MINUTES

of the

UAA EXECUTIVE COMMITTEE MEETING!

Thursday, November 17, 2022 10:15 am - 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, November 17, 2022, at 10:15 a.m. The following UAA Board members, ExCom committee co-chairs, staff members and guests participated in the meeting:

BOARD MEMBERS

Present

Absent

Carol Dabbs

Joy Riggs-Perla Denise Rollins Miles Toder

Roberta Mahoney Chris Milligan

Margaret Neuse

COMMITTEE CO-CHAIRS

Present

Absent

Bette Cook

Nancy Pielemeier Alex Shakow

Steve Giddings Steve Haykin

Rob Sonenthal

Beth Hogan²

Gail Spence

Tom Nicastro

Nancy Tumavick

Carol Peasley

WEBMASTER

Stu Callison

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

MEETING CHAIR

Roberta Mahoney

[1] These minutes rely in part on meeting notes prepared by Gail Spence of the Development Issues Committee; talking points on membership prepared by Tom Nicastro; an aide mémoire on the November 3 Board meeting provided by Margaret Neuse; and comments on an initial draft of these minutes from Alex Shakow, Nancy Tumavick, and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

^{|2|} Joined in progress.

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

After calling the roll of Directors, Roberta noted that (i) a quorum of the Board was present; (ii) on behalf of the Development Issues Committee, Gail Spence would be taking notes on the decisions reached at the meeting, and (iii) at the January 19 ExCom meeting, the Mentoring Committee would be responsible for recording decisions.

Roberta then introduced the three new UAA directors — Chris Milligan, Joy Riggs-Perla and Miles Toder — whose election to the Board was announced at the Annual General Meeting on October 26, replacing Anne Aarnes, Jim Bever, and Terry Brown. On behalf of the members of Board and the Ex-Com, she thanked Anne, Jim and Terry for their excellent work and friendship, and hoped that they would continue to contribute to UAA in the future. Stu Callison also was welcomed as UAA new website curator.

1. MINUTES.

The deadline for submission of comments on the draft minutes for the October 15 ExCom meeting, circulated earlier in the week, was extended to close-of-business on Monday, November 21, with final approval of the minutes deferred until the next Board meeting.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Financial Report for October 2022 (Attachment A) and the Operating Budget Report for the period ending October 31, 2022 (Attachment B), that she had circulated to the ExCom in advance of the meeting. She noted that—

- From September 30 to October 31, the Operation Account grew by approximately \$4,000, while the History of USAID Account earned approximately \$145 in interest.
- Expenditures for October were \$856, including \$212 for the Summer Picnic and the remainder for various routine administrative costs (Zoom subscription, Click & Pledge, Constant Contact).
- For 2022 to date, total expenditures have been approximately \$28,000 less than the amount budgeted. As a result, an anticipated deficit of \$10,000 could turn into a surplus of as much as \$20,000.

B. Membership Statistics.

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

- The total number of registrants increased from 1,206 as of October 31, 2021, to 1,253 as of October 31, 2022, an increase of 47 registrants (4%).
- The total number of members increased from 476 as of October 31, 2021, to 531 as of October 31, 2022, an increase of 55 members (12%).
- There were 730 more registrants than members as of October 31, 2021, and 722 more as of October 31, 2022.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. November Board Meeting.

Roberta Mahoney reported on the principal decisions taken by the Board at its meeting of Thursday, November 3, 2022, via Zoom.

- The following were elected Officers:
 - Co-Chairs: Roberta Mahoney for a full year; Margaret Neuse until March 1, 2023, to be replaced on that date by Joy Riggs-Perla for the rest of the year.
 - O Treasurer: Carol Dobbs.
 - O Secretary: Miles Toder
- The Board agreed on the following committees for 2023, and designated the following committee co-chairs and Board liaisons:

committee	chair(s)	Board liaison
Annual General Meeting	Patricia Rader Steve Wingert	Joy Riggs-Perla
Awards	Bette Cook	TBD
Development Issues	Steve Haykin Gail Spence TBD (Book Club)	Roberta Mahoney Chris Milligan
Finance and Administration	Carol Dabbs Denise Rollins (alternate with LFCU)	Margaret Neuse (with expenditure authorization)
History of USAID	Carol Peasley Alex Shakow	Margaret Neuse
Membership (Management and Recruitment)	Tom Nicastro TBD	TBD
Mentoring	Denise Rollins Terry Brown	TBD
Public Outreach (including support to regional groups)	Beth Hogan TBD	Miles Toder
Social (now separate from Membership)	TBD	TBD

Bette Cook, although not opposed in principle to the creation of a Social Committee, asked that the Board defer its final decision on the change pending additional consultation with the co-chairs of the Membership Committee, which has been responsible for social activities in the past. On behalf of the Board,

Roberta agreed to meet with Bette and Tom Nicastro to discuss the rationale for the change — in particular, the Membership Committee's heavy (and growing) — and how the change might work out in practice.

At its November 3 meeting, the Board made the following appointments:

position	appointee
Senior Advisor for Communications	Nancy Tumavick
Senior Advisor for Outreach	Jim Bever
MOU Point of Contact	Chris Milligan TBD (Deputy)
Newsletter Editor	Nancy Tumavick (interim)
Website Curator	Stu Callison
Systems Manager	Ven Suresh

- The Board discussed the proposed "Schedule F" for federal employees, and whether UAA should sign on to a letter from the American Academy of Diplomacy opposing legislation establishing Schedule F. It was noted that Rob Sonenthal, association counsel, had been consulted on whether adding UAA to the list of signatories, without more, would jeopardize UAA's 501(c)(3) status. In his opinion it would not. The Board, by unanimous vote, authorized the Co-Chairs to sign the letter on UAA's behalf. [Roberta added that, after the meeting, the Co-Chairs did sign on to the AAD letter and it was sent.]
- The Board also discussed the Budget process, and asked the Treasurer to develop a Budget calendar for 2023. The first step will be to ask committee co-chairs to request the funds they need to conduct the activities identified in their 2023 implementation plans.
- Nancy Tumavick asked that EC members please send information about any planned UAA meetings
 to Stu Callison to be added to the executive calendar. This is the only means we have to avoid conflicts for use of the Zoom account, which could occur because some meetings (like the regular meetings of the Board and ExCom) are not individually scheduled on Zoom, but have standing Zoom
 meeting ID's that are re-used.

B. AGM Readout.

Nancy Pielemeier reported on the October 26 Annual General Meeting.

Total in-person attendance was about 90, including speakers, with 62 attending on-line. The total of 152 is a decline from the 2021 AGM, though it's not clear why. We're looking at the questionnaires submitted — we've received 33 so far— to see how we might increase attendance by refining the meeting's format and content. For example:

- Several respondents suggested that more time be allotted for person-to-person interaction.
- The lifetime award to Peter McPherson was a success. We should consider whether to make such awards more regularly.

C. Items for Website.

Carol Dabbs called attention to the process document on Committee Management and MOU Management, both of which are now in final form and ready for posting to the website.

The process document on Committee Management—

- lists each existing committee; describes the scope of its activities/responsibilities, the role of the Board liaison, and the role of the committee co-chair (term, responsibilities, ExCom attendance, annual report, etc.); and
- notes that committee membership is voluntary, and that the number of committee members is determined by the committee co-chair(s), in accordance with recent amendments to the Bylaws,

The document is now in final form, except that the list of committees must be updated. A public version will be posted to the website, along with a link to it from the executive section of the website.

The process document on MOU Management covers, in particular, the role of the UAA Point of Contact (Chris Milligan) and the Deputy POC. Thus, if you receive a request from USAID within the scope of the MOU, the first step is for that request to be forwarded to the POC (or, in the POC's absence, to the Deputy POC) who will recommend which committee should take responsibility. The document will be posted to the password-protected executive section of the website, only.

D. Committee Leadership Issues.

Roberta reported that committee vacancies are a continuing concern, in particular—

- o Co-chair of the Public Outreach Committee;
- O Co-chair of the Membership Committee (if Bette Cook resists Tom Nicastro's entreaties not to retire); and
- O Co-chairs (two) of the proposed Social Committee.

She encouraged ExCom members to publicize the vacancies and identify possible candidates to the Board.

E. Membership Updates.

Tom Nicastro discussed the Membership Committee's Registrants to Members ("R2M") Campaign, designed persuade registrants who do not pay dues — and there are approximately 722 of them — to become dues-paying members. The incentives for registrants to upgrade their status are somewhat askew: they already receive approximately 80% of the benefits available to dues-paying members. Nevertheless, the MC is preparing a recruitment effort targeted at these non-member registrants.

The MC has already sent one email to the non-member registrants designed to find out who they are (former members?) and why they have not yet joined as members. A second email is in the works, along with an email to Friends of UAA to find out what moves them to contribute \$100 or more. The MC would like to engage a part-time assistant to help Ven Suresh collect and analyze the registrant data, and has already sent a proposed statement of work to the Board for consideration.

MC members continue to recruit new UAA members at the Job Search Program held three times per year at FSI for foreign affairs agency retirees, and have had very good success in recruiting USAID program participants who choose to attend UAA's presentation. But we currently have only limited opportunities to reach USAID retirees who do not attend the program, or to retired FSNs, because USAID will not provide us with a comprehensive list of retirees, due to privacy concerns. The MC would also like to distribute the UAA newsletter to USAID worldwide, in which case we would make a special effort to include articles designed to recruit retirees.

[Beth Hogan joined the meeting.]

Upon a motion, duly seconded, the Board, by unanimous vote, approved the Membership Committee's request to proceed with the R2M initiative, as outlined in its November 15, 2022 proposal.

F. Donation of The Enduring Struggle Materials.

Alex Shakow reported that, several years ago, the American University Archives agreed to serve as repository for the materials collected by John Norris to write The Enduring Struggle, his volume on the history of USAID. He noted that, under our contract with Norris, the materials belong to UAA and must therefore be transferred to the AU Archive by Deed of Gift. He asked the Board to authorize him to sign the Deed of Gift for the Norris materials, and some related materials, on behalf of UAA.

Upon a motion, duly seconded, the Board, by unanimous vote, authorized Alex to sign the Deed of Gift donating the Norris materials to the AU Archive on UAA's behalf.

Alex added that the History Committee is trying to arrange an internship to help manage the transfer of all USAID alumni materials, including the Norris materials. The internship would be paid for by the funds remaining in the History of USAID account. He asked the Board, and the Board agreed, to defer submission of a more detailed proposal on the use of those funds.

4. OTHER BUSINESS.

A. System and Administrative Issues.

Carol Dabbs will be sending out a note toward the end of November asking committee co-chairs to submit proposals for funding their committee activities, to be used to prepare a tentative 2023 Budget for presentation around January 1.

B. Schedule/Venue of Future Meetings.

Miles Toder reviewed the upcoming schedule of meetings:

- Next Board meeting: Thursday, January 5, 2023, at the home of Chris Milligan.
- Next ExCom meeting: Thursday, January 19, on Zoom. The Mentoring Committee will be responsible for reporting on decisions and other actions.
- Next meeting with UAA Deputy Administrator Adams-Allen on the USAID/UAA MOU is scheduled for January 19 at 1:30 p.m.

Miles will prepare and circulate a proposed meeting schedule for the remainder of 2023.

5. OPERATING COMMITTEE REPORTS.

A. Development Issues.

Steve Giddings reported on upcoming meetings sponsored by the Development Issues Committee, including

- On November 29, the DIC will sponsor a discussion on "PEPFAR at 20" to mark PEPFAR's anniversary and World AIDS Day on December 1. The discussion will Ambassador John Nkengasong, the U.S. Global AIDS Coordinator; Han Kang, Director of USAID's Office of HIV/AIDS; and J. Stephen Morrison, Director of CSIS's Health Policy Center.
- On December 7, there will be an event sponsored by Wilson Center on "Transforming U.S.-Africa Economic Engagement into a 21st Century Partnership." The meeting will by on-line and in-person, with in-person attendance limited to 50. UAA members encouraged to come.
- The Summit of African Leaders will to be held in Washington on December 13-15. At the last Summit held in Washington during the Obama Administration, UAA participated as a co-sponsored. We are thinking of doing that again, and have contacted the Wilson Center with that in mind. (We think it wise to strengthen our ties with the Wilson Center, given our interest in using Wilson Center facilities if and when the DIC begins to meet in-person on a more regular basis.

Tom Nicastro noted with interest that invitations to these events are being sent to all UAA registrants even though attendance restricted to UAA members. Nancy Tumavick noted that this serves as an advertisement for membership. Carol Dabbs added that the practice is that, through March 31 of each year, those who were members for the prior year may attend, as well as those who are members for the current year. Tom wondered how it was possible, in real time, to check on the membership status of in-person attendees? Is there some way for Ven Suresh to check and verify? Tom will investigate.

Alex Shakow noted an upcoming DACOR/UAA Development Dialogue, scheduled for December 7, featuring David Dollar of Brookings discussing "China's Impact on Developing Countries – the Belt and Road Initiative."

In response to a question from Tom Nicastro on whether UAA has adopted a formal policy on donations, Alex volunteered to circulate a memo prepared several years ago that set out certain guidelines for the DIC in establishing relationships with partner organizations.

B. Membership.[3]

Bette Cook reported on the recent Membership Committee activities.

- Of the 9 USAID retirees attending the FSI Job Search Program, 6 came to the UAA's October 25 presentation, and one of those 6 has already become a UAA member. The MC will again be represented at the next Job Search Program, scheduled for March 2023.
- The reception at DACOR celebrating USAID's 60th anniversary was highly successful, as is evident from the write-up prepare by Chris Milligan for the newsletter. DACOR has agreed to provide us with a list of the attendees possible recruits for UAA.

C. Public Outreach.

Beth Hogan reported on the activities of the Public Outreach Committee.

- The committee needs to expand its membership; Miles Toder has now become the second committee co-chair, but he will be occupied with launching the new regional chapter in Florida.
- The committee is making last-minute changes to the PowerPoint presentation so that it is ready for the next meeting with Deputy Administrator Adams-Allen.
- West Coast Region: On Friday, Beth will talk with Christine Sheckler, Chair of the San Diego World Affairs Council, about joining the committee.
- New England Region: UAA needs to identify a regional leader and recruit additional alumni before we can establish a separate regional chapter.

D. Annual General Meeting.

[See Part 3.B, above.]

E. Awards.

Bette Cook urged the ExCom members to continue identifying candidates for the UAA's annual awards, and for alumni profiles for the monthly newsletter — and to keep in mind the need for diversity and inclusion. The Awards Committee has a solid record with respect to gender (6 men/7 women); service area (8 FSOs/4 FSNs/1 GS); and ethnicity (5 Asians), but would like to improve the representation of African Americans.

Nominations for awards (only contributing members are eligible) and suggestions for alumni profiles should be submitted to Barbara Bennett.

F. History of USAID/ADST Cooperative Agreement.

Alex Shakow reported that-

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

- USAID has made the e-version of John Norris's book The Enduring Struggle available to all USAID personnel.
- The committee is still working on publicizing the book.

G. Mentoring Program.

Denise Rollins reported on the USAID/UAA Mentoring Program:

- In the current Mentoring Program cohort, there are 44 mentees, and 38 mentors (14 from Global Health, 10 from SLG, and 20 from Africa Bureau). The process of matching mentors and mentees will start on Monday, November 21.
- Training for mentors will be held on January 31, 2023, and for mentees on February 1.
- The committee would like to enlist Deputy Administrator Adams-Allen and someone from HCTM
 perhaps Peter Malnak's replacement, Katherine Stevens to help launch this year's cohort.
 Nancy Tumavick asked Denise to send Stu Callison the date and time of the events to post to the website.

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted unanimously. The meeting adjourned at 12:22 p.m.

Respectfully submitted,

Polyonenthal

Rob Sonenthal Assistant to the Secretary

Approved: January 19, 2023

Attachments:

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

ATTACHMENT A

UAA FINANCIAL REPORT AS OF OCTOBER 31, 2022

(U. S. Dollars)

		(U. S. De	mars	
	Balance 09/30/2022	Deposits	Disburse- ments	Balance 10/31/2022
UAA Operations Account				
Checking Account	13,646.37	4,687.12	564.14	17,769.35
Savings Accounts	74,833.03	18.86	0.00	74,851.89
Total Operations Member Account	88,479.40	4,705.98	564.14	92,621.24
UAA History Project Account				
Checking Account	5,682.16	0.00	0.00	5,682.16
Savings* Accounts	56,679.44	144.42	0.00	56,823.86
Total History Project Member Acct	62,361.60	144.42	0.00	62,506.02
UAA Total Bank Accounts				
Checking Accounts	19,328.53	4,687.12	564.14	23,451.51
Savings* Accounts	131,512.47	163.28	0.00	131,675.75
Total LFCU Accts	150,841.00	4,850.40	564.14	155,127.26

^{*} Includes both Main Savings and Premier Savings Accounts

11/15/22

ATTACHMENT B

UAA 2022 OPERATING BUDGET REPORT THROUGH OCTOBER 31, 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	October 2022	Thru latest month	Remaining approved 2022 budget	Comments
						Revenue								
Estimated Revenue by Source														
Click and Pledge (from C&P Settlement Statements)	35,250	8,235	3,542	3,250	1,900	1,275	425	515	756	3,675	4,785	28,358	6,892	
Checks (recorded when received)	1	1,000	577	400	150	•	0	•		8	225	2,100	806	
ESTIMATED REVENUE TOTAL	38,250	9,235	3,767	3,650	2,050	1,275	425	515	756	3,775	5,010	30,458	7,792	
Routine Expenditure Items and Categories			-			Expenditures	2							
Annual General Meeting (program)								Ī				,	\forall	assumes no CGD direct cost
Awardees & Speaker Travel	1,150				Ì							٥	1,150	
Sub-Total, AGM program	2,650	0	0	0	0	0	•	٥	0	0	0		2,650	
Development Issues Committee													1	
Arizona State University or Other	200					Ī			ľ			0	┰	only if resume use of facilities
Sub-Total, Development Issues Committee	1,000	٥	0	٥	0	0	0	٥	0	0	0		1,000	
Membership Committee														İ
Retirement Ceremony	0								Ī			0	0	
Winterfest	936			936								936	0	
Spring Reception	2,359				100		2,259					2,359	0	
Summer Picnic	637			425		1					212	637		\$137 moved from AGM catering
AGM Catering Services	5,363				1		1	1	1			0	5,363 (n	o breakfast, just coffee)
Alumni Awards	350											0	200	
Sub-Total. Membership Committee	9,645			1,361	100	°	2.259	0	•	•	212	3.931	5.714	
Public Outreach Committee														
Produce Speaker Presentation Materials	3,300				İ		Ì					0	3,300	
I ravel to establish alumni branches	1,100				Ī				900			0	1,100	
CGD	1,000				Ī		Ť	1.000	3			1,000	0	
USGEC General Membership	1,000								T	1,000		1,000	0	
Sub-Total, Public Outreach Committee	7,400	٥	0	0	0	0	0	1,000	1,000	1,000	0	3,000	4,400	
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Strengthening USARU Committee	2 760		176		†	İ						72.	2 2 2	
Tachical Assistance & Parilitator Travel for Virtual Training	400		2		Ì		1	T	T		Ī	3	400	
Other	180					-							180	
Sub-Total, Strengthening USAID Committee	6,340	0	176	0	0	٥	0	0	0	٥	0	176	6,164	:
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Administrative Assistant (thru 6/15): Systems Manager (6/16-3/31)	14.175				3.630		T		4.454		ľ	8.084	6.091	
Website: Web Master	1,250			96								06	1,160	
Domain Hosting	785	215					408				84	707	78	
Constant Contact	006		74	74	74	74	74	74	74	74	74	299	233	
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Zoom subscription	180	88	185	154	605	5	,	4	1	163	/21	797	53	The second secon
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Financial Review	0							ľ				0		
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Office Supplies, mailing costs	70 947	ğ	355	230	3 0 3 0	207	450	8	2003	25.7	3	010 01	١,	es payment
Up-10tal Administrative Costs	146'07	\$	607	676	676'6	66/	ore	103	300,0	/67	+	12,320	6,019	
Contingency	358											0	358	
ROUTINE EXPENDITURES TOTAL	48.340	904	441	1.689	4.029	793	3.174	1.109	6.082	1.257	856	20.035	28.305	
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REVENUE MINIS ROUTINE EXPENDITURES	-10,090	8.631	3.326	1 061	1 070	,00	27.00	3				İ		

UAA 2022 Operating Budget Report that October 34, 2022 Budget Approach 4													1	1	
EXPENDITURES TOTAL 6,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		2022 Budget approved 6/16/2022	January 2022		March 2022		fay 2022			August S 2022		October 2022		erraining approved 2022 budget	Comments
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NE-TIME EXPENDITURES -16,090 8,631 3,326 1,961 -1,979 482 -2,749 594 5,327 2,518 4,154 10,423	ONE-TIME EXPENDITURES TOTAL	9000	0	•	2	-	•	,	,	+					
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ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

October 1 – October 31, 2022 (includes 2021 data for comparison)

Registrations:

3
6

New registrants in October 2022:

Peng Claire Velmer Jed Meline

New associate registrants in October 2022:

None

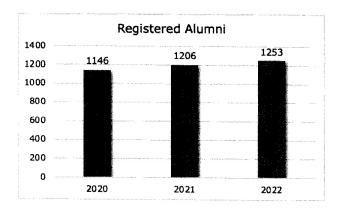
Registrants whose names were removed in October 2022: deceased/unsubscribed:

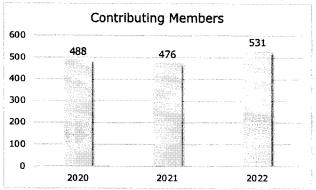
None

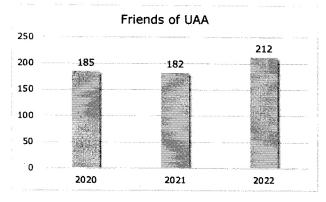
Membership Contributions Summary:

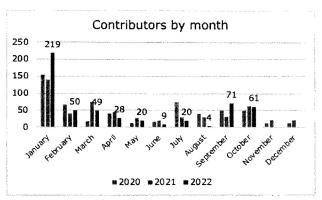
Alumni contributions, October 1 – October 31, 2021:	61
Total number of contributors for 2022 through October 31:	531
Total number of contributors for 2021 through October 31:	476
% of contributors through October 2022 as compared to October 2021:	112%
Total number of \$100+ contributors, October 1 – October 31, 2022:	29
Total number of \$100+ contributors for 2022 through October 31:	212
Total number of \$100+ contributors for 2021 through October 31:	182
% of \$100+ contributors through October 31, 2022 as compared to	116%
October 31, 2021:	
Number of new contributing members, October 1 – October 31, 2022:	0
Total number of new contributing members for 2022 through October 31:	26
New contributors as a % of new registrants for October 2022:	0%

Comparison over the years as of the end of October:









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

New Contributing Members:

None

Contributing Members:

Christina Schoux
Michelle Adams-
Matson
Grover Atwood
Pamela Baldwin
Frederick Barton
Eric Bolstad
Pete Bradford
Theodor Bratrud
James Brody
Michael Carroll
Sean Carroll
William Carter
Jatinder Cheema
Douglas J Clark
Anna Coburn

Barbara B Crane Vivian Derryck Sharon Epstein John Eriksson Taroub Faramand Allen Fleming Frederick Gilbert Paula Goddard William Granger Zachary Hahn William Hammink Kathleen Hansen Conroy Timm Harris David Hess George Hill

Paul Holmes Janet Kerley Scott Kleinberg James Kunder Mary Lewellen David Losk Sonny Low Pamela Mandel Patricia Matheson Heather Mchugh Laura Mcpherson Charles Merritt Constatine Michalopoulos **Ted Morse** David Olinger

Laura Slobey **Thomas Staal** Robert Thurston Miles Toder Sharon Van Pelt Tjip Walker Mike Walsh Gene Ward Elizabeth Warfield **James Watson Ted Weihe** John Westley Jerry Wood David Cowles Beth Hogan Norma Parker