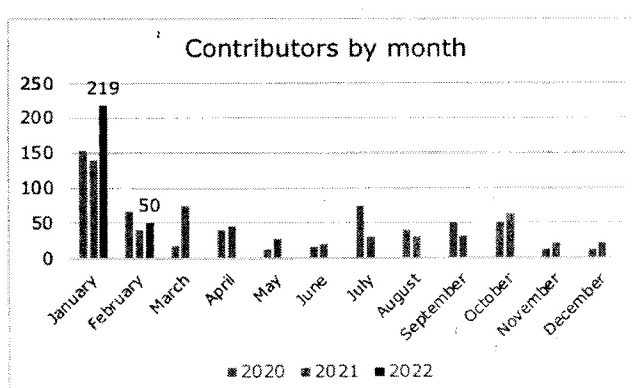
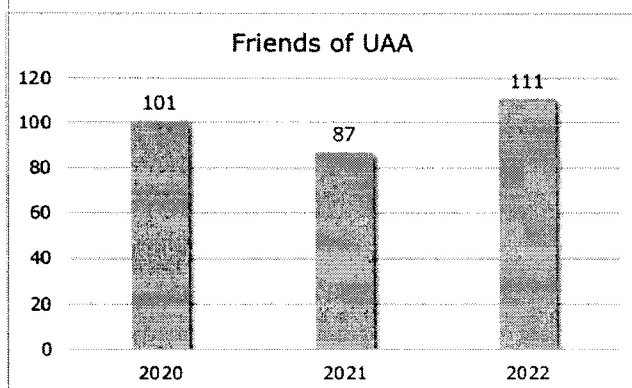
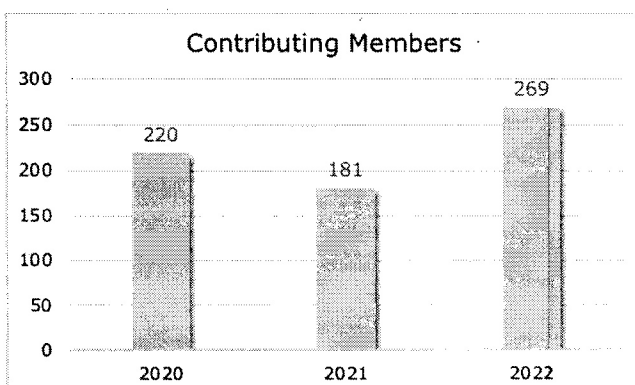
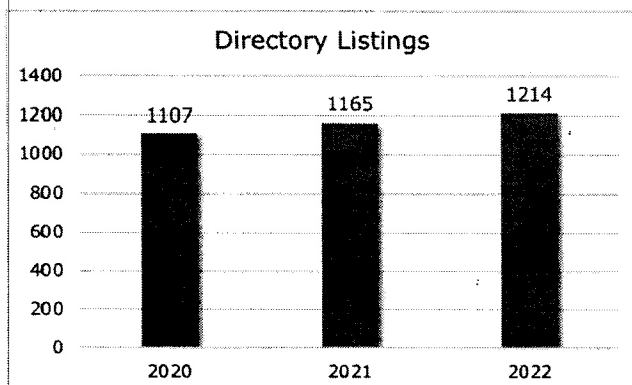
#### **Registrants whose names were removed in February 2021: deceased/unsubscribed:**

Frank Leo Gillespie  
John Tucker  
Carlene Dei  
Hugh (Sher) Plunkett

#### Membership Contributions Summary:

Alumni contributions, February 1 – February 28, 2021:	50
Total number of contributors for 2022 through February 28:	269
Total number of contributors for 2021 through February 28:	181
% of contributors through February 2022 as compared to February 2021:	149.0
Total number of \$100+ contributors, February 1 – February 28, 2022:	20
Total number of \$100+ contributors for 2022 through February 28:	111
Total number of \$100+ contributors for 2021 through February 28:	87
% of \$100+ contributors through February 2022 as compared to February 2021:	128.0
Number of new contributing members, February 1 – February 28, 2022:	3
Total number of new contributing members for 2022 through February 28:	4
New contributors as a % of new registrants for February 2022:	75.0

Comparison over the years as of the end of February:



Contributions received in February 2022: (Number of \* indicates number of repeat contributions from members; "Friends of UAA," who contributed \$100 or more, are indicated in **bold**).

New Contributing Members: 3

**Taroub Faramand**  
Bob Emrey  
Thomas Hand

Contributing Members:

**Anne Aarnes**  
Cecile Adams  
**Adrienne Allison**  
Todd Amani  
**Hilda Arellano**  
**Pamela Baldwin**  
Belinda Barrington  
L Marcia Bernbaum  
Gerard Bowers  
Susan Brems  
Gordon West  
John Westly

**Terrence Brown**  
Julius Coles  
Gary Cook  
**Colette Cowey**  
**Leslie Curtin**  
Kenneth Farr  
**Larry Garber**  
**William Garvelink**  
John Grayzel  
Joanne Grossi  
Robert Wuertz  
Jonathan Conly

Stephen Haykin  
Christian Holmes  
**Paul Iseman**  
Charles Johnson  
Kevin Kelly  
**Roberta Mahoney**  
Cecily Mango  
Richard Martin  
**David McCloud**  
John Miller  
**Dale Gibb**  
Paul Vitale

**Carol Peasley**  
**Donald Pressley**  
**Patrick Rader**  
Alexis Rieffel  
Georgia Sambunaris  
Rosalind Sika  
**David Sprague**  
Miles Toder  
James Vermillion  
**Janice Weber**  
Lisa Whitley