

MINUTES  
of the  
UAA EXECUTIVE COMMITTEE MEETING<sup>[1]</sup>  
Thursday, April 20, 2023  
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, April 20, 2023, 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

Carol Dabbs  
Roberta Mahoney  
Margaret Neuse

Joy Riggs-Perla  
Denise Rollins  
Miles Toder

Absent

Chris Milligan

COMMITTEE CO-CHAIRS AND SENIOR ADVISORS

Present

Barbara Bennett  
Bette Cook  
Margot Ellis  
Karen Freeman  
Steve Haykin  
Tom Nicaastro  
Sharon Pauling

Carol Peasley  
Alex Shakow  
Rob Sonenthal  
Gail Spence  
Nancy Tumavick  
Steve Wingert

Absent

Jim Bever  
Terry Brown  
Beth Hogan  
Christine Sheckler

WEBMASTER

Stu Callison

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

MEETING CHAIR

Joy Riggs-Perla

\* \* \* \* \*

Joy Riggs-Perla 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 AGM Committee, Steve Wingert would be taking notes on the decisions reached at the meeting;

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<sup>[1]</sup>These minutes are based on the detailed decision notes prepared by Steve Wingert on behalf of the AGM Committee; an aide mémoire on the April 6 Board meeting provided by Joy Riggs-Perla; and comments on early drafts by Joy Riggs-Perla and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

and (iii) at the May 18 ExCom meeting, the Public Outreach Committee would be responsible for recording decisions.

1. MINUTES.

Upon a motion, duly seconded, the minutes of the ExCom meeting of March 16, 2023, were approved by unanimous vote, provided that, before the minutes are posted on-line, Tom Nicasastro would provide a missing membership number, if available.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, presented the Financial Report for March 2023 (Attachment A), showing a total of \$149,345 on deposit, a decline of a little under \$4,000.

In the Budget Report for March, she noted in particular that—

- We received membership contributions of \$4,650; expenditures were \$10,082 (corrected figure), including a total of \$7,800 for our annual donations to DACOR, CGD and USGLC and for payment to the System Manager.
- The 2022 Budget has now been closed. Any further payments for activities in 2022 will be charged to the 2023 budget. Revenues for the year were nearly \$43,000, while expenditures were only \$36,600 (reflecting the lingering constraints of COVID-19 on our programming), leaving an end-of-year surplus of about \$6,300.

B. Membership Statistics.

Tom Nicasastro reported that:

- Ven Suresh has been preoccupied at his State Department job dealing with the crisis in Sudan, and was not yet able to prepare a Membership and Contributions Summary for March 2023. The Summary will be distributed to the ExCom as soon as it is available.
- The report on the Registrant to Member (R2M) 2023 Campaign and Membership Survey is almost completed, awaiting only a final consultation with Ven.

Carol Dabbs noted that 58 member contributions were received in March via Click & Pledge or check.

3. ISSUES.

A. April Board Meeting.

Joy Riggs-Perla reported on the principal decisions taken by the Board at its meeting on Thursday, April 6, 2023. The Board—

- Approved the Social Events Committee's recommendation of June 1, at DACOR, from 3:00 to 5:00 (with virtual participation from 4:00 to 5:00), as the date, venue, and time for the Spring Fling, and

authorized the Treasurer, Carol Dabbs, to sign the contract with DACOR on behalf of the Co-chairs. An announcement and a link for responses will appear in the May newsletter.

- Approved the Social Committee's suggested survey of member preferences for potential social activities, to be carried out via Google Forms.
- Approved a Core Process for "System Manager's Support," based on guidelines prepared by Nancy Tumavick, specifying how unscheduled support from the System Manager must be requested and approved, and directed that it be posted on the Executive materials portion of the UAA website.
- Having consulted with Rob Sonenthal, UAA counsel, on the requirements of IRC 501(c)(3), asked Jim Bever (i) to draft a notice to members urging them to contact their Congressional representatives in support of legislation authorizing a Foreign Service commemorative coin, and (ii) to develop an estimate of direct expenditures, volunteer time, and paid time of UAA contractors to report on UAA's Form 990, Schedule C. [Roberta Mahoney noted that ADST, the original sponsor of the effort, has already drafted a model notice that can be used by participating organizations. She will forward a copy of the draft to the ExCom for comment.]
- Revised the critical dates for Steps 1 and 2 in this year's guidance for the UAA Strategic Planning Framework to accommodate mid-year committee work-plan modifications, prepare for the June budget review, and guide annual results reporting and 2024 work planning later in the year, which required changes to the November/December meeting schedule. (The Board will now meet on November 30, and the ExCom on December 14.)
- Approved a motion requiring Board approval for events to which all UAA members and/or all registrants are invited, and for surveys directed to all Members and/or Registrants. [During the ExCom meeting, the Board, by unanimous vote, approved revision of the Core Process on "What Needs Board Approval" to reflect these requirements.]

#### B. USAID/UAA MOU.

Denise Rollins called the ExCom's attention to her March 13 email on USAID's plans to revise the FS/SFS Skills Matrix to add a new, fifth Core Skill on "Diversity, Equity, Inclusion and Accessibility (DEIA)." She suggested that UAA show support for the effort by designating someone from the Board or the ExCom to attend, in person, an upcoming USAID meeting on the subject.

Denise also reported that USAID will be signing three new agreements at the Global Summit co-hosted by USAID and Draper University on May 4-5. One of the agreements is with Draper, an HBCU. An announcement will appear in the May newsletter.

#### C. 2023 Strategic Framework and Implementation Plans.

Miles Toder called attention to the detailed description of the 2023 Strategic Planning Process that was circulated to the ExCom prior to the meeting, and the three reports — Annual Report, Implementation Plan, and Budget — that the process is designed to produce. He then walked the ExCom through the five steps involved in the 2023 Strategic Planning Process, noting the deadlines required for each step: All committee co-chairs are to review and submit to him any needed updates of their respective Implementation Plans by April 30, and their proposed 2023 budgets by May 25 to Carol Dabbs. Other deadlines for submissions are scheduled in August for the Annual Report, in September for the proposed 2023-24 Implementation Plan, and in November for the 2024 budget.

D. Mentoring Program.

Sharon Pauling reported on the Mentoring Program:

At the end of March, the Program distributed a quick-and-easy check-in survey to mentors and mentees to determine their satisfaction with the Program. To date, responses have been received from 22 of the 38 mentors, and from approximately half of the 44 mentees. (Additional responses are expected, since the deadline for submission has not yet passed.)

The responses have been uniformly positive, and all the mentors and mentees seem committed to remain in the Program.

E. Retirement Ceremony.

Tom Nicastro reported on the Retirement Ceremony, held on March 22 in the RRB:

- The response of attendees at the ceremony was overwhelmingly positive.
- The MemCom was able to obtain the names and email addresses of 100 retirees, and plans to contact them directly about joining UAA.

Roberta Mahoney reported that, when she attended the March FSI Job Search Program, she met with 4 retiring USAID officers who would have liked to have been included in the Retirement Ceremony but were not, because it was for those who retired during 2022, and the JSP attendees were about to retire during 2023. But Roberta suggested that it makes sense to include officers attending the March JSP in future years, whose retirement is imminent, although their participation would have to be approved by USAID.

F. Nominations Committee.

Roberta Mahoney informed the ExCom that this years Nominations Committee would consist of Margaret Neuse and Carol Dabbs, both of whom have served 2 terms and are therefore not eligible for re-election, and Miles Toder, whose first term does not expire until 2024.

Because the two Board members eligible for re-election (Roberta Mahoney and Denise Rollins) have decided to run, the committee will be seeking only two additional candidates. It expects to use the calendar established by Terry Brown for the 2022 nominations, beginning with an announcement of the process in the June newsletter, and ending with final recommendations to the Board by July 31.

Board and ExCom members are encouraged to forward prospective candidates to the committee. (Self-nomination is permitted.)

4. COMMITTEE REPORTS.

A. Public Outreach.

In the absence of both committee co-chairs, Miles Toder reported on the recent activities of the Public Outreach Committee:

- The Speakers' Toolkit is almost ready, having benefitted greatly from feedback provided by the committee's "kitchen cabinet." A more complete version is expected soon, after which LPA will be asked to update specific information.
- Two events are planned in Florida which are hoped will contribute to formation of a UAA chapter there:
  - On May 2, DAA Adams-Allen will be visiting Florida International University in Miami, which has the largest Hispanic student body in the state. We would like to add a UAA event to her schedule — perhaps a meeting with a small group of UAA members.
  - On May 18/19, the Foreign Service Retirees Association of Florida is organizing a meeting in Jacksonville on "Trade and Aid," and has asked us to provide a speaker. We've contacted USAID alumni in Florida and southern Georgia who might be interested in attending.
- The committee is also hoping to organize alumni in North Carolina, New Mexico (Rebecca Black) and the West Coast (Christine Sheckler). Joy commented on the need for local UAA leadership for these groups.

B. Membership.

Tom Nicastro will provide updated information on membership when the March Membership and Contributions Summary becomes available. Bette Cook noted that Barbara Bennett welcomes all recommendations for UAA members to be profiled in the newsletter.

C. Development Issues.

Gail Spence reported that the DIC is looking for speakers for a joint DACOR/UAA event, probably in May, following up on Aaron Williams' presentation on the "multi-generational workplace," concerning issues of how different generations of USAID officers interact, or fail to do so. (According to Denise Rollins, USAID has identified this as a problem: The current USAID workforce has the largest array of generations in Agency history.)

Alex Shakow noted that former Peruvian Interim President Francisco Sagasti — a scholar and student of international development — would be speaking at a DACOR/UAA Development Dialogue on May 24.

D. Mentoring.

[See Part 3.D above.]

E. Awards.

Bette Cook reported that the guidance for the 2023 alumni awards remains the same as last year, and is posted to the UAA website. The deadline for nominations is July 31. Self-nominations are permitted, but Board and ExCom members are ineligible.

F. History of USAID/ADST.

Nothing new to report.

G. Social Events.

Karen Freeman reported on the activities of the Social Events Committee.

- Survey. A survey is being sent to members soliciting their suggestions for UAA social activities.
- Spring Reception. Karen thanked the Board for approving the arrangements for the Spring Reception. She noted that—
  - The event, to take place on June 1, will be hybrid: in person and virtual.
  - DACOR has already been contacted.
  - Beth Hogan has agreed to serve as MC.
  - Miles Toder will be responsible for the virtual attendance.
  - Volunteers are needed to greet the attendees.
  - The committee is working to identify and invite speakers.
- Summer Picnic. We have reserved our customary venue at Fort Hood Park for September 9, but are prepared to consider other venues (e.g., Pam Baldwin's winery in Lovettsville, Virginia); the penalty for canceling the Fort Hood reservation up to two weeks in advance of the event is only \$10.
- AGM/Regional Events. We are considering organizing additional social events around the time of the AGM and in the regions where we hope to organize chapters.

H. Annual General Meeting.

At its April 13 meeting, the AGM Committee, joined by Terry Brown from overseas, decided to recommend either one or two high level panels focused on the new USAID Policy Framework. The panels would run from 9:00 to 1:00, with lunch from 1:00 to 3:00.

The first panel (or, alternatively, a representative of USAID) would focus on the new initiatives contained in the Framework; the second panel would focus on what changes the Agency must undertake to implement the Framework, particularly the workforce issues that constrain USAID's ability to act.

Jim Michel has prepared a 3½-page concept paper, but further work is needed to focus the discussion, given the short time available. More detailed planning will be undertaken by Terry Brown and Steve Wingert, with the support of other committee members.

Tom Nicastro urged the committee to settle on AGM structure and content and issue an announcement as early as possible, so that the MemCom can use the AGM in its June membership drive, to show non-members what they are missing.

5. OTHER BUSINESS.

A. System and Administrative Issues.

Nothing further.

B. Other Business: General.

Nancy Tumavick reminded ExCom members to enter all scheduled UAA events — such as the two events planned for Florida in May — on the UAA calendar.

C. Schedule/Venue of Future Meetings.

The upcoming schedule of meetings:

- Next Board meeting: Thursday, May 4, 2023.
- Next ExCom meeting: Thursday, May 18, via Zoom. The Public Outreach Committee will be responsible for reporting on decisions and other actions.

D. Other Upcoming Events.

- Next meeting on MOU with DA Adams-Allen: May 11 @ 1:30 p.m.

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted unanimously. The meeting adjourned at 11:40 a.m.

Respectfully submitted,



Robert Sonenthal  
Assistant to the Secretary

Approved: June 15, 2023.

Attachments:

- A. UAA Financial Report as of March 31, 2023
- B. UAA 2023 Operating and History Budget Report (through March 31, 2023) (v.2)
- C. UAA 2022 Operating and History Budget Report (through March 31, 2023)
- D. Core Process for System Manager's Support
- E. Core Process for What Needs Board Approval? (updated)

**ATTACHMENT A**

**UAA FINANCIAL REPORT  
(AS OF MARCH 31, 2023)**

(U. S. Dollars)

	<b>Balance 02/28/2023</b>	<b>Deposits</b>	<b>Disburse- ments</b>	<b>Balance 03/31/2023</b>
<b>UAA Operations Account</b>				
Checking Account	25,906.72	3,509.11	7,420.00	21,995.83
Savings Accounts	69,870.37	0.00	0.00	69,870.37
Total Operations Member Acct	95,777.09	3,509.11	7,420.00	91,866.20
<b>UAA History Project Account</b>				
Checking Account	5,386.01	0.00	0.00	5,386.01
Savings* Accounts	52,133.24	0.00	0.00	52,133.24
Total History Project Member Acct	57,519.25	0.00	0.00	57,519.25
<b>UAA Total Bank Accounts</b>				
Checking Accounts	31,292.73	3,509.11	7,420.00	27,381.84
Savings* Accounts	122,003.61	0.00	0.00	122,003.61
Total LFCU Accts	153,296.34	3,509.11	7,420.00	149,385.45

\* Includes both Main Savings and Premier Savings Accounts

04/18/23



**ATTACHMENT B**

**UAA 2023 OPERATING AND HISTORY BUDGET REPORT  
(THROUGH MARCH 31, 2023) (v.2)**

	2023 Budgets as approved 01/19/2023	January	February	March	Thru lat- est month	Remaining approved 2023 budget	Comments
<b>UAA 2023 OPERATIONS BUDGET</b>		<b>Revenue</b>					
<b>Estimated Revenue by Source</b>							
Click and Pledge (from C&P Settlement Statements)	41,000	6,075	3,200	3,550	12,825	28,175	52 dues payers
Checks (recorded when received)	2,000	925	225	1,100	2,250	-250	6 dues payers
Interest on LFCU ops acct deposits		18	0	0	18	NA	
<b>ESTIMATED REVENUE TOTAL</b>	<b>43,000</b>	<b>7,000</b>	<b>3,425</b>	<b>4,650</b>	<b>15,075</b>	<b>27,925</b>	
<b>Expenditure Items and Categories</b>							
<b>Annual General Meeting (program)</b>		<b>Expenditures</b>					
Awardees & Speaker Travel	1,150				0	1,150	
AGM Catering Services	5,000				0	5,000	
Costs to host virtually or hybrid	0				0	0	
<b>Sub-Total, AGM program</b>	<b>6,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,150</b>	
<b>Development Issues Committee</b>							
Arizona State University or Other (only if resume use of facilities)	500				0	500	
Other	0				0	0	
<b>Sub-Total, Development Issues Committee</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Membership Committee</b>							
Retirement Ceremony	750				0	750	
USAID Day at DACOR	0				0	0	
Alumni Awards	300				0	300	
Brochure Printing	300			300	300	0	
Administrative Assistant	4,800				0	4,800	
<b>Sub-Total, Membership Committee</b>	<b>6,150</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>5,850</b>	
<b>Mentoring Committee (name changed from USAID Strengthening in November 2022)</b>							
Administrative Assistant	5,000				0	5,000	
Technical Assistance & Facilitator Travel for Virtual Training	0				0	0	
Other	0				0	0	
<b>Sub-Total, Mentoring Committee</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	
<b>Public Outreach Committee</b>							
Public Outreach Materials Production	2,000				0	2,000	
Travel to establish alumni branches	2,000			478	478	1,522	Hotel bills FL trip
DACOR	1,000			1,000	1,000	0	
CGD	1,000			1,000	1,000	0	

USGLC General Membership	1,000			1,000	1,000	0	
Sub-Total, Public Outreach Committee	7,000	0	0	3,478	3,478	3,522	
Social Events Committee							
Winterfest	1,203			1,203	1,203	0	\$103 transferred from Other Social
Spring Reception	2,500				0	2,500	
Summer Picnic	1,000		425		425	575	
Other Social	397				0	397	\$103 transferred to Winterfest
Sub-Total, Social Events Committee	5,100	0	425	1,203	1,628	3,472	
Administrative Costs							
Systems Manager	20,000			4,800	4,800	15,200	1/1/23 thru 3/15/23
Website: Web Master	1,250				0	1,250	
Domain Hosting (was bundled with Web Master in initial 2022 budget)	1,000	144			144	856	
Constant Contact	900	70	70	70	210	690	
Survey Monkey Subscription--1 year	407				0	407	
Zoom subscription	160				0	160	
Bank Charges: Click & Pledge, transfer fees	2,100	304	163	184	651	1,449	C&P fees
Liability Insurance	500				0	500	
D & O Insurance	750				0	750	
Tax Preparation	650				0	650	
Office Supplies, mailing costs	300	16	4	46	65	235	reimburse duplicate membership payments minus UAA expenses
Sub-Total Administrative Costs	28,017	533	236	5,100	5,870	22,147	
					0	0	
Contingency	2,000					2,000	
ROUTINE EXPENDITURES TOTAL							
	59,917	533	661	10,082	11,276	48,641	
REVENUE MINUS EXPENDITURES							
	-16,917	6,467	2,764	-5,432	3,799	-20,716	
UAA 2023 HISTORY PROJECT BUDGET							
Revenue (interest on savings accounts)							
	325	309	0	0	309	16	
Expenditure Items							
History Committee							
Enduring Struggle	250	0			0	250	
ADST support	0	0			0	0	
AU Archives Internship Program	10,000	5,000			5,000	5,000	
Sub-total, History Project Expenditures	10,250	5,000	0	0	5,000	5,250	
*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

6/12/23

**ATTACHMENT C**

**UAA 2022 OPERATING AND HISTORY BUDGET REPORT  
(THROUGH MARCH 31, 2023)**

	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	November 2022	December 2022	Paid Jan '23 - March '23	Thru latest month	Remaining approved 2022 budget	Comments
<b>Revenue</b>																	
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	1,115	10,925	NA	40,398	-5,148	
Checks (recorded when received)	3,000	1,000	225	400	150	0	0	0	0	100	225	0	425	NA	2,525	475	
<b>ESTIMATED REVENUE TOTAL</b>	<b>38,250</b>	<b>9,235</b>	<b>3,767</b>	<b>3,650</b>	<b>2,050</b>	<b>1,275</b>	<b>425</b>	<b>515</b>	<b>756</b>	<b>3,775</b>	<b>5,010</b>	<b>1,115</b>	<b>11,350</b>	<b>0</b>	<b>42,923</b>	<b>-4,673</b>	
<b>Expenditures</b>																	
Routine Expenditure Items and Categories																	
Annual General Meeting (program) (assumes no CGD direct cost)																	assumes no CGD direct cost
Awardees & Speaker Travel	1,150														0	1,150	
Costs to host virtually or hybrid	1,500												282		282	1,218	
Sub-Total, AGM program	2,650	0	0	0	0	0	0	0	0	0	0	0	282	0	282	2,368	
Development Issues Committee																	
Arizona State University or Other	500														0	500	only if resume use of facilities
Other	500														0	500	
Sub-Total, Development Issues Committee	1,000	0	0	0	0	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	
Summer Picnic	637			425							212				637	0	
AGM Catering Services	4,851												0	3,564	3,564	1,287	lunches invoiced and paid \$1960; \$176 transferred to Admin Asst
USAID Day at DACOR	200												0	200	200	0	
Alumni Awards	291												283		283	8	
Brochure Printing	59												59		59	0	
Other Social	136												136		136	0	
Sub-Total, Membership Committee	9,469	0	0	1,361	100	0	2,259	0	0	0	212	0	478	3,764	8,174	1,295	
Public Outreach Committee																	
Produce Speaker Presentation Materials	3,300														0	3,300	
Travel to establish alumni branches DACOR	1,100								1,000					277	277	823	
CGD	1,000							1,000							1,000	0	
USGLC General Membership	1,000									1,000					1,000	0	

Sub-Total, Public Outreach Committee	7,400	0	0	0	0	0	0	1,000	1,000	1,000	0	0	0	277	3,277	4,123		
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	0	0	0	0	0	176	6,164		
Administrative Costs																		
Administrative Assistant (thru 6/15); Systems Manager (6/16-3/31)	18,934					3,630				4,454				9,300	1,550	18,934	0	Transferred remaining Admin Costs, remaining Contingency, and \$176 from AGM Catering
Website: Web Master	90				90									0		90	0	
Domain Hosting	907	215						408				84	200			907	0	
Constant Contact	807		74	74	74	74	74	74	74	74	74	70	70			807	0	
Survey Monkey Subscription--1 year	407							407								407	0	
Zoom subscription	157										157					157	0	
Bank Charges: Click & Pledge, transfer fees	2,014	389	183	164	103	69	27	35	54	183	234	61	512			2,014	0	
Liability Insurance	500								500							500	0	
Tax Preparation	650					650										650	0	
Financial Review	0															0	0	
Office Supplies, mailing costs	224		8		121						94					224	1	
Sub-Total Administrative Costs	24,690	604	265	329	3,929	793	916	109	5,082	257	644	331	9,882	1,550	24,690	0		
Contingency	0														0	0		\$21 transferred to Admin Asst
																0		
ROUTINE EXPENDITURES TOTAL	51,549	604	441	1,689	4,029	793	3,174	1,109	6,082	1,257	856	331	10,643	5,591	36,599	14,950		
REVENUE MINUS ROUTINE EXPENDITURES	-13,299	8,631	3,326	1,961	-1,979	482	-2,749	-594	-5,327	2,518	4,154	784	707		6,324	-19,623		
ONE-TIME EXPENDITURES																		
Retirement Ceremony	0														0	0		
Lutheran Immigration and Refugee Service	1,000														0	1,000		
Website Options Study	1,791														0	1,791		
ONE-TIME EXPENDITURES TOTAL	2,791	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,791		
REVENUE MINUS ROUTINE & ONE-TIME EXPENDITURES	-16,090	8,631	3,326	1,961	-1,979	482	-2,749	-594	-5,327	2,518	4,154	784	707	NA	6,324			
UAA 2022 HISTORY PROJECT BUDGET																		
Revenue (interest on savings accounts)	250	49	29	0	15	0	0	44	0	0	144	0	0	NA	281	-31		
Expenditure Items																		
History Committee																		
Enduring Struggle	500	0	0	0	0	0	0	0	296	0	0	0	0	0	296	204		
ADST support	0	0	0	0	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	0	0	0	0	296	204		
*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

4/18/2023

## ATTACHMENT D

### CORE PROCESS FOR SYSTEM MANAGER'S SUPPORT

The following are general guidelines for requesting support from the UAA Systems Manager, who works only part-time for us. The process when you need support from the Systems Manager falls into one of two categories:

**1. Routine task requests that can be emailed directly to the Systems Manager.** (If you want a second eye to check your draft, the Senior Advisor for Communications will be happy to check it over for you first.) These include:

- Announcements of Development Issues Committee (including UAA/DACOR Development Dialog), Social Committee, and AGM events that are going out to all or an existing subset of our Constant Contact (CC) database. The Systems Manager establishes the sign-up list for receiving acceptances, so you can communicate directly with him/her to check numbers as the event approaches.
- Requests for a UAA Zoom meeting link for Board, ExecCom, other Committees, other UAA small groups, and for UAA meetings with other organizations.
- Requests from Membership Committee for the monthly membership reports unless a new format or additional data is being requested.
- Communications between the Treasurer and the Systems Manager related to latest financial information.

**2. Non-routine task requests, which should be sent to the Senior Advisor for Communications for consideration and scheduling.**

- Requests for stand-alone (single purpose) emails or announcements. Oversight by the Senior Advisor for Communications can not only assure that the Systems Manager's time is allocated to the highest priority items, but also to assure UAA outgoing emails are not too frequent, which might cause recipients to overlook them.
- Requests for any analysis related to our data bases whether Constant Contact (including the member list and the DMV list), the Directory, or Click and Pledge.
- Surveys of any sort. We need to determine in advance the extent to which the Systems Manager's time is going to be requested for such work, which varies significantly.

#### **Timing of your request**

Please note that there are two periods of time most months when the Systems Manager is engaged with specific time-sensitive tasks:

- The weekend prior to an ExecCom meeting, when s/he assembles the membership reports for the Membership Committee.
- The last weekend of the month, when s/he is assembling the UAA Newsletter to send out the first Monday of the month.

Approved by the UAA Board, 04/06/2023

## ATTACHMENT E

### CORE PROCESS FOR WHAT NEEDS BOARD APPROVAL? (UPDATED)

UAA Board and Executive Committee members need to obtain UAA Board approval for the following. In each case, the source of the requirement is cited. A majority vote is required unless otherwise noted. For clarification or further detail, consult the source document or the UAA representative responsible for the source document.

**Time and Place of Regular Annual Meetings of Membership**

*Article IV, Section 7, UAA Bylaws*

**Bylaws Change(s)** (2/3 vote required)

*Article IX, Section 1, UAA Bylaws*

**Committees: Establish Committees and Working Groups**

*Article VIII, Section 1, UAA Bylaws (as approved 7/21/2022)*

**Selection of Chairs and/or Co-Chairs of Committees**

*Article IV, Section 2b, UAA Bylaws*

**Direct Authorities and Functions of Committees**

*Article VIII, Section 2, UAA Bylaws (as approved 7/21/2022)*

**Disposition of all reported conflicts of interests**

Ethics and Conflict-of-Interest Policy (September 20, 2018)

**Minimum annual contribution levels** for membership

*Article III, Section 3, UAA Bylaws*

**All expenditures** - (Approval of Budget or Budget changes is usual means)

*Article VII, Section 4, UAA Bylaws*

**Notes, contracts, and other financial documents**

*Article VII, Section 2, UAA Bylaws*

**New tasks/activities under the UAA-USAID MOU**

*Management & Oversight of USAID/UAA MOU Process, 7/21/22*

**Appointment of three members to Annual Nominating Committee**

*Article IV, Section 4, UAA Bylaws*

**Election or Appointment of Officers**

*Article V, Section 1, UAA Bylaws*

**Location of offices** other than 1801 F St, NW, Washington, DC 20006

*Article 1, Section 2, UAA Bylaws*

**Reimbursement** for Board member expenses

*Article IV, Section 6, UAA Bylaws*

**Authorization, adoption, and publishing of rules or codes** for the UAA

*Article IV, Section 2d, UAA Bylaws*

**Scheduling of Events** to which all UAA Members and/or Registrants are invited

**Strategic Goals and Implementation Plans**

*(common sense)*

**Surveys** involving all Members and/or all Registrants

**Matters of Urgency**

*Article IV, Section 8, UAA Bylaws*

**Matters to be submitted to vote of the membership**

*Article IV, Section 2c, UAA Bylaws*

Approved by UAA Board of Directors, 04/20/2023