

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, October 20, 2022
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, October 20, 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 Bever
Carol Dabbs
Roberta Mahoney

Margaret Neuse
Denise Rollins

Absent

Anne Aarnes
Terry Brown

COMMITTEE CO-CHAIRS

Present

Bette Cook
Steve Giddings
Tom Nicastro
Carol Peasley

Joy Riggs-Perla
Alex Shakow
Gail Spence

Absent

Steve Haykin
Beth Hogan
Nancy Pielemeier

Rob Sonenthal
Miles Toder
Nancy Tumavick

WEBMASTER

[Vacant]

SYSTEMS MANAGER

Present:

Ven Suresh

Absent:

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 Public Outreach Committee vice Membership Committee, Jim Bever would be recording the decisions and other actions taken at the meeting, and (iii) at the November 17 ExCom meeting, the Development Issues Committee would be responsible for recording decisions.

¹ These minutes reflect the decision memorandum prepared by Jim Bever; and comments on an initial draft provided by Bette Cook and Carol Dabbs. The contribution of these ExCom members is gratefully acknowledged. [RBS]

1. MINUTES.

A motion to approve the revised minutes for the ExCom meeting of September 15, duly seconded, was adopted by unanimous vote.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial and Budget.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Financial Report for September 2022 (Attachment A) and the Operating Budget Report for the period ending September 30, 2022 (Attachment B), that she circulated to the ExCom in advance of the meeting. Our largest expense during September was the contribution to USGLC.

B. Membership Statistics.

Tom Nicastro called attention to the Membership and Contributions Summary for September 2022 (Attachment C). He noted that—

- The total number of registrants increased to 1,251 as of September 30, 2022 — an increase of 4% over September 30, 2020.
- 470 of the current registrants are contributing members, an increase of 57 from September 2020.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. October Board Meeting.

Margaret Neuse reported on the principal decisions taken by the Board at its meeting of Thursday, October 6, 2022.

- Roles of Ex-Board Members: The Board proposed and approved designating former Board members as “senior advisors” on an annual basis at the discretion of the Board.
- Transition to new Board: Incoming and outgoing Board members will meet on Friday, October 28 following the AGM. The Board will also meet on November 3 at 10:30 am on Zoom for its regular meeting.
- Committee leadership: will be discussed at the November 3 meeting. As of October 6, committee co-chairs are needed for the following committees for the 2023 program year: AGM, Public Outreach, Development Issues, Newsletter, and Membership.

B. AGM Preparations.

Ven Suresh gave a summary of alumni and guests currently signed up to attend to attend the AGM:

- 76 to attend in-person and
- 54 to attend virtually.

October 21 is the deadline for submission of guests' acceptances; October 24 is the deadline for eligible UAA alumni to register; and October 26 is the date on which the Zoom link will be sent

attendees. All RSVPs received by EC members should be reported to Ven Suresh, so that he can keep the attendance list current. All in-person attendees will have to show COVID-19 vaccination cards to the guard upon entering the CGD venue building.^[2]

Joy Riggs-Perla reported that she had a good preparatory meeting with USAID headquarters staff from LPA, HCTM and Deputy Administrator Adams-Allen's office regarding logistics and administrative arrangements. (DA Adams-Allen wishes to speak more briefly in order to allow more time for Q&As with alumni.) The same applies to speakers for the Panels — which are now well organized — and to the Awards preparations.

The AGM will be recorded (all speakers understand this) and a report should be ready prior to the November/December newsletter. An evaluation survey will be sent to all attendees ASAP after the AGM.

Registration volunteers should arrive at 8:30 am; the meeting itself will start at 10:00 am.

Alex pointed out that CGD is contributing its IT people and other meeting services free of charge.

C. Process Documents.

Carol Dabbs recommended acceptance of word changes proposed by Carol Peasley for the "Elections and Schedule" process document; Carol will send the revised version to Board ASAP after the meeting for approval via email.

The process document on "Annual Report, Plan and Budget" was presented to and approved by the Board.

D. Calendar: Reporting and Planning; Budgeting.

Roberta Mahoney brought the importance of the UAA calendar to the ExCom's attention. As we may only hold one Zoom meeting at a time, it is essential that all meetings planning to use the Zoom account be posted on the calendar.

E. USAID/UAA MOU.

Jim Bever reminded the ExCom of the upcoming No-Host Happy Hour event (for UAA Directors, ExCom members, Development Issues Committee "regulars," and other Committee members) with the 50 or more Mission Directors and some Senior FSN Fellows at HQ (per Counselor Clinton White's request of the Board) scheduled for October 25 at 5:00 pm at the Mission Directors' Conference venue at the Westin Arlington Gateway Hotel, 810 North Glebe Road in Arlington. The venue is accessible by Metro, and there is parking both under the hotel or on nearby streets. Jim asked all committee co-chairs to let their respective committee members know about this event.

As to our proposed amendment to the Gratuitous Services Agreement (drafted by Rob Sonenthal): Jim said that, per a couple of email exchanges with PPL and Senior DAA Christophe Tocco, the ball is

^[2] **NOTE:** This requirement was removed prior to the AGM.

now in PPL's court to decide how to pursue the proposed amendment with Deputy General Counsel Jun Jin. We have offered to join that discussion when it occurs.

F. Committee Leadership.

Margaret Neuse reiterated to all Directors and ExCom members that current or upcoming vacancies in committee co-chair and other positions require an immediate search for replacements, especially for the Public Outreach Committee, the AGM Committee, and the Newsletter/Website.

4. OPERATING COMMITTEE REPORTS

A. Membership.^[3]

- Bette Cook reported that the Membership Committee "recruiting" session with USAID imminent retirees at the JSP at FSI, is scheduled for October 25 at 12:15 pm.
- Tom Nicastro reminded ExCom members of the December plan for issuing the R2M (Registrant to Member) survey prepared by the MC. He noted that, in December and beyond, when alumni sign up for membership for the first time or renew an existing membership, they will find a new format online.
- Tom indicated that in 2022, 38% of registrants are members, versus 34% last year.
- Bette added a reminder that the DACOR-UAA Lunch with Counselors, part of USAID Day at DACOR, is scheduled for November 1, with Margaret Neuse as Moderator.
- In response to a question from Margaret Neuse, Ven Suresh reported that so far there were 95 responses from alumni for the election of new Board members.

B. Public Outreach.

In the absence of Beth Hogan and Miles Toder, Jim Bever reported on the activities of the Public Outreach Committee.

- Jim provided an update on the good advance preparation among all speakers from AFSA, USGLC and World Affairs Council for the panel on Public Education on Foreign Assistance/Development set for the AGM.
- In his view, the basic elements of a Speaker's Kit (a Power Point and a couple of short video clips) have been "beta field tested" with the Road Scholars whom he's addressed in the past year (about 300 so far) from almost every state in the U.S., usually in groups of 20-40 at a time. The Power Point presentation needs to be finalized, with help offered from LPA.

C. Annual General Meeting.

[See Part 3.B, above.]

^[3] Membership statistics were covered earlier in the meeting. See Part 2.B above.

D. Awards.

Bette Cook reported that all is set for the presentation of Annual Awards to two awardees and the special lifetime award to Peter McPherson. All awardees will be attending the AGM in person.

E. History of USAID/ADST Cooperative Agreement.

Alex Shakow reported that—

- The American University archives will continue to accept USAID alumni materials and collectibles.
- The USAID Library will be providing e-access to *The Enduring Struggle* free of charge to all 14,000 USAID staff, including FSNs, TCNs, USPSCs, and employees of institutional service contractors at HQ.

F. Mentoring Program.

Denise Rollins reported on the USAID/UAA Mentoring Program:

- The focus for the 2023 Mentoring Program Cohort will be on Africa Bureau Missions, and health officers and those in SLG positions.
- Bureau counterparts at HQ meet regularly with Denise and Terry.
- Thus far, 25 mentors are in place for 2023 but 10-15 more are needed. (Jim suggested that Denise identify these mentors to the ExCom, so that we can reach out to other potential mentors to volunteer. Denise agreed to circulate the information soon.)
- HQ Bureaus will email Mission Directors soon regarding Cohort 12 to invite prospective mentees to apply.
- An all-day training session for mentors will take place on January 11; a 90-minute training session for mentees will take place on January 12.

G. Development Issues.

Steve Giddings reported on behalf of the Development Issues Committee.

- Forty alumni attended a panel on the new policy/approach to Africa recently, including State/PDAS/AF, outgoing Senior DAA Diana Putman, and a CGD officer.
- The PEPFAR Act and World AIDS Day 20th Anniversary event will take place on November 29, with the State Department's Ambassador N'gensang speaking.

Alex Shakow complimented Steve and Gale Spence on excellent Development Issues events! He also noted the recent DACOR/UAA Development Dialogue with Ambassador Abramowitz and Larry Garber. Upcoming Development Dialogues include—

- on November 15, a Dialogue featuring AA/E&E Erin McKee discussing Ukraine; and
- on December 7, a Dialogue on China's Belt & Road initiative and China's rise to power.

5. OTHER BUSINESS.

A. System and Administrative Issues.

Carol Dabbs reminded the ExCom that membership contributions paid before December 1 will be attributed to membership for 2022; on or after December 1, contributions will be attributed to membership for 2023.

B. Schedule/Venue of Future Meetings.

- Next Board meeting: Thursday, October 28, at CGD after the AGM adjourns.
- Next ExCom meeting: Thursday, November 17, from 10:15 am until 12:15 pm, via Zoom. The Development Issues Committee will be responsible for reporting on decisions and other actions.

C. Upcoming Events.

Mission Directors' Conference No-Host Happy Hour get together (Westin Hotel bar, Ballston)	October 25 at 5:00pm
Annual General Meeting	October 28
In-Person Board Meeting including outgoing Board Members	October 28 at 4:15pm (following the AGM)
USAID@DACOR Day at DACOR	November 1
FSN Leaders Conference	Week of December 1
TED talks with FSN Advisory Council	Early 2023
Board Meeting	November 3
ExCom Meeting	November 17

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted unanimously. The meeting adjourned at 11:45 am.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

Approved: November 17, 2022

Attachments:

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

ATTACHMENT A

UAA FINANCIAL REPORT AS OF AUGUST 31, 2022

(U. S. Dollars)

	Balance 08/31/2022	Deposits	Disburse- ments	Balance 09/30/2022
UAA Operations Account				
Checking Account	11,206.06	3,514.51	1,074.20	13,646.37
Savings Accounts	74,833.03	0.00	0.00	74,833.03
Total Operations Member Account	86,039.09	3,514.51	1,074.20	88,479.40
UAA History Project Account				
Checking Account	5,682.16	0.00	0.00	5,682.16
Savings* Accounts	56,679.44	0.00	0.00	56,679.44
Total History Project Member Acct	62,361.60	0.00	0.00	62,361.60
UAA Total Bank Accounts				
Checking Accounts	16,888.22	3,514.51	1,074.20	19,328.53
Savings* Accounts	131,512.47	0.00	0.00	131,512.47
Total LFCU Accts	148,400.69	3,514.51	1,074.20	150,841.00

* Includes both Main Savings and Premier Savings Accounts

10/17/22

ATTACHMENT B

UAA 2022 OPERATING BUDGET REPORT THROUGH SEPTEMBER 30, 2022

	2022 Budget approved 6/16/2022	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Thru latest month	Remaining approved 2022 budget	Comments
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	3,675	23,573	11,677	
Checks (recorded when received)	3,000	1,000	225	400	150	0	0	0	0	100	1,875	1,125	
ESTIMATED REVENUE TOTAL	38,250	9,235	3,767	3,650	2,050	1,275	425	515	756	3,775	25,448	12,802	
Routine Expenditure Items and Categories													
Annual General Meeting (program)													
Awardees & Speaker Travel	1,150										0	1,150	assumes no CGB direct cost
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	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	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	(no breakfast, just coffee)
AGM Catering Services	5,500										0	5,500	
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	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	
Sub-Total, Public Outreach Committee	1,000	0	0	0	0	0	0	1,000	1,000	1,000	1,000	0	\$1000 donation vs \$500 budgeted, \$500 transferred from contingency.
USGLC General Membership													
Sub-Total, USGLC General Membership	7,400	0	0	0	0	0	0	1,000	1,000	1,000	3,000	4,400	
Strengthening USAID Committee													
Administrative Assistant	5,760		176								0	0	
Technical Assistance & Facilitator Travel for Virtual Training	400										176	5,884	
Other	180										0	400	
Sub-Total, Strengthening USAID Committee	6,340	0	176	0	0	0	0	0	0	0	176	6,164	

	2022 Budget approved 6/16/2022	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Thru latest month	Remaining approved 2022 budget	Comments
Administrative Costs													
Administrative Assistant (thru 6/15); Systems Manager (6/16-3/31)	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	74	74	593	307	
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	183	1,208	592	Click and Pledge total fees
Liability Insurance	500								500		500	0	\$75 extension preparation not needed
Tax Preparation	650					650					650	0	
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	5,082	257	12,284	8,663	
Contingency	358										0	358	\$500 transferred to GLC donation.
ROUTINE EXPENDITURES TOTAL	48,340	604	441	1,689	4,029	793	3,174	1,109	6,082	1,257	19,179	29,161	
REVENUE MINUS ROUTINE EXPENDITURES	-10,090	8,631	3,326	1,961	-1,979	482	-2,749	-594	-5,327	2,518	6,269	-16,359	
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	0	6,000	
REVENUE MINUS ROUTINE & ONE-TIME EXPENDITURES	-16,090	8,631	3,326	1,961	-1,979	482	-2,749	-594	-5,327	2,518	6,269		
UAA 2022 HISTORY PROJECT BUDGET													
Estimated Revenue (interest on savings accounts)	250	49	29	0	15	0	0	44	0	0	137	113	
Expenditure Items													
History Committee													
Enduring Struggle	500	0	0	0	0	0	0	0	296	0	296	204	
ADST support	0	0	0	0	0	0	0	0	0	0	0	0	
Sub-total, History Project Expenditures	500	0	0	0	0	0	0	0	296	0	296	317	
*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													10/17/2022

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

September 1 - September 30, 2022
(includes 2021 data for comparison)

REGISTRATIONS:

New alumni registrants, September 1 - September 30, 2022:	3
New associate registrants, September 1 - September 30, 2022:	0
Total new registrants, September 1 - September 30, 2022:	3
Total new registrants for 2022 through September 30:	49
Registrants whose names were removed in September 2022:	0
Total registrants through September 30, 2022:	1251
Total registrants through September 30, 2021:	1200

New registrants in September 2022:

Thomas Clarkson
John Seong
Mary Beth Allen Yarbough

New associate registrants in September 2022:

None

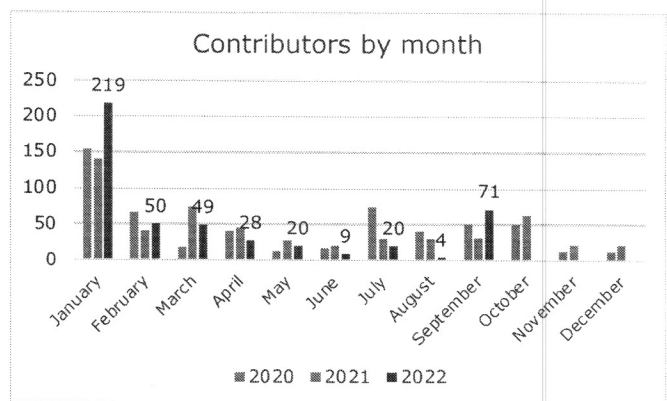
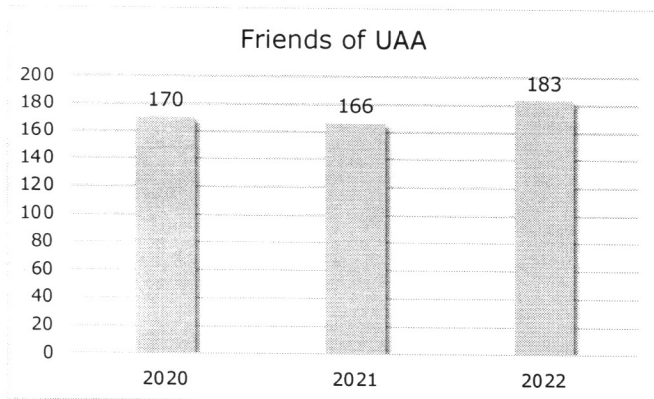
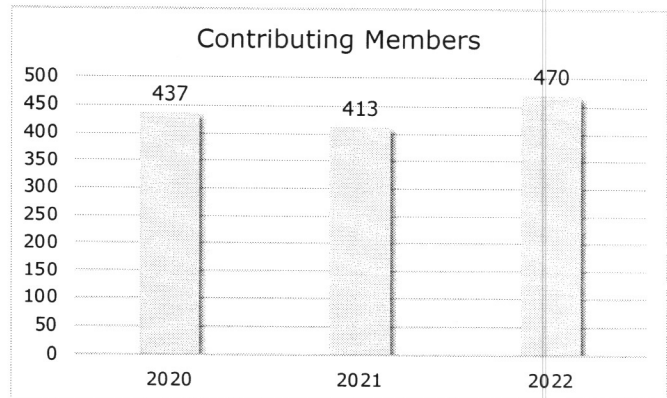
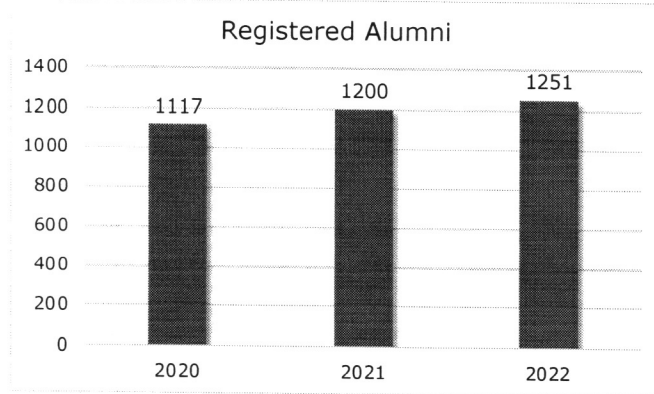
Registrants whose names were removed in September 2022: deceased/unsubscribed:

None

MEMBERSHIP CONTRIBUTIONS SUMMARY:

Alumni contributions, September 1 - September 30, 2021:	71
Total number of contributors for 2022 through September 30:	470
Total number of contributors for 2021 through September 30:	413
% of contributors through September 2022 as compared to September 2021:	114%
Total number of \$100+ contributors, September 1 - September 30, 2022:	28
Total number of \$100+ contributors for 2022 through September 30:	183
Total number of \$100+ contributors for 2021 through September 30:	166
% of \$100+ contributors through September 30, 2022 as compared to September 30, 2021:	110%
Number of new contributing members, September 1 - September 30, 2022:	1
Total number of new contributing members for 2022 through September 30:	26
New contributors as a % of new registrants for September 2022:	33%

Comparison over the years as of the end of September:



Contributions received in September 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: 1

Thomas Clarkson

Contributing Members: 70

Stephen Allen
Grover Atwood
Pamela Baldwin
Carla Barbiero
Victor Barbiero
Belinda Barrington
Frederick Barton
Pete Bradford
Pushkar Brahmhatt
Theodor Bratrud
James Brody
Clifford Brown
Michael Carroll
William Carter

Barbara B Crane
Alan Davis
Alex Dickie
William Elliott
Nancy Estes
Taroub Faramand
Arthur Fell
Susan Fine
Allen Fleming
Henrietta Fore
Frederick Gilbert
Bonnie Glick
Paula Goddard
William Granger

George Hill
Paul Holmes
Janet Kerley
James Kunder
Mary Lewellen
George Lewis
Spnny Low
Pamela Mandel
Patricia Matheson
Heather Mchugh
Laura Mcpherson
Chris Milligan
Ted Morse
David Nelson

Mary Ann Riegelman
Barbara Seligman
Anne Simmons-Benton
Thom Sinclair
Laura Slobey
Thomas Staal
Thomas Stephens
Robert Thurston
Gene Ward
James Watson
Dennis Weller
Gordon West
Gregg Wiitala
Melissa Williams

Jatinder Cheema
Phillip Church
Bruno Cornelio
David Cowles

Zachary Hahn
William Hammink
Kathleen Hansen
Conroy
Timm Harris

Walter North
Sarah Olds
Diana Putman

Robert Wilson
Jerry Wood
Larry Heilman