

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, May 19, 2022
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, May 19, 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

Jim Bever²
Carol Dabbs
Roberta Mahoney

Margaret Neuse
Denise Rollins

Absent

Anne Aarnes
Terry Brown

COMMITTEE CO-CHAIRS

Present:

Bette Cook
Alicia Dinerstein^[2]
Steve Giddings
Steve Haykin
Tom Nicastro
Carol Peasley
Rose Rakas

Joy Riggs-Perla
Joe Ryan
Alex Shakow
Rob Sonenthal
Gail Spence
Nancy Tumavick

Absent:

Beth Hogan
David McCloud
Nancy Pielemeier

WEBMASTER

Present:

Absent:

Tish Butler

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

MEETING CHAIR

Margaret Neuse

* * * * *

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

^[1] These minutes reflect the aide memoire prepared by Anne Aarnes on the Board meeting of May 5, the decision memorandum prepared by Rose Rakas and Alicia Dinerstein on behalf of the Strengthening USAID Committee; the notes provided by Tom Nicastro for his presentation on membership; and comments on early drafts provided by Joy Riggs-Perla, Carol Dabbs, and Bette Cook. The contribution of these ExCom members is gratefully acknowledged.
[RBS]

^[2] Joined in progress.

After calling the roll of Directors, Margaret noted that (i) a quorum of the Board was present; (ii) on behalf of the Strengthening USAID Committee, Rose Rakas — and after Rose's departure, Alicia Dinerstein — would be recording the decisions taken at the meeting, and (iii) at the June 16 ExCom meeting, the USAID History Committee would be responsible for recording decisions.

1. MINUTES.

A draft of the minutes for the April 21 ExCom meeting was circulated on Tuesday, May 17 — too late for ExCom members to comment before the meeting. Accordingly, approval of the April 21 minutes was deferred until the June 2 Board meeting, and the deadline for submission of comments on the draft was extended to Monday, May 23.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial/Budget Reports.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Financial Report for April 2022 (Attachment A); and the 2022 Operating Budget Report for the period ending on April 30, 2022, based on the 2022 Operating Budget (v.5) as approved on April 5, 2022 (Attachment B).

Carol reported that—

- The UAA's federal information return for 2021 (Form 990) was filed with the IRS on time on Monday, May 16.
- Carol and Rob Sonenthal are working on obtaining a tax exemption for UAA from the District of Columbia, including an exemption from payment of sales tax.
- We have reached an agreement with Ven Suresh, UAA's Systems Manager, to extend his contract for two years, with an increase in salary of \$3.00/hour.
- The UAA P.O box in Alexandria will be closed as of May 31, although first class mail addressed to the P.O. box will be forwarded for one year thereafter. Henceforth our official address at DACOR will be our only mailing address.
- As part of our routine mid-year Budget review, Carol will be sending committee co-chairs a request for inputs, which should reflect the implementation plans submitted earlier this month. The Board will review these requests and make a recommendation for discussion at the June ExCom meeting. Based on the recommendation, with any changes agreed to at the ExCom meeting, the Board will approve an updated Budget for the year. Our intent is not to need further Budget adjustments except in case of unforeseeable circumstances.

B. Membership Statistics.

Tom Nicastro summarized trends in UAA membership as reflected in the Membership and Contributions Summary for April 2022 (Attachment C).

- As of April 30, 2021, UAA had 1,183 registrants, of whom 301 (or 25.5%) were dues-paying members; as of April 30, 2022, there were 1,234 registrants, of whom 346 (or 28.0%) were dues-paying members.
- Another way of looking at these numbers: as of April 30, 2021, each member's dues supported the dues-payer and 2.9 non-dues-paying registrants; as of April 30, 2022, each member's dues supported the dues-payer and 2.6 non-dues-paying registrants.

- The 2.5% increase in dues payers/registrants from April 2021 (25.5%) to April 2022 (28.0%) occurred because 45 of 51 new registrants (88%) became dues payers.
- In April 2022, 6 of the 7 registrants (86%) also became dues-paying members.

[Jim Bever joined the meeting.]

In the upcoming months, the Membership Committee expects to consider two questions: (1) What UAA benefits should be reserved to dues-paying members? (2) Should the current UAA dues structure be revised?

Tom, Bette Cook and Jim Bever would be representing UAA at the next Job Search/Transition Program at FSI.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Board Meeting (May 5, 2022).

Margaret Neuse reminded the ExCom that two UAA committees — Strengthening USAID and Public Outreach — each need a new co-chair, and that the UAA Book Club needs an organizer.

Margaret then reported on the decisions taken by the Board at its meeting on Thursday, May 5:

- A working group of four Board members — Denise Rollins, Jim Bever, Anne Aarnes and Terry Brown — will formulate a plan for restructuring and defining committee co-chair responsibilities, taking into account the Board's discussions. Terry Brown will draft a short paper as initial input. The group will then prepare a proposed plan by the end of May, which will be reviewed by the full Board and circulated to the ExCom.
- The Board approved an extension of the UAA's contract with Systems Manager Ven Suresh that increased Ven's hourly rate by \$3.00.
- The Board adopted an amendment to Article 7, section 2, of the Bylaws: Instead of "All checks should be executed by the Treasurer or a co-chair," the text will read "All checks shall be executed by the Treasurer or a Board member designated by the Board."

B. Meeting with USAID/DA Adams-Allen.

Margaret solicited comments from the ExCom on a recently circulated draft agenda for the June 10 meeting with Deputy Administrator Paloma Adams-Allen, noting that the current draft would have to be pared down given the limited time available (30 minutes).

- In Jim Bever's view, two key items for the agenda are (1) preparation of a letter from Peter Malnak to the publisher of *The Enduring Struggle* proposing that bulk purchases by USAID be at a discounted price, and (2) production by the agency of a PowerPoint on the importance of development assistance, for use by the agency and UAA.
- Carol Peasley suggested highlighting our gift of copies of *The Enduring Struggle* to HBCUs and to the 13 incoming Payne Fellows.

Margaret will revise and recirculate the draft agenda. After receiving and considering final comments, she will forward a proposed agenda to Ms. Adams-Allen's staff for their review/approval. Once an agenda is approved, we'll prepare detailed talking points.

C. Meeting with HCTM Malnak.

Jim Bever reported that the next meeting with HCTM Peter Malnak has not yet been scheduled, but he intends to contact Mr. Malnak regarding, among other things, (1) to thank him for his support for the Retirement Ceremony, and (2) to check on proposed amendments to the ADS establishing a relief fund for displaced FSNs in Ukraine and worldwide. Mr. Malnak intends to solicit UAA input once the relevant provisions are in draft.

Tom Nicastro proposed that we seek Mr. Malnak's support to have the UAA newsletter distributed to USAID personnel overseas or (at Jim Bever's suggestion) posted to the agency's internal website. (We currently rely on the EXO network for distribution.) Others proposed that we ask the agency to post a brief description of the newsletter with a link to the UAA website (Carol Dabbs), and that the issue be raised at the upcoming meeting with DA Adams-Allen (Roberta Mahoney).

Rose Rakas indicated that the staff contact for the mentoring program, Amber Whittington, is moving to another post; she will be succeeded by Lisa Burnett. USAID contacts have not mentioned expanding categories of mentees.

D. Other USAID/UAA MOU Activities.

Steve Giddings reported on the proposed Mission Mentoring program.

- The Armenia Mission was poised to engage a UAA volunteer as a "Mission Mentor" to facilitate a Mission retreat scheduled for July. As a result of discussions involving the Mission, PPL for the agency, and Steve, Jim Bever and Rob Sonenthal for UAA, a volunteer (Barbara Dickerson) was identified, travel arrangements completed, and reimbursement of expenses agreed upon in principle. At the last minute, however, the Mission chose to use the services of a contractor instead.
- Subsequently, Steve asked PPL to contact a second Mission — Timor Leste — that had expressed interest last fall in a Mission Mentorship pilot, to ascertain if there was still interest.
- Because the program must be Mission-driven, if no Mission is interested in a pilot at this time, UAA and PPL will not pursue this effort further, but may revisit the program in the future.

Steve added that PPL is still interested in UAA volunteer assistance with impact evaluations in Washington.

Rob Sonenthal briefly discussed USAID's ability to reimburse a volunteer's expenses. To be sure, the text of the model Gratuitous Services Agreement negotiated by UAA and USAID/GC prohibits payment of compensation and reimbursement of expenses. However, it should be possible to avoid these prohibitions as long as (1) there is a written agreement (an amended GSA, a purchase order, etc.) between USAID and the volunteer, and (2) that written agreement contains the provisions necessary to avoid a violation of the Anti-Deficiency Act — which is the principal reason that the Government requires pure volunteers to sign a GSA in the first place.

E. FSN Update.

Jim Bever reported that USAID plans to rehire approximately 25% of the FSNs displaced by the fall of Afghanistan. A number of other Afghan FSNs have gotten good jobs, many through the good offices of Afghan FSNs already in the United States.

With respect to relief of displaced Ukrainian FSNs, a potential anonymous donor has asked UAA to determine how USAID would use his/her contribution.

[Steve Giddings left the meeting.]

F. Committee Leadership Working Group.

Denise Rollins reported on the formation of a Committee Leadership Working Group whose members are, in addition to Denise, Anne Aarnes, Terry Brown, Roberta Mahoney and Alicia Dinerstein.

- The group's initial focus will be the immediate problem of the resignations and extended absences of committee co-chairs of the Strengthening USAID and Public Outreach Committees.
- The Strengthening USAID Committee, in particular, faces a substantial workload beginning in the Fall, that will require at least two, and probably more, volunteers. Roberta Mahoney, with the assistance of Rose Rakas and Alicia Dinerstein, is developing a calendar of workflow and associated level of effort required.
- Terry Brown will take the lead on longer-term leadership issues.

Rose Rakas emphasized the importance of USAID's contribution to the Mentoring Program. Our task is not only to marshal UAA resources, but also to get USAID to maintain and strengthen its commitment and contribution to the program.

G. Nominating Committee.

Margaret Neuse explained that two Board members (Anne Aarnes and Terry Brown), having served two terms, are term-limited and will retire from the Board as of the Annual General Meeting in October. A three-member Nominating Committee, composed of the two retiring Board members and Roberta Mahoney (whose initial Board term does not end until 2024) will be responsible for identifying candidates for the two vacant seats. An announcement will be published in the newsletter soliciting nominations (including self-nominations). ExCom members who would like to serve on the Board are encouraged to express their interest; knowledge gained by attending ExCom meetings is an excellent grounding for board members.

H. Spring Reception.

Bette Cook reported on preparations for the annual Spring Reception, scheduled for Thursday afternoon, May 26, at DACOR Bacon House.

- The reception will be a hybrid (in-person and virtual) event.
- Thus far, 52 have registered to attend in person (the Bacon House garden can accommodate 75); 13 have registered to attend virtually.
- The RSVP deadline will be extended through Saturday, May 21.
- Bacon House requires an attestation of vaccination to enter the building, but does not require masks. Nevertheless, the invitation will be modified to encourage in-person attendees to conduct an at-home COVID test, and to attend only if the test is negative.
- The Board will need to identify people to "host" the virtual portion of the reception, to emcee the in-person program, and to take photos.

The Board authorized expenditure of up to \$1,000 from contingency funds if inclement weather requires that we rent a tent, or additional in-person attendees require that we provide more food and drink. (Carol Dabbs noted that, when the 2022 budget is revisited in June or July, the Board can decide to replenish the contingency account.)

At this point, because she had to leave the meeting, Bette reported on the activities of the Membership Committee.

- The MemCom's activities continue to reflect UAA's commitment to diversity, citing, in particular, the alumni profiles published in the newsletter.
- The deadline for receipt of nominations for the 2022 Alumni Awards is July 31.
- The MemCom strongly supports — and the Awards Committee will assist the Board should it decide to make — a "lifetime achievement" award to Peter McPherson, similar to the awards it made posthumously to Peter Kimm and John Sanbrailo in 2019.

[Bette Cook left the meeting.]

I. Strategic Framework and Committee Workplans.

Roberta Mahoney reported on the preparation of committee workplans: She noted that the input received from committee co-chairs has been good, particularly the narratives. However, the matrices have been somewhat larger than expected, and a couple of co-chairs had not yet submitted at all.

Carol Dabbs emphasized that the draft Implementation Plans are wish lists that Board members will consult as they recommend an updated the Budget. The Board's decisions on the Budget may then require the co-chairs to revisit their Implementation Plans to conform to the planned Budget levels.

[Jim Bever left the meeting.]

J. Technology Update.

Nancy Tumavick reported on the working group's review and evaluation of website software.

- Carol Dabbs is developing a matrix to evaluate providers able to create a searchable membership database.
- Tom Nicastro and Ven Suresh are trying to determine whether the membership information on Constant Contact can be used as the membership database, and if it could be used by the Mentoring Program to record more extensive data concerning potential mentors, most likely to be gathered by a separate survey.
- Keeping in mind that the Mentoring Program needs the membership database by August, the Working Group plans to submit its recommendations to the Board in a month or six weeks.
- Once that recommendation is submitted, the Working Group will move on to consideration of the website as a whole.

4. OPERATING COMMITTEE REPORTS.

A. Strengthening USAID.

Alicia Dinerstein briefly noted that—

- The committee's short-term leadership requirements had already been discussed.
- The committee would probably need short-term assistance to help organize the currently available membership information.
- Longer-term assistance would likely be needed to maintain the Mentoring Program at its current level, and to support other committees as well.

- Alicia is working with Carol Dabbs and Rob Sonenthal on how to do such hiring.

B. Annual General Meeting.

Joy Riggs-Perla reported on the status of planning for the 2022 Annual General Meeting:

With respect to the panel on localization—

- The committee has two objectives: first, to encourage USAID to share information on localization with the UAA membership, and second, to provide USAID with feedback on localization from UAA members. The committee has been focusing on the second objective, which could present difficult logistical problems.
- To refine its approach on localization, the committee met George Ingram, who recently published an essay on the subject.
- Carol Peasley agreed to organize a conference call with Don Steinberg to discuss the most useful focus for the session on USAID's changing business practices related to localization

For the session on public outreach, Miles Toder has agreed to step in for Beth Hogan to keep planning for the session moving forward in her absence.

The Board members present, constituting a quorum of the Board, decided, by unanimous vote, to present Peter McPherson with a Lifetime Achievement Award during the AGM, and authorized Bette Cook to purchase the award and Alex Shakow to prepare remarks to be delivered at the AGM.

C. Development Issues.

Gail Spence reported that the DIC meeting on COVID-19 has been rescheduled for June 1. The meeting will feature Atul Gawande, AA for Global Health, and Javier Guzman, Director of Global Health Policy at CGD. Registration is limited to UAA members who have made their contribution for 2022, and closes on May 30.

Steve Haykin reported that, after a meeting on with USAID, it was unclear if/how UAA can support USAID's working group on localization; USAID needs to regroup and clarify what support it wants from UAA before UAA takes any additional action.

Alex Shakow called the ExCom's attention to an upcoming UAA/DACOR Development Dialogue featuring Aaron Williams in conversation with Jim Michel. The event is scheduled for May 20, and will be entirely virtual.

Margaret Neuse added that the current chair of the UAA Book Club wishes to step down, although he will stay on until a successor is identified.

D. USAID History/ADST.

Alex Shakow reported that we are still working with the publisher of *The Enduring Struggle* to offer a discounted price for bulk purchases of the book by USAID.

5. OTHER BUSINESS.

A. System and Administrative Issues.

Nothing additional.

B. Schedule/Venue of Future Meetings.

- Next Board meeting: Thursday, June 2.
- Next ExCom meeting: Thursday, June 16, between 10:15 am and 12:15 pm, via Zoom. The USAID History Committee will be responsible for recording decisions and planned actions.
- Meetings will continue via Zoom through the summer. As always, the Zoom connection will open at around 10:00 a.m.

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:10 p.m.

Respectfully submitted,



Robert Sonenthal
Assistant to the Secretary

Date: June 16, 2022

Attachments:

- A. UAA Financial Report as of April 30, 2022
- B. UAA 2022 Operating Budget Report (through April 30, 2022)
- C. UAA Membership and Contributions Summary (April 1 – April 30, 2022)

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF APRIL 30, 2022**

(U. S. Dollars)

	Balance 03/31/2022	Deposits	Disburse- ments	Balance 04/30/2022
UAA Operations Account				
Checking Account	16,271.44	1,750.37	4,464.20	13,557.61
Savings Accounts	74,808.03	6.35	0.00	74,814.38
Total Operatons Member Acct	91,079.47	1,756.72	4,464.20	88,371.99
UAA History Project Account				
Checking Account	5,682.16	0.00	0.00	5,682.16
Savings* Accounts	56,620.50	14.97	0.00	56,635.47
Total History Project Member Acct	62,302.66	14.97	0.00	62,317.63
UAA Total Bank Accounts				
Checking Accounts	21,953.60	1,750.37	4,464.20	19,239.77
Savings* Accounts	131,428.53	21.32	0.00	131,449.85
Total LFCU Accts	153,382.13	1,771.69	4,464.20	150,689.62

* Includes both Main Savings and Premier Savings Accounts

5/15/2022

**UAA 2022 OPERATING BUDGET REPORT
(THROUGH APRIL 30, 2022)**

		January 2022	February 2022	March 2022	April 2022			
	2022 Budget vS (approved 4/5/22)	Revenue				Thru latest month	Remaining approved 2022 budget	Comments
Estimated Revenue by Source								
Click and Pledge (from Settlement Statements)	35,250	8,235	3,542	3,250	1,900	16,927	18,323	
Checks (recorded when received)	3,000	1,000	225	400	150	1,775	1,225	
ESTIMATED REVENUE TOTAL	38,250	9,235	3,767	3,650	2,050	18,702	19,548	
Routine Expenditure Items and Categories		Expenditures						
Annual General Meeting (program)								assumes no CGD direct cost
Awardees & Speaker Travel	1,150					0	1,150	
Costs to host virtually or hybrid	1,500					0	1,500	
Sub-Total, AGM program	2,650	0	0	0	0	0	2,650	
Development Issues Committee								
Arizona State University or Other	500					0	500	if resume use facilities
Other	500					0	500	
Sub-Total, Development Issues Committee	1,000	0	0	0	0	0	1,000	
Membership Committee								
Retirement Ceremony	0					0	0	
Winterfest	936			936		936	0	
Spring Reception	2,060				100	100	1,960	DACOR deposit
Summer Picnic	500			425		425	75	
AGM Catering Services	5,500					0	5,500	(no breakfast, just coffee)
Alumni Awards	350					0	350	
Other Social	64					0	64	
Sub-Total, Membership Committee	9,410	0	0	1,361	100	1,461	7,949	
Public Outreach Committee								
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	
Sub-Total, Public Outreach Committee	6,900	0	0	0	0	0	6,900	
Strengthening USAID Committee						0	0	
Administrative Assistant	5,760		176			176	5,584	
Technical Assistance & Facilitator Travel for Virtual Training	400					0	400	
Other	180					0	180	
Sub-Total, Strengthening USAID Committee	6,340	0	176	0	0	176	6,164	
Administrative Costs								
Administrative Assistant	13,850				3,630	3,630	10,220	Suresh 1/1-3/31
Website: Web Master	1,250			90		90	1,160	
Domain Hosting	1,250	215				215	1,035	
Constant Contact	900		74	74	74	222	678	
Zoom subscription	180					0	180	
Bank Charges: Click & Pledge, tranfer fees	1,800	389	183	164	103	840	960	Click and Pledge total fees
Liability Insurance	500					0	500	
Tax Preparation	725					0	725	
Financial Review	0					0	0	
Office Supplies, mailing costs	300		8		121	129	171	
Sub-Total Administrative Costs	20,755	604	265	329	3,929	5,127	15,628	
Contingency	1,500					0	1,500	
						0	0	
ROUTINE EXPENDITURES TOTAL	48,555	604	441	1,689	4,029	6,763	41,792	
REVENUE MINUS ROUTINE EXPENDITURES	-10,305	8,631	3,326	1,961	-1,979	11,939	-22,244	
ONE-TIME EXPENDITURES								
Retirement Ceremony	0					0	0	
Lutheran Immigration and Refugee Service	1,000					0	1,000	
Website Options Study	5,000					0	5,000	
ONE-TIME EXPENDITURES TOTAL	6,000	0	0	0	0	0	6,000	
REVENUE MINUS ROUTINE & ONE-TIME EXPENDITURES	-16,305	8,631	3,326	1,961	-1,979	11,939		
* NB: History Project funds are not included here; Board approval of such expenditures to be sought separately.								
Items with this highlight are changed from last report								
5/15/2022								

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

April 1 – April 30, 2022
(includes 2021 data for comparison)

Registrations:

New alumni registrants, April 1 – April 30, 2022:	7
New associate registrants, April 1 – April 30, 2022:	0
Total new registrants, April 1 – April 30, 2022:	7
Total new registrants for 2022 through April 30:	32
Registrants whose names were removed in April 2022:	0
Total registrants through April 30, 2022:	1234
Total registrants through April 30, 2021:	1183

New registrants in April 2022:

Jonathan Palmer	Jeanne Briggs
Michael Casella	Dana Mansuri
Mary Ellen Stanton	Michelle Godette
Joakim Parker	

New associate registrants in April 2022:

None

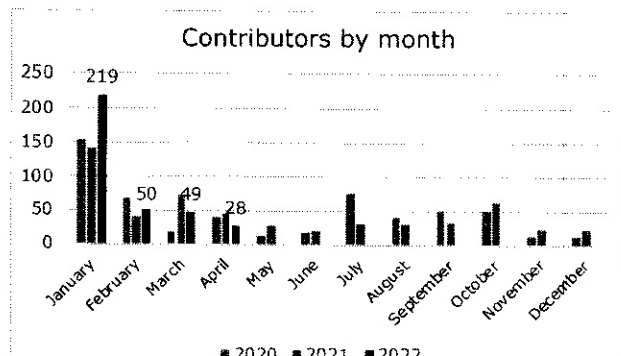
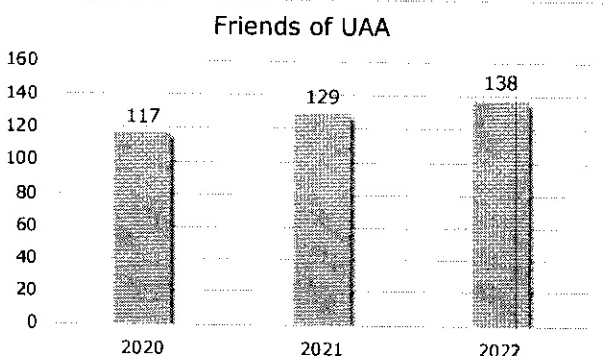
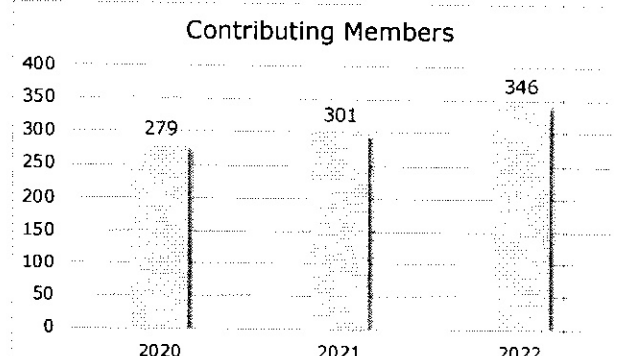
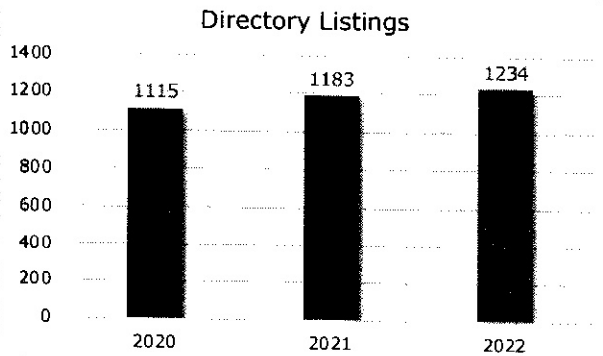
Registrants whose names were removed in April 2021: deceased/unsubscribed:

None

Membership Contributions Summary:

Alumni contributions, April 1 – April 30, 2021:	28
Total number of contributors for 2022 through April 30:	346
Total number of contributors for 2021 through April 30:	301
% of contributors through April 2022 as compared to April 2021:	115%
Total number of \$100+ contributors, April 1 – April 30, 2022:	7
Total number of \$100+ contributors for 2022 through April 30:	138
Total number of \$100+ contributors for 2021 through April 30:	129
% of \$100+ contributors through April 2022 as compared to April 2021:	107%
Number of new contributing members, April 1 – April 30, 2022:	6
Total number of new contributing members for 2022 through April 30:	20
New contributors as a % of new registrants for April 2022:	86%

Comparison over the years as of the end of April:



Contributions received in April 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: 6

Jeanne Briggs	Dana Mansuri
Michael Casella	Joakim Parker
Michelle Godette	Mary Stanton

Contributing Members: 22

Frederick Barton	Gregory Gottlieb	Jean Lange	Sharon Pauling
Barbara de Zalduondo	Peter Graves	Charles Llewellyn	Stacy Rhodes
Joseph Dorsey	Edward Greeley	David Losk	Christine Sheckler
Alexandra Fairfield	Michael Hacker	Debra McFarland	Catherine Thompson
Judith Gilmore	Catherine Johnson	Donald Muncy	James Vermillion
Paula Goddard	Marcus Johnson, Jr.		