

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

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, September 15, 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
Jim Bever
Terry Brown
Denise Rollins

Absent

Carol Dabbs
Roberta Mahoney
Margaret Neuse

COMMITTEE CO-CHAIRS

Present

Bette Cook
Steve Giddings
Beth Hogan
Tom Nicastro
Carol Peasley
Nancy Pielemeier

Absent

Steve Haykin

Joy Riggs-Perla
Alex Shakow
Rob Sonenthal
Gail Spence
Miles Toder
Nancy Tumavick

WEBMASTER

[Vacant]

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

MEETING CHAIR

Roberta Mahoney

* * * * *

Roberta Mahoney called the meeting to order at 10:15 a.m.

^[1] These minutes reflect the decision memorandum prepared by Miles Toder on behalf of the Public Outreach Committee; notes from the Board's September 1 meeting made available by Margaret Neuse; talking points prepared by Tom Nicastro for delivery at the meeting; and comments on the initial draft provided by Bette Cook and Carol Dabbs. The contribution of these ExCom members is gratefully acknowledged. [RBS]

After calling the roll of Directors, Roberta noted that (i) a quorum of the Board was present; (ii) on behalf of the Public Outreach Committee, Miles Toder would be recording the decisions taken at the meeting, and (iii) at the October 20 ExCom meeting, the Membership Committee would be responsible for recording decisions.

1. MINUTES.

A motion to approve the revised minutes for the ExCom meeting of June 16, and the minutes for the ExCom meeting of July 21, 2022, duly seconded, was adopted by unanimous vote.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Membership Statistics.

Tom Nicastro called attention to the Membership and Contributions Summary for July/August 2022 (Attachment D), and noted the following membership trends:

- An increase of 113 (10%) in the total number of registrants from 2020 (1,135) to 2022 (1,248).
- A decline of 26 (6%) in the total number of contributing members from 2020 (425) to 2022 (399).
- A relative decline in the percentage of registrants who were also contributing members from 2020 (37%) to 2022 (32%).

B. Financial/Budget Reports.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Financial Reports for July 2022 (Attachment A) and August 2022 (Attachment B), and to the Operating Budget Report for the period ending August 31, 2022 (Attachment C). Carol noted in particular:

- July expenditures included the monthly fee to Constant Contact and UAA's annual donation to CGD.
- August expenditures included UAA's annual donation to DACOR, the first payment to Systems Manager Ven Suresh under his new contract, and the costs incurred to distribute complimentary copies of The Enduring Struggle to a number of university international development departments.

Carol added that we received a Letter of Affirmation from the IRS, affirming our tax-exempt status under IRC Section 501(c)(3). The letter will be submitted to the D.C. Office of Tax and Revenue as part of our application for exemption from DC taxes – the DC sales tax in particular. Rob Sonenthal will prepare the necessary applications.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. September Board Meeting.

Margaret Neuse reported on the principal decisions taken by the Board at its meeting of Thursday, September 1, 2022.

- Reporting on UAA achievements for the current year and proposed activity plans for the subsequent year will be on a Program Year basis, from October 1 through September 30. This allows us to report on the immediate past year at the AGM, which is usually held at the end of October.
- The Budget follows the Fiscal Year established in the Bylaws, January 1 to December 31. The Budget will be developed during November and December for approval by the Board not later than the January Board meeting each year. The Budget will be reviewed for adjustments at the June Board meeting.
- We will raise the question of Administrator Power's attendance at the AGM during our upcoming meeting with DA Adams-Allen.
- The Co-Chairs will work with Rob Sonenthal to finalize the Bylaw amendments that, among other things, will authorize committee co-chairs to choose the members of their respective committees. Once the amendment is approved, (i) the amended Bylaws will be posted to the website, and (ii) the Co-Chairs will finalize the Core Process on Committees and arrange for its posting on the executive section of website, with a separate piece for the public portion of the website.
- Two Core Processes were approved: (i) What Needs Board Approval, and (ii) Dues Payment. Carol Dabbs will have them posted on the website and will distribute copies to the ExCom prior to the September 15 meeting.
- Carol reported that the new contract with Systems Manager Ven Suresh was finalized and signed by Roberta and by Ven Suresh, and that she had paid Ven's first voucher against the new contract.

B. Summer Picnic.

Tom Nicastro reported that the Summer Picnic – held at Fort Hunt Park on Sunday, September 11 – was a great success. On behalf of the MemCom, he thanked all who brought food (delicious), Margaret Neuse for her welcoming comments and her acknowledgement of 9/11 (gracious), and to all those who helped with set-up, registration, and clean-up (yeoman).

In spite of the threat of rain, 69 people attended (42 UAA members and 27 guests), representing 56% of the attendees who signed up. It was our special pleasure to host a group of Afghan refugees whose resettlement in the U.S. has been assisted by UAA volunteers. We received many photos of the festivities, and will choose a few to publish in the October newsletter and post on the website. There was a request that name tags be used next year.

The total cost of UAA-financed consumables was \$212.16.

C. Meeting with DA Adams-Allen.

Roberta Mahoney confirmed that Deputy Administrator Paloma Adams-Allen will attend the AGM; we have already sent her a tentative AGM agenda.

The Board's regular 30-minute meeting with DA Adams-Allen will take place this afternoon via Zoom.

- Among the meeting participants will be the new Counselor, Clint White, who served in Egypt (as Controller) and, more recently, in Barbados.
- We expect DA Adams-Allen to speak first.

- We expect to discuss the DA's proposed participation in the AGM, and update her on the activities, on-going and planned, under the USAID/UAA Memorandum of Understanding.
- After the meeting adjourns, Board members are asked to remain on-line for 10 minutes to discuss the proceedings.

D. Bylaw Amendment.

A motion to adopt the Bylaw amendments reviewed by the Board at its September 1 meeting, duly seconded, was adopted by unanimous vote.

E. Reporting and Planning; Budgeting.

Roberta Mahoney led a wide-ranging discussion of the Board's decision, at its September 1 meeting, on preparation and submission of operating committee annual reports and proposed activity plans.

Based on the discussion, the Board approved unanimously a motion, duly seconded, that, for the program year 2022/2023:

Committee co-chairs should submit their annual reports and proposed implementation plans at the same time using the agreed-upon format, sufficiently in advance of the AGM so that they can be consolidated into a single document for distribution to the membership.

Following separate discussion, it was moved, seconded, and approved unanimously that:

Committee co-chairs should submit their respective estimates for the 2023 Budget by the second week in November.

Roberta also discussed the need for collaboration between committees working on each goal, and noted that there were several reports and plans still outstanding.

F. Board Elections.

Terry Brown reported on behalf of the Nominations Committee, which has completed its work for this year's election:

The October newsletter will (i) present an explanation of the nomination and election process, (ii) identify the three candidates proposed by the Board to fill the seats that become vacant at the end of the AGM; (iii) provide links to capsule biographies of each candidate; and (iv) include a link to the online ballot (there will not be in-person voting).

G. Annual General Meeting.

Joy Riggs-Perla provided an update on final preparations for the October 2022 Annual General Meeting.

- Deputy Administrator Adams-Allen will attend the AGM, but not Administrator Power. Margaret Neuse will offer a brief introduction, and field questions from the in-person attendees. Alex Shakow will handle questions submitted via Zoom.

- Bette Cook has been authorized to move ahead with the plaque for Peter McPherson's Lifetime Achievement Award; Roberta Mahoney will be responsible for the presentation itself.
- The Co-Chairs will deliver a brief summary of the Annual Report. (It is customary for the Co-Chairs to share this task.) They will highlight UAA's contribution to USAID under the MOU and will announce the newly elected members of the Board.
- Nancy Pielemeier has prepared an all-but-final agenda suitable for use in connection with invitations. She will forward copies presently.

Nancy Tumavick reported on AGM logistics:

- ExCom members who have been assigned to invite guests received an email last night, and should begin sending out invitations.
- There is no prescribed format for such email invitations, since ExCom members who send out invitations almost always know the person they invite. A simple email with an agenda attached is sufficient. (Roberta Mahoney agreed to circulate a proposed text.)
- The invitation should ask the invitee to respond by Friday, October 14, and to indicate whether they will attend in person or via Zoom. We need an accurate count for the caterer, and a complete list of those attending in person for CGD's building security.
- Personalized invitations will be prepared for panelists and special guests, including instructions on how to access the CGD building.
- Bette Cook will be responsible for inviting the awardees and their guests; Nancy Pielemeier will be responsible for Young Professionals.
- We are in good condition regarding needed volunteers, including notetakers from the AGM committee (Steve Wingert will write the full report), and volunteers to assist with logistics.
- Ven will send a stand-alone email re: registration, which is due not later than October 14.
- All who are registered for either in-person or virtual attendance will receive the Zoom coordinates from Ven.

Nancy Tumavick advised that due to conflicting commitments, Joe Ryan has resigned from his roles as Newsletter Editor and Website Curator. She thanked him for the excellent job he'd done during approximately one year that he served in these capacities.

Nancy noted that, because of Joe's resignation, we have an immediate need to identify someone to collect material for the October newsletter; combine that material into a single document; and forward the document to Ven Suresh for publication according to the following schedule:

<u>task</u>	<u>deadline</u>
Collect material (limited to Summer Picnic, election/ballot, and AGM), and consolidate into a single document	September 25
Document to Ven to format as a newsletter	October 2
Draft newsletter to ExCom for review Publication of newsletter	October 4 or 5

The newsletter must be published by the October 4/5 deadline so that members receive a ballot for the Board election. If the Annual Report is not available by the time of publication, it can be sent in a separate email. After discussion, it was agreed that this newsletter would be a "Special Edition," limited to AGM information, the calendar, and a report on the picnic, and would be cobbled together by Nancy T, Roberta, and Margaret for distribution on October 3 or 4.

No further materials for the newsletter or the website should be sent to Joe Ryan; please send them to Nancy Tumavick instead. Nancy will ask Tish Butler and David Cohen to fill in, pending the recruitment of a long-term website curator.

H. USAID/UAA MOU.

Discussion of the activities under the USAID/UAA Memorandum of Understanding was deferred.

I. Registrants2Members.

Tom Nicastro reported on the proposed "Registrants2Members Campaign" being developed by the MemCom, designed to encourage registrants to become contributing members.

- The MemCom circulated an email to the ExCom with information about the proposed campaign.
- Statistics for 2020 through 2022 show that, for each year, only approximately one-third of the registrants were also contributing members, while two thirds were not, suggesting that the pool of non-member registrants is a potentially rich source of recruits.
- The MemCom email includes a draft note that we propose to send to all members and registrants encouraging them to join (or rejoin) UAA for 2023 by completing a new membership registration form, and asks for review and comments on it.
- Some comments on the note have already been received, and additional comments are welcome. However, the MemCom would like to settle on the text as soon as possible, so that it can be presented for consideration and action at the Board's October 6 meeting, and, if approved, sent out on or about December 2, along with the Member Survey. Tom therefore proposed a deadline for final comments of October 1.

Carol Dabbs noted that the proposed email does not include the eligibility requirements for membership. At least some registrants may not qualify for membership, because they were added to the email list prior to our instituting vetting for this purpose.

4. OPERATING COMMITTEE REPORTS.

Due to time constraints, only the following Operating Committees were able to report:

A. Public Outreach.

On behalf of the PO Committee, Beth Hogan thanked Miles Toder for his work on the AGM panel on UAA regional groupings. They will work jointly with the panelists to have a tight presentation, and do plan to include time for questions and answers.

B. Membership.

Tom Nicastro reported that DACOR has asked UAA to co-host a USAID@DACOR Day on November 3^[2] to celebrate USAID's 61st Anniversary. This event is a pilot membership outreach effort focused on "USG international affinity agencies," such as FAS and FCS, which will also be seeking to recruit DACOR and sister agency members. The USAID@DACOR Day will have two events: a noon cash lunch and an evening cash happy hour. The program for each event is still being developed. Margaret Neuse will serve as moderator for a panel of four former USAID Counselors at the luncheon. Tom has been working on the details with Tom Staal (a member of both UAA and DACOR) and Jared Hughes, DACOR's Development Director.

C. Development Issues Committee.

Steve Giddings reported that, on September 28, the DIC will host a discussion of the new U.S. Strategy towards Sub-Saharan Africa, featuring Ervin Massinga, Principal Deputy Assistant Secretary in the State Department Bureau of African Affairs; Diana Putman, Senior Advisor in the USAID Africa Bureau (formerly Acting Assistant Administrator for Africa); and W. Gyude Moore, Senior Policy Fellow at CGD.

Steve announced that he will be stepping down as DIC co-chair at the end of the year, but he is leaving the committee in the capable hands of Steve Haykin and Gayle Spence. Roberta Mahoney gave Steve a hearty "thank you" on behalf of the Board and the ExCom.

5. OTHER BUSINESS.

A. System and Administrative Issues.

None.

B. Schedule/Venue of Future Meetings.

- Meeting with Deputy Administrator Paloma Adams-Allen: September 15, 2022.
- Next Board meeting: Thursday, October 6 at 10:30 am, via Zoom.
- Next ExCom meeting: Thursday, October 20, from 10:15 am until 12:15 pm, via Zoom. The Membership Committee will be responsible for recording decisions and planned actions.
- Annual General Meeting: Friday, October 28 at the Center for Global Development and virtually on Zoom.

^[2] The date of the USAID@DACOR Day was later changed to November 1. [BC]

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted unanimously. The meeting adjourned at 12:20 p.m.

Respectfully submitted,



Robert Sonenthal
Assistant to the Secretary

Approved: October 20, 2022

Attachments:

- A. UAA Financial Report as of July 31, 2022
- B. UAA Financial Report as of August 31, 2022
- C. UAA 2022 Operating Budget Report (through August 31, 2022)
- D. UAA Membership and Contributions Summary (July 1 – August 31, 2022)

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF JULY 31, 2022

(U. S. Dollars)

	Balance 06/30/2022	Deposits	Disburse- ments	Balance 07/31/2022
UAA Operations Account				
Checking Account	11,765.21	515.05	1,074.20	11,206.06
Savings Accounts	74,814.38	18.65	0.00	74,833.03
Total Operations Member Acct	86,579.59	533.70	1,074.20	86,039.09
UAA History Project Account				
Checking Account	5,682.16	0.00	0.00	5,682.16
Savings* Accounts	56,635.47	43.97	0.00	56,679.44
Total History Project Member Acct	62,317.63	43.97	0.00	62,361.60
UAA Total Bank Accounts				
Checking Accounts	17,447.37	515.05	1,074.20	16,888.22
Savings* Accounts	131,449.85	62.62	0.00	131,512.47
Total LFCU Accts	148,897.22	577.67	1,074.20	148,400.69

* Includes both Main Savings and Premier Savings Accounts

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ATTACHMENT B

UAA FINANCIAL REPORT
AS OF AUGUST 31, 2022

(U. S. Dollars)

	Balance 07/31/2022	Deposits	Disburse- ments	Balance 08/31/2022
UAA Operations Account				
Checking Account	11,206.06	733.57	6,028.20	5,911.43
Savings Accounts	74,833.03	0.00	0.00	74,833.03
Total Operatoins Member Acct	86,039.09	733.57	6,028.20	80,744.46
UAA History Project Account				
Checking Account	5,682.16	0.00	296.15	5,386.01
Savings* Accounts	56,679.44	0.00	0.00	56,679.44
Total History Project Member Acct	62,361.60	0.00	296.15	62,065.45
UAA Total Bank Accounts				
Checking Accounts	16,888.22	733.57	6,324.35	11,297.44
Savings* Accounts	131,512.47	0.00	0.00	131,512.47
Total LFCU Accts	148,400.69	733.57	6,324.35	142,809.91

* Includes both Main Savings and Premier Savings Accounts

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ATTACHMENT C

UAA 2022 OPERATING BUDGET REPORT
THROUGH AUGUST 31, 2022¹

	2022 Budget approved 6/16/2022	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	Thru latest month	Remaining approved 2022 budget	Comments	
		Revenue											
Estimated Revenue by Source													
Click and Pledge (from C&P Settlement Statements minus sweep fees)	35,250	8,235	3,542	3,250	1,900	1,275	425	515	756	19,898	15,352		
Checks (recorded when received)	3,000	1,000	225	400	150	0	0	0	0	1,775	1,225		
ESTIMATED REVENUE TOTAL	38,250	9,235	3,767	3,650	2,050	1,275	425	515	756	21,673	16,577		
		Expenditures											
Routine Expenditure Items and Categories													
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	0	0	0	0	2,650		

¹ No separate July 2022 Budget Report.

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	0	0	0	0	1,000	
Membership Committee												
Retirement Ceremony	0									0	0	
Winterfest	936			936						936	0	
Spring Reception	2,359				100		2,259			2,359	0	\$64 from Other Social & \$235 from contingency
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	0									0	0	\$436 to Winterfest; \$64 to Reception
Sub-Total, Membership Committee	9,645	0	0	1,361	100	0	2,259	0	0	3,719	5,926	
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								1,000	1,000	0	
CGD	1,000							1,000		1,000	0	
USGLC General Membership	500									0	500	
Sub-Total, Public Outreach Committee	6,900	0	0	0	0	0	0	1,000	1,000	2,000	4,900	

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	0	0	0	0	176	6,164	
Administrative Costs												
Administrative Assistant	14,175				3,630				4,454	8,084	6,091	Accommodates hourly increase of \$3, vice initially planned \$2, beginning 6/15/22
Website: Web Master	1,250			90						90	1,160	
Domain Hosting	785	215					408			623	162	Savings of \$465 by cancelling unused email accounts
Constant Contact	900		74	74	74	74	74	74		445	455	
Survey Monkey Subscription--1 year	407						407			407	0	\$407 from Contingency
Zoom subscription	180									0	180	
Bank Charges: Click & Pledge, transfer fees	1,800	389	183	164	103	69	27	35	54	1,025	775	Click and Pledge total fees
Liability Insurance	500								500	500	0	
Tax Preparation	650					650				650	0	\$75 extension preparation not needed
Financial Review	0									0	0	
Office Supplies, mailing costs	300		8		121					129	171	
Sub-Total Administrative Costs	20,947	604	265	329	3,929	793	916	109	5,008	11,953	8,994	

Contingency	858									0	858	\$235 to Spring Reception, \$408 to Survey Monkey
											0	
ROUTINE EXPENDITURES TOTAL	48,340	604	441	1,689	4,029	793	3,174	1,109	6,008	17,848	30,492	
REVENUE MINUS ROUTINE EXPENDITURES	-10,090	8,631	3,326	1,961	-1,979	482	-2,749	-594	-5,252	3,825	-13,915	
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	0	0	0	0	6,000	
REVENUE MINUS ROUTINE & ONE-TIME EXPENDITURES	-16,090	8,631	3,326	1,961	-1,979	482	-2,749	-594	-5,252	3,825		

UAA 2022 HISTORY PROJECT BUDGET												
Estimated Revenue (interest on savings accounts)	250	49	29	0	0	0	0	44		122	128	
Expenditure Items												
History Committee												
Enduring Struggle	500	0	0	0	0	0	0	0	296	296	204	

ADST support	0	0	0	0	0	0	0	0	0	0	0	
Sub-total, History Project Expenditures	500	0	0	0	0	0	0	0	0	296	296	332
*History Project funded by specific donations in prior years; no expected revenue other than interest on those funds.												

Items with this highlighting are changed from last report

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ATTACHMENT D

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

July 1 - August 31, 2022
(includes 2021 data for comparison)

Registrations:

New alumni registrants, July 1 - August 31, 2022:	7
New associate registrants, July 1 - August 31, 2022:	0
Total new registrants, July 1 - August 31, 2022:	7
Total new registrants for 2022 through August 31:	46
Registrants whose names were removed in July/August 2022:	0
Total registrants through August 31, 2022:	1248
Total registrants through August 31, 2021:	1196

New registrants in July/August 2022:

Chris Milligan	Sara R Walter
Douglas Ball	Sheila Young
James Charlifue	Agus Adji Tjiptoroso
Bill Granger	

New associate registrants in July/August 2022:

None

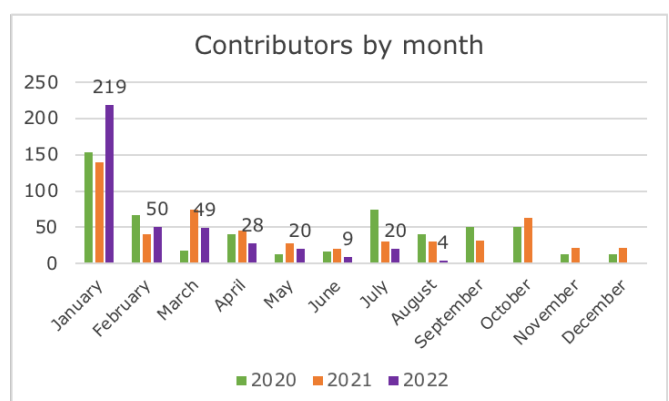
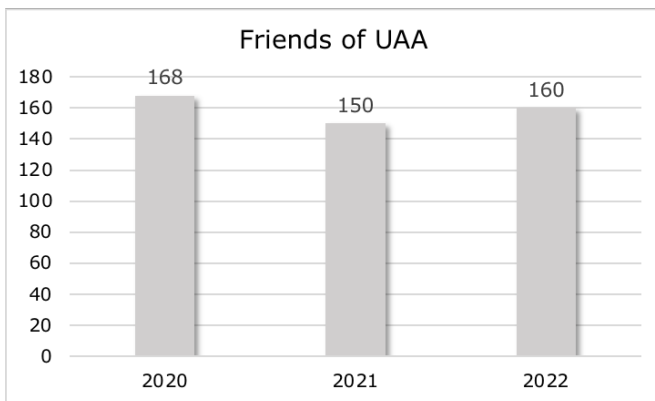
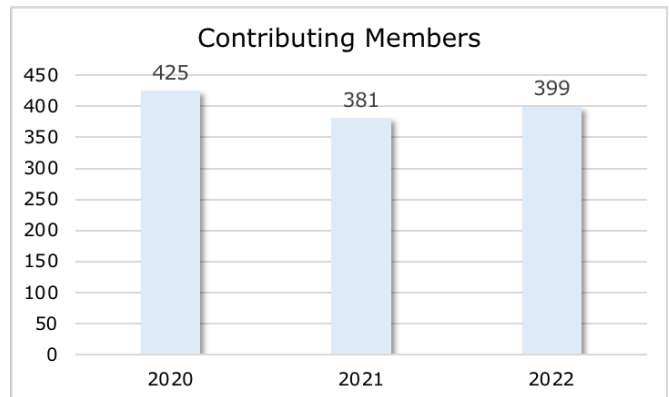
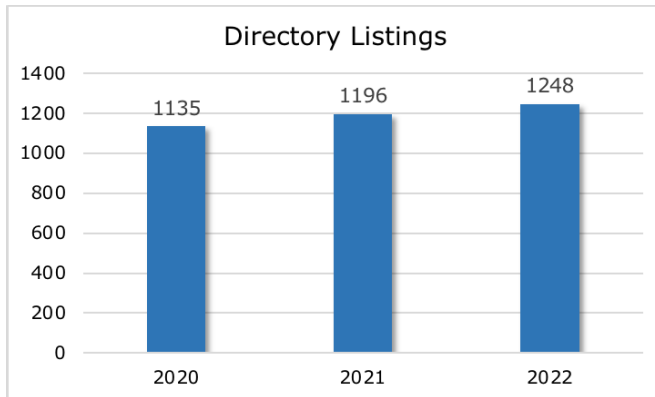
Registrants whose names were removed in July/August 2021: deceased/unsubscribed:

None

Membership Contributions Summary:

Alumni contributions, July 1 - August 31, 2021:	24
Total number of contributors for 2022 through August 31:	399
Total number of contributors for 2021 through August 31:	381
% of contributors through August 2022 as compared to August 2021:	105%
Total number of \$100+ contributors, July 1 - August 31, 2022:	8
Total number of \$100+ contributors for 2022 through August 31:	155
Total number of \$100+ contributors for 2021 through August 31:	150
% of \$100+ contributors through August 31, 2022 as compared to August 31, 2021:	103%
Number of new contributing members, July 1 - August 31, 2022:	2
Total number of new contributing members for 2022 through August 31:	25
New contributors as a % of new registrants for August 2022:	29%

Comparison over the years as of the end of August:



Contributions received in July/August 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: 2

Sara Walter
Sheila Young

Contributing Members: 22

Robert Archer
Theodor Bratrud
James Charlifue
Charles Costello
John Eriksson
William Frej

William Gelman
James Govan
James Holtaway
Christian Hougen
Renee Howell
Drew Luten

Barry MacDonald
Maria Mamlouk
Samuel Rea
Laura Slobey
Mariam Stanekzai

George Thompson
Sara Walter
Abdi Wardere
Elzadia Washington
Mark Wentling