

**MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]**

Thursday, July 20, 2023
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, July 20, 2023, at 10:15 a.m. The following UAA Board members, ExCom committee co-chairs, Senior Advisors, staff members, and guests participated in the meeting:

BOARD MEMBERS

Present

Carol Dabbs
Roberta Mahoney

Chris Milligan
Margaret Neuse

Joy Riggs-Perla
Miles Toder

Absent

Denise Rollins

COMMITTEE CO-CHAIRS AND SENIOR ADVISORS

Present

Barbara Bennett
Terry Brown
Margot Ellis^[2]
Karen Freeman
Steve Haykin

Beth Hogan
Tom Nicastro
Sharon Pauling
Carol Peasley
Alex Shakow

Christine Sheckler
Rob Sonenthal
Gail Spence
Steve Wingert

Absent

Bette Cook

SENIOR ADVISORS

Present

Nancy Tumavick
(Communications)

Jim Bever^[2]
(Public Outreach)

Absent

NEWSLETTER EDITOR

Present

Jean Lange

Absent

WEBMASTER

Stu Callison

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

^[1] These minutes benefited greatly from decision notes prepared by Gail Spence on behalf of the Development Issues Committee; an aide mémoire on the July 6 Board meeting provided by Joy Riggs-Perla and comments on an early draft of these minutes by Denise Rollins and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

^[2] Joined in progress.

MEETING CHAIR

Roberta Mahoney

* * * * *

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

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 during the meeting; and (iii) at the September 21 ExCom meeting, the Mentoring Committee would be responsible for recording decisions.

1. MINUTES.

A motion to approve the minutes of the June 15 ExCom meeting, duly seconded, was adopted by the Board by unanimous vote.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Financial and Budget Reports for June 2023 that she had circulated to the ExCom prior to the meeting (Attachments A and B).

The Financial Report as of June 30 shows a total balance in all UAA checking and savings accounts of just under \$145,000, a decrease of approximately \$3,000 from the balance as of June 30, reflecting payments from the Operations Account to cover outstanding bills.

In the Budget Report through June 30, Carol noted that—

- Contributions were received in June from 30 members, totaling \$1,775.
- Expenditures totaled \$5,974, including payments for the Retirement Ceremony; Margot Ellis' trip to Florida (for the Public Outreach Committee); postage (brochures); Ven Suresh's compensation; along with fees for Survey Monkey; Constant Contact; Click & Pledge, and the website.

B. Membership Statistics.

Tom Nicastro called attention to the Membership Report for June 2023 (Attachment C). He reported that, as of June 30, UAA had 425 contributing members for the 2023 calendar year, compared to 375 members at the same time last year — an increase of 13%.

3. ISSUES.

A. July Board Meeting.

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

- *Revised Contracting Guidelines and Procedures*: The changes recommended by Carol Dabbs, UAA Treasurer, will be presented for further discussion at the next ExCom meeting, and will then be subject to a final Board decision. The Board will work closely with the committee co-chairs to help ensure compliance.
- *Potential Board Members*: The Board approved the list of candidates proposed for consideration by the Nomination Committee, but will try to augment the list with one or more retired civil servants, if feasible.
- *PEPFAR Reauthorization*: The Board will not take a public stance on reauthorization, but recommends that the Development Issues Committee consider highlighting the issue (with support from Alex Shakow).
- *Liability Insurance*: The existing Liability Insurance policy will be renewed as is. The Board will also consider obtaining a Director and Officers' (D&O) liability insurance policy prior to the beginning of 2024.
- *Newsletter Editor*: The Board approved Nancy Tumavick's proposal that Jean Lange be considered as Newsletter Editor.
- *Afghan FSNs*: Former Afghan FSNs who were unable to serve the full 18 months required for full UAA membership are eligible for Associate Membership. Jim Bever will be asked to inform eligible former FSNs of this opportunity. The MemCom will consider whether to recommend to the Board that former FSNs who did not serve the required 18 months due to "force majeure" be eligible for full membership.
- *August Board Meeting*: The Board's August meeting will take place on August 3. There will be no ExCom meeting in August.
- *Strategic Plan Implementation Report*: Miles Toder reported on the status of Strategic Plan Implementation Report.
- *USAID Quarterly Meeting*: Chris Milligan reported on the status of USAID/UAA MOU implementation, noting areas of progress and the need for follow up on other matters. Terry Myers is following up on paid internships.
- *USAID FSN Picnic*: Denise Rollins reported that the first-ever USAID FSN Picnic was a success, and referred Board members to the summary found in the recent UAA Newsletter

B. Newsletter Manager.

Nancy Tumavick introduced Jean Lange, who has agreed to become Editor of the UAA monthly newsletter as of October 1.

Miles Toder noted that the September newsletter will be managed by Bette Cook, and issued on Monday, September 11, in order to include a report on the Summer Picnic. Submission deadlines will reflect that delay.

C. Revised Contracting Guidelines.

In an email to the ExCom dated July 18, Carol Dabbs forwarded proposed revisions to the *Core Process for Personal Services Contracting*, designed to extend the guidance to cover all UAA contracting actions. A mark-up of the existing guidance, and a clean copy of the revised guidance, now titled the *Core Process for UAA Contracting*, were attached to the email.

In response to Terry Brown, Carol noted that the revised guidance does not provide specific time limits for document review and approval.

A motion to approve the revised core process, now titled *Core Process on UAA Contracting* with the word "expeditiously" inserted at the end of the second sentence, duly seconded, was adopted by the Board by unanimous (5-0) vote.

D. 2023 Strategic Framework and Implementation Plans.

Miles Toder called the ExCom's attention to his note of July 3 with instruction to committee co-chairs on submissions for the Annual Report. He will resend the note directly after the meeting. Submissions are due not later than August 14.

4. **COMMITTEE REPORTS.**

A. Annual General Meeting.

Terry Brown reported that, although the topics to be addressed by each panel are settled, there is still some uncertainty regarding the panelists:

- For Panel #1, on "What is Progress beyond Programs," the Agency's representative will be either Isabel Coleman or Michele Sumilas.
- For Panel #2, on "How will the Agency implement this new initiative," Clinton White was invited, but he cannot attend. Chris Milligan will contact Sheryl Stumbras, his likely replacement, with a formal invitation.
- Also for Panel #2, the committee would like to include a Senior FSN (from the Americas, where the time difference, if any, is minimal).
- The next AGM Committee meeting is on August 17.

Steve Wingert added that our invitation to Administrator Power is still pending; her office has asked for, and we provided, more detailed information on the AGM theme.

B. Mentoring Program.

Sharon Pauling reported on the USAID/UAA Mentoring Program:

- The committee is launching on Cohort #13 in September.
- USAID senior leadership has asked the committee to expand the program beyond SLG, Africa, and Global Health to include Asia, and to increase the number of mentor-mentee pairs to 50. In the opinion of Sharon and Roberta Mahoney, it should be possible to increase the number of pairs to 50, given the expressions of interest received by the committee from potential mentors.
- A one-page flyer encouraging prospective members to volunteer as mentors is ready to be distributed at the Job Search Program and inserted in USAID's retirement packages.

C. Awards.

Barbara Bennett reported that the Awards Committee has begun to receive nominations for the 2023 Alumni Awards. The deadline for receipt of nominations is July 31.

[Jim Bever joined the meeting.]

Jim Bever provided additional information on several matters covered prior to his arrival.

- *He has arranged for FSNs evacuated from Afghanistan with fewer than 18 months of service to be informed that they are eligible to join UAA as Associate Members. (Terry Myers will contact the 50 Afghan FSNs who we've been helping. (Some have already joined.)*
- *A "band" of former Afghanistan Mission Directors is working to collect "lessons learned" from USAID's mission in Afghanistan.*
- *On August 16, UAA will co-sponsor (with ADST) a "fireside chat," in person at DACOR Bacon House and on-line, featuring 10 former USAID/Afghanistan Mission Directors, along with State Department Economic Assistance Coordinators, to reflect on their service in Afghanistan. The proceedings will be recorded.*
- *After the successful FSN Picnic, Jim received an email from Clinton White proposing that UAA help USAID stay in touch with former FSNs located in the Washington metro area . . . which could be difficult if they are not UAA members.*

D. History of USAID/ADST.

Alex Shakow reported that UAA has received about \$300 in royalties from sales of *The Enduring Struggle* for the year ended June 30, as sales have been fewer than hoped.

Carol Peasley reported that oral history interviews and interview transcriptions are proceeding.

E. Social Events.

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

- The July 11 visit by a small group of members to the National Portrait Gallery was a definite success — the group had its own docent! — and suggests that such small self-financed UAA events will find an audience.
- The Summer Picnic is scheduled for Saturday, September 9, from 2:00 to 5:00, at Fort Hunt Park, our usual location. We are looking for games and other forms of entertainment (guitars?), and invite suggestions.
- We expect to organize UAA events to bookend the AGM — possibly including a museum visit (e.g., the Rubell Museum in Southwest DC) before the AGM, and a winery visit after the AGM. Margot Ellis and Sharon Pauling are working to identify a winery/wineries (most likely in Virginia), and to work out costs (about \$50 to \$60 per person, not including food), transportation, and other logistics.

[Margot Ellis joined the meeting.]

F. Public Outreach.

Beth Hogan reported on the recent activities of the Public Outreach Committee:

- The Roads Scholars Program needs speakers on development assistance. Although Jim Bever has agreed to speak to the Program on September 24-29, additional speakers will be needed thereafter. It's a great opportunity to publicize the mechanics and importance of development.³
- UAA members located in and around Fort Lauderdale are organizing a get-together in connection with the FRSA event scheduled there for September 8. Christine Scheckler added that the President of FRSA is very supportive of UAA events.
- Members of New England FRSA have invited UAA to an upcoming FRSA event in Exeter, New Hampshire.

G. Membership.

Tom Nicastro has sent an email to ExCom members inviting them to join a meeting on Tuesday, July 25, from 10:00-11:00 a.m., to discuss the results of the Membership Survey. The Survey is based on 181 separate responses from alumni who became members for the first time in 2022, broken down by FS versus GS. At the meeting, we hope to organize a small group to prepare recommendations on, among other things, how to use the Survey results to fashion future membership campaigns. Please review the report before the meeting; and if you can't attend the meeting, please forward your comments to Tom by email.

H. Development Issues.

Gail Spence reported on the activities of the Development Issues Committee:

- On June 28, the DIC sponsored a discussion with Andy Herscowitz, the first Chief Development Officer of the U.S. International Development Finance Corporation, about the developing relationship between DFC and USAID.
- Gail and Steve Wingert attended the DACOR-sponsored free happy hour for new C3 officers on July 6.
- Alex Shakow indicated that there are still places for in-person or virtual attendance at the Development Dialogue tomorrow with Dr. Liesbet Steer, President/CEO of the Education Development Center. He's still wrestling with what will draw folks back to in-person presentations.

5. **OTHER BUSINESS.**

A. System and Administrative Issues.

Nancy Tumavick thanked Gail Spence and Steve Wingert for their prompt report (with photos) for the newsletter on the recent FSN picnic.

B. General.

None.

^[3] Jim Bever provided further details on the Roads Scholar opportunity: The Program at Chautauqua is held twice a year and lasts a week, with from 75 to 120 participants; the speakers give 2 talks per day, which must be delivered in person, and receive a small honorarium. There are also one-day programs, 3 times a year in Washington DC. AFSA has been providing speakers from the State Department and FAS. Jim agreed to prepare a brief write up for the newsletter.

C. Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

- Next Board meetings: Thursday, August 3; and Thursday, September 7, 2023.
- Next meeting with Deputy Administrator Paloma Allen-Adams to discuss the USAID/UAA MOU is scheduled for Monday, September 18, 2023, at 1:00 pm.
- Next ExCom meeting: Thursday, September 21, 2023, via Zoom. At that meeting, the Mentoring Committee will be responsible for reporting on decisions and other actions.

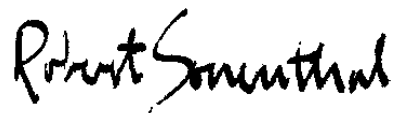
D. Other Upcoming Events.

- Friday, July 21, hybrid lunch program at DACOR with Dr. Liesbet Steer, President/CEO of the Education Development Center, a global nonprofit advancing lasting solutions to improve education, promote health, and expand economic opportunity.
- Wednesday, August 2nd, 11:00-2:30 pm in Rochester, Vermont, the annual “Development Wallah” picnic.
- Saturday, September 9, UAA Annual Summer Picnic at Fort Hunt Park, Alexandria, Virginia.
- Friday, October 27: UAA Annual General Meeting at the Center for Global Development from 8:30 am to 1:30 pm.

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted unanimously. The meeting adjourned at 11:52 a.m.

Respectfully submitted,



Robert Sonenthal
Assistant to the Secretary

Approved: October __, 2023.

Attachments:

- A. UAA Financial Report as of June 30, 2023
- B. UAA 2023 Operating and History Budget Report (through June 30, 2023)
- C. UAA Membership and Contributions Summary (December 1, 2022 through June 30, 2023)

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF JUNE 30, 2023**

(U.S. Dollars)

	Balance 05/31/2023	Deposits	Disburse- ments	Balance 06/30/2023
UAA Operations Account				
Checking Account	9,527.77	1,462.94	4,353.74	6,636.97
Savings Accounts	79,887.60	0.00	0.00	79,887.60
Total Operations Member Acct	89,415.37	1,462.94	4,353.74	86,524.57
UAA History Project Account				
Checking Account	5,386.01	0.00	0.00	5,386.01
Savings* Accounts	52,616.41	0.00	0.00	52,616.41
Total History Project Member Acct	58,002.42	0.00	0.00	58,002.42
UAA Total Bank Accounts				
Checking Accounts	14,913.78	1,462.94	4,353.74	12,022.98
Savings* Accounts	132,504.01	0.00	0.00	132,504.01
Total LFCU Accts	147,417.79	1,462.94	4,353.74	144,526.99

* Includes both Main Savings and Premier Savings Accounts

07/19/2023

ATTACHMENT B

**UAA 2023 OPERATING AND HISTORY BUDGET REPORT
THROUGH JUNE 30, 2023**

	2023 Budgets as approved 06/15/2023	January	February	March	April	May	June	Thru latest month	Remaining approved 2023 budget	Comments
UAA 2023 OPERATIONS BUDGET		Revenue								
Estimated Revenue by Source										
Click and Pledge (from C&P Settlement Statements)	41,000	6,075	3,200	3,550	1,250	2,050	1,775	17,900	23,100	30 dues payers
Checks (recorded when received)	2,000	925	225	1,100	0	0	0	2,250	-250	
Interest on LFCU ops acct deposits		18	0	0	17	0	0	36	NA	
ESTIMATED REVENUE TOTAL	43,000	7,000	3,425	4,650	1,250	2,050	1,775	20,150	22,850	
		Expenditures								
Expenditure Items and Categories										
Annual General Meeting (program)										
Awardees & Speaker Travel	1,150							0	1,150	
AGM Catering Services	6,000							0	6,000	
Costs to host virtually or hybrid	0							0	0	
Sub-Total, AGM program	7,150	0	0	0	0	0	0	0	7,150	
Development Issues Committee										
Arizona State University or Other (only if resume use of facilities)	500							0	500	
Other	0							0	0	
Sub-Total, Development Issues Committee	500	0	0	0	0	0	0	0	500	
Membership Committee										
Retirement Ceremony	750						676	676	74	refreshments, photocopying, mailing
USAID Day at DACOR	0							0	0	
Alumni Awards	300							0	300	
Brochure Printing	300			300				300	0	

Administrative Assistant	3,080							0	3,080	
R2M Expenses	10						10	10	0	2 tests of C&P to survey
Sub-Total, Membership Committee	4,440	0	0	300	0	0	686	986	3,454	
Mentoring Committee (name changed from USAID Strengthening in November 2022)								0	0	
Administrative Assistant	5,000							0	5,000	
Technical Assistance & Facilitator Travel for Virtual Training	0							0	0	
Other	0							0	0	
Sub-Total, Mentoring Committee	5,000	0	0	0	0	0	0	0	5,000	
Public Outreach Committee										
Public Outreach Materials Production	2,000							0	2,000	
Travel to establish alumni branches	2,000			478			891	1,369	631	Ellis travel & Nicastro mail brochures
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	0	0	891	4,369	2,631	
Social Events Committee										
Winterfest	1,203			1,203				1,203	0	
Spring Reception	4,085				100			100	3,985	
Summer Picnic	1,000		425					425	575	
Other Social	997							0	997	
Sub-Total, Social Events Committee	7,285	0	425	1,203	100	0	0	1,728	5,557	
Administrative Costs										
Systems Manager	20,000			4,800			3,325	8,125	11,875	
Website: Web Master	1,250							0	1,250	
Domain Hosting (was bundled with Web Master in initial 2022 budget)	1,000	144					408	552	448	
Constant Contact	900	70	70	70	70	70	70	420	480	
Survey Monkey Subscription--1 year	470						496	496	-26	
Zoom subscription	160							0	160	

Bank Charges: Click & Pledge, transfer fees	2,100	304	163	184	70	116	99	935	1,165	C&P fees
Liability Insurance	500							0	500	
D & O Insurance	750							0	750	
Tax Preparation	650					650		650	0	
Office Supplies, mailing costs, parking to pick up mail	300	16	4	46	0	1		67	233	
Sub-Total Administrative Costs	28,080	533	236	5,100	140	837	4,398	11,245	16,835	
Contingency	1,000								1,000	
ROUTINE EXPENDITURES TOTAL	60,455	533	661	10,082	240	837	5,974	18,328	42,127	
REVENUE MINUS EXPENDITURES	-17,455	6,467	2,764	-5,432	1,010	1,213	-4,199	1,822	-19,277	
UAA 2023 HISTORY PROJECT BUDGET										
Revenue (interest on savings accounts)	325	309	0	0	483	0	0	793	-468	
Expenditure Items										
History Committee										
<i>Enduring Struggle</i>	500	0	0	0	0	0		0	500	
ADST support	0	0	0	0	0	0		0	0	
AU Archives Internship Program	10,000	5,000	0	0	0	0		5,000	5,000	
Sub-total, History Project Expenditures	10,500	5,000	0	0	0	0	0	5,000	5,500	
*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

7/19/2023

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

December 1, 2022 – June 30, 2023
(includes 2022 data for comparison)

Registrations:

New alumni registrants, June 1 – June 30, 2023:	3
New associate registrants, June 1 – June 30, 2023:	0
Total new registrants, June 1 – June 30, 2023:	3
Total new registrants for 2023 through June 30:	31
Registrants whose names were removed in June 2023:	8
Total registrants through June 30, 2023:	1278
Total registrants through June 30, 2022:	1241

New registrants in June 2023:

Venge Nkosi
James Meenan
Judd Kessler

New associate registrants in June 2023:

None

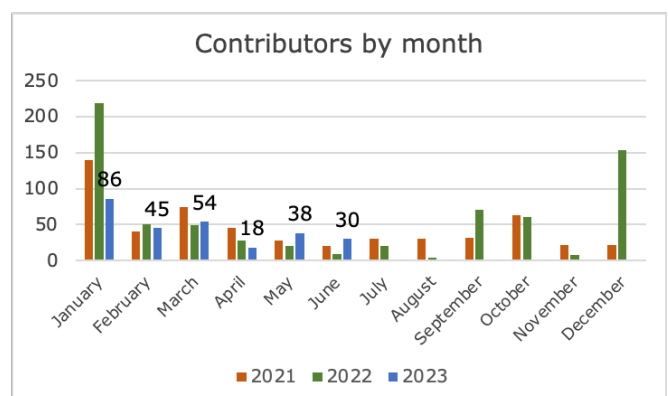
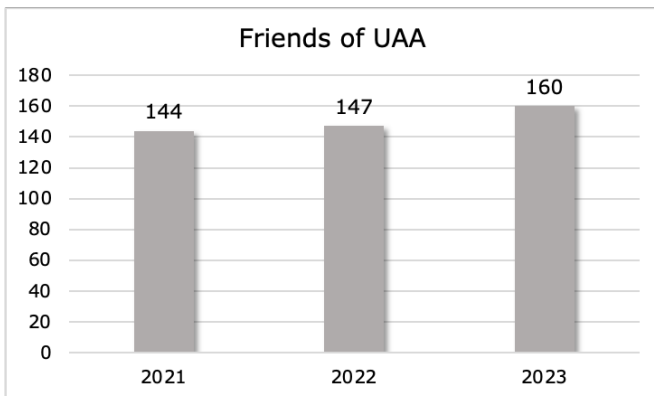
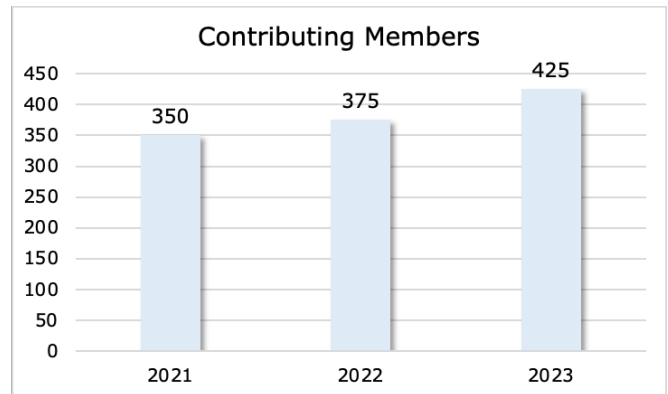
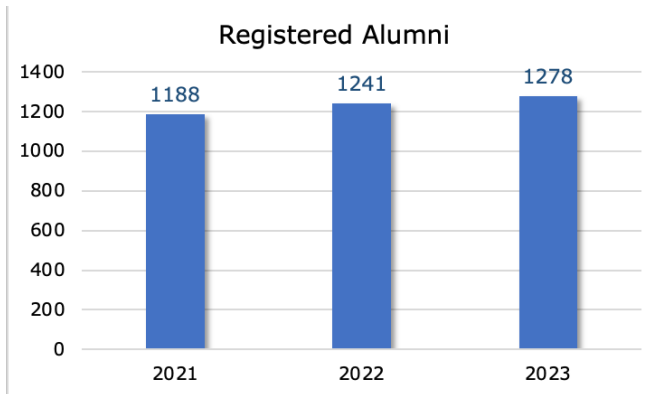
Registrants whose names were removed in June 2023:

Deceased:	Unsubscribed:
Sally Sharp	Nancy Pressa
Michael Farbman	Neilesh Shelat
Kerry Byrnes	Fredrick Gilbert
Irwin Levy	
Wayne Tate	

Membership Contributions Summary:

Alumni contributions, June 1 – June 30, 2023:	30
Total number of contributors, December 1, 2022, through June 30, 2023:	425
Total number of contributors for 2022 through June 30:	375
% of contributors through June 2023 as compared to June 2022:	113%
Total number of \$100+ contributors, June 1 – June 30, 2023:	8
Total number of \$100+ contributors, December 1, 2022, through June 30, 2023:	160
Total number of \$100+ contributors for 2022 through June 30:	147
% of \$100+ contributors through June 30, 2023 as compared to June 30, 2022:	109%
Number of new contributing members, June 1 – June 30, 2023:	0
Total number of new contributing members for 2023 through June 30:	9
New contributors as a % of new registrants for June 2023:	0%

Comparison over the years as of the end of June:



Contributions received in June 2023: (Number of * indicates number of repeat contributions from members; "Friends of UAA," who contributed \$100 or more, are indicated in bold).

New Contributing Members: 0

Contributing Members: 30

Tracy Atwood
Murl Baker
Victor Barbiero
John Beed
Eric Bolstad
Michael Casella
Colette Cowey
Mark Wentling

Dominic D'Antonio
Lisa Franchett
Kathleen Hansen
Conroy
Alain Kagabo Mitali
Jean Lange
Dawn Liberi
Gary Linden
Sheila Young

David McCloud
David Nelson
James Norris
Carol Peasley
Owen Rader
Samuel Rea
Julia Richards

Irving Rosenthal
Mark Schneider
Jim Sitrick Jr
Laura Slobey
George Thompson
Sara Walter
James Watson