

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, December 14, 2023
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, December 14, 2023, at 10:15 a.m. The following UAA Board members, committee co-chairs, Senior Advisors, staff members, and guests participated in the meeting:

BOARD MEMBERS

Present

Roberta Mahoney	Ken Yamashita
Chris Milligan	Miles Toder
Joy Riggs-Perla	Oren Whyche-Shaw
Denise Rollins	

Absent

OFFICERS/COMMITTEE CO-CHAIRS

Present

Barbara Bennett	Steve Haykin	Alex Shakow
Terry Brown	Margaret Neuse	Christine Sheckler
Carol Dabbs (Treasurer)	Tom Nicastro	Rob Sonenthal (Asst. Sec.)
Margot Ellis	Sharon Pauling	Steve Wingert
Karen Freeman	Carol Peasley	
	Dottie Rayburn	

Absent

Beth Hogan
Bette Cook
Gail Spence

SENIOR ADVISORS

Present

Nancy Tumavick (Communications)	Jim Bever (Public Outreach)
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Absent

WEBMASTER

Present

Stu Callison

Absent

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

MEETING CHAIR

Roberta Mahoney

* * * * *

^[1]These minutes benefited greatly from detailed decision notes prepared by Steve Wingert on behalf of the AGM Committee; an aide mémoire on the November 30 Board meeting provided by Joy Riggs-Perla; and comments on an early draft of these minutes by Steve Wingert, Joy Riggs-Perla, Nancy Tumavick, Sharon Pauling, Denise Rollins, and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

Roberta Mahoney called the meeting to order at 10:15 a.m. She noted that (i) a quorum of the Board was present; (ii) Steve Wingert, on behalf of the AGM Committee, would be taking notes on the decisions reached during the meeting; and (iii) at the January ExCom meeting, the Public Outreach Committee would be responsible for recording decisions.

1. **MINUTES.**

A motion, duly seconded, to approve the draft minutes for the ExCom meetings of September 21, 2023, and October 19, 2023, was approved by the Board by unanimous vote.

Approval of the draft minutes for the ExCom meeting of November 16, circulated earlier in the week, was deferred to allow ExCom members additional time to comment.

2. **FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.**

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to the Financial Report for November 2023 (Attachment A) and the Budget Report through November 30, 2023 (Attachment B), both of which she circulated to the ExCom prior to the meeting. The Reports show that, from November 1 to November 30, there was a net decrease in the Operations Account, and in the UAA accounts as a whole, of approximately \$477.00.

Disbursements from the Operations Account included fees for the UAA website, Constant Contact, and Click & Pledge.

B. Membership Statistics.

Barbara Bennett called attention to the Membership and Contributions Summary for November 2023 (Attachment C). She noted that, as of November 30, there were 572 contributing members for 2023 — an increase of 33 over November 30, 2022.

3. **ISSUES.**

A. November 30 Board Meeting.

Roberta Mahoney reported that the Board meeting continued to focus on orientation of new Board members. In addition, the Board—

- elected Roberta Mahoney and Ken Yamashita to be Co-Chairs of the Board;
- elected Joy Riggs-Perla (who is stepping down as one of the Co-Chair) to be Secretary of the Board;
- appointed Dottie Rayburn to be the third co-chair of the Development Issues Committee;
- renewed the appointment of Chris Milligan as Coordinator for the USAID/UAA Memorandum of Understanding, and designated Ken Yamashita to be his Deputy; and
- designated the following Board members to be committee liaisons:

<u>committee</u>	<u>liaison</u>
Social Events	Denise Rollins
Annual General Meeting	Joy Riggs-Perla
Public Outreach	Miles Toder
Membership	Oren Whyche-Shaw
Development Issues	Chris Milligan
Mentorship	Denise Rollins
Finance & Administration	Denise Rollins ²
History of USAID/ADST	Roberta Mahoney
Awards	Roberta Mahoney

B. 2024 Budget: Review and Approval

Carol Dabbs shared a table presenting the Board's proposed 2024 Budget on the meeting screen. The table columns present each stage of the Budget process outlined in the UAA Core Process, "Annual Reporting, Planning, and Budgeting," including: the updated 2023 Budget as approved (column 1); the budget requests submitted by committee co-chairs (column 2); the Treasurer's recommendation (column 3); the Board's Budget Proposal (column 4); and the Board Proposal Change from 2023 Budget (column 5).

Carol then proceeded through the Operating Budget Proposal line by line, discussing estimated revenue from member contributions (\$43,000), and the proposed budget for each of the UAA committees, highlighting the few instances in which the Budget Proposal (column 4) differed from the committee budget requests (column 2). Proposed expenditures, including a "Contingency" of \$1,500, totaled \$67,685, leaving a projected deficit of \$24,882. Even if contributions are no more than \$43,000, and all budgeted amounts are actually spent, UAA reserves are sufficient to cover the deficit.

The ExCom discussed at some length the proposed deletion of \$800 requested by the Public Outreach Committee, which would allow one UAA member to attend on each day of the three-day World Affairs Council of America (WACA) convention later this year in Washington, DC. After further discussion, the ExCom consensus recommended the deletion. UAA is still developing its policy on affinity organizations, and has reached out to a number of possible collaborators.

The History of USAID/ADST budget anticipates some income from interest and from royalties, and expenses including ongoing support for an intern at the American University Archive.

A motion to approve the Budget Proposal as presented in column 4 of the "UAA 2024 Operations and History Project Budgets, v.3: Board Proposal," duly seconded, was adopted by a vote of 5 to 2, with Miles Toder and Ken Yamashita voting against. (The approved 2024 Budget is included in these minutes as Attachment D.)

A second motion — that the Board review UAA's association with affinity organizations at its February 2024 meeting, and at that time consider actions to increase UAA's collaboration with World Affairs Council of America — duly seconded, was adopted by unanimous vote.

^[2] Denise was also authorized to sign checks and make payments when the Treasurer is unavailable.

In the meantime, the Board asked the POC co-chairs to assure WACA officials of UAA's strong interest in future collaboration.

C. Ethics Policy.

Rob Sonenthal reminded ExCom members that Acknowledgements of the UAA Ethics and Conflict of Interest Policy for 2023-24 were due at the November ExCom meeting. He encouraged all members who have not submitted their Acknowledgements to do so immediately, and will resend his original notice on the subject prior to the January meeting.

D. USAID/UAA Quarterly Meeting.

Chris Milligan reported on the quarterly meeting with Deputy Administrator Adams-Allen and other USAID senior staff on the USAID/UAA Memorandum of Understanding, which took place on November 27.

- The DA discussed, among other things, the agency's workforce priorities; the need for additional funding for Ukraine, Gaza and overall humanitarian assistance; the need for greater flexibility to use program funds for OE-like expenses, and the management challenges created by conflict in Ukraine and Gaza.
- The DA praised UAA's mentoring program and agreed to participate in the January launch of Cohort 13.
- The DA noted the agency's work on FSN compensation issues with State and the success of the new Cooperating Country Nationals Class Justification and Approval and Revised Ladder Policies (which enables FSNs to be promoted without applying for and competing for their position). We reported on our upcoming meeting with HCTM regarding FSN empowerment. The DA was appreciative of efforts to draft a Handbook for FSNs on Resettling in the United States and offered to host a launch event.
- The DA requested assistance from UAA on lessons-learned managing political transitions that reconfigure assistance portfolios or mission operations.
- The DA appreciated the recommendation that FSNs would be included in the next Retirement Ceremony.
- We agreed to provide a copy of the revised Public Outreach materials

E. Communications Briefing.

Nancy Tumavick announced that on Sunday, January 14, she will present a briefing via Zoom on UAA communications policy and practice. The briefing will be primarily for the benefit of new members of the Board and ExCom, but all are welcome and encouraged to attend.

4. **COMMITTEE REPORTS.**

A. AGM.

Terry Brown reported that the AGM Committee will meet in January to begin planning for the 2024 AGM.

The proposed date for the AGM is Friday, October 25, for which the committee is seeking Board approval. Once the date is approved, the committee will contact CGD to request use of CGD conference space for that date.

A motion to approve Friday, October 25, as the date for the 2024 AGM, duly seconded, was adopted by unanimous vote of the Board.

B. Public Outreach.

Christine Sheckler and Miles Toder gave a brief report on the Public Outreach Committee's upcoming activities — in particular, activities scheduled in Florida during January 2024.

C. Membership.

Tom Nicastro bid adieu to Miles Toder as Board liaison to the MemCom, and welcomed Oren Whyche-Shaw as his replacement.

D. Development Issues.

Steve Haykin reported that, on December 8, he, Dottie Rayburn, and Gail Spence met to begin preparing to implement the committee's agenda for 2024, including—

- Approaching DIC members and other ExCom members on possible subjects for committee meetings.
- Updating the roster, put together last year, of UAA volunteers prepared to support the USAID program cycle at overseas Missions.

With respect to possible Mission support activities, there is as yet nothing concrete in view, but discussions with the agency are continuing.

Steve also reported that, on December 4, seven former West Bank/Gaza Mission Directors met at DACOR to present a discussion of their experiences. In particular, the former MDs addressed the challenges of providing assistance in a transitional environment; the need for high-level USAID representation at international meetings on Gaza; and the virtues of reviving the agency's participant training program. The meeting was well-attended, both in-person and on-line.

Steve also described three new requests to UAA for support to USAID on the subjects of in-country transitions, participant training, and training for Agency representatives at international organizations.

E. Mentoring.

Sharon Pauling reported on the USAID/UAA Mentoring Program:

- The Mentoring Committee, having successfully paired 73 mentors and mentees, must finish getting mentee concurrence and getting mentor/mentee agreements signed.
- A full day of in-person mentor training, conducted by Neil Levine, will take place on January 17. Mentees have been invited to a virtual training session scheduled for January 18.

- There will be a need for additional mentors going forward — especially recent USAID retirees who have up-to-date information on USAID's policies and practices.

In addition, the committee co-chairs are planning—

- to discuss with HCTM how to bring UAA to the attention of each quarterly cohort of USAID retirees, possible UAA support for the agency's own mentoring efforts, among other issues; and
- to continue their discussions with AFSA (Randy Chester and Sue Bremner) on how AFSA can support the Mentoring Program.

Denise Rollins reported on a conversation between Neil Levine, AFSA, and Sharon and Denise on the effect of differences in gender, age, and ethnicity on styles of communication, which can lead to staff talking past each other. There are numerous suits within the Agency reflecting this situation. USAID staff are asking how their employers can be more flexible and understanding.

F. Awards.

Roberta Mahoney noted that Bette Cook, chair of the Awards Committee, will need nominations for this year's awards by this summer.

G. History of USAID/ADST.

Carol Peasley reported that ADST expects to publish a book celebrating the centennial of the Foreign Service, based in large part on the oral histories it has been collecting. She plans to encourage the inclusion of material on international development.

Carol will try to identify oral histories bearing on in-country transition, and to forward a list of those oral histories to Chris Milligan.

H. Social Events.

Karen Freeman reported that the SEC will hold its first meeting in January, and expects to meet once a month during 2024.

The SEC is looking for a venue for Winterfest to replace the Almaguers' house. The venue would have to be large (there were 80 people at the event last year, although only about 50 were present at any one time). Winterfest will take place in February or March, so there is time to identify an alternative.

5. **OTHER BUSINESS.**

- System and Administrative Issues.

Nancy Tumavick noted that the January newsletter is scheduled for publication on January 8. Material to be included in the newsletter is due not later than January 2.

- Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

- Meetings in January 2024:
 - Board: January 4
 - ExCom: January 18
- Other Upcoming Events (see website for details):
 - UAA/USAID Mentoring Program Mentors Virtual Training: Wednesday, January 17, 2024
 - UAA/USAID Mentoring Program Mentees Webinar: Thursday, January 18, 2024
 - On Friday, January 19, 2024, UAA/DACOR Development Dialogue (hybrid) lunch at DACOR, with Mr. Axel van Trotsenburg, the World Bank's Senior Managing Director, speaking on "The Evolution Roadmap – Where is the World Bank Heading?"
 - Overseas Senior Leaders Seminar (OSLS) from January 22 - February 2, 2024. Chris is arranging a UAA no-host lunch with participants.
 - On Tuesday, February 13, 2024, UAA/DACOR Development Dialogue (hybrid) lunch at DACOR with Jeanne Bourgault, President and CEO of Internews, speaking about "Challenges Facing the Press Around the World in the Disinformation Age."
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- 6. **ADJOURNMENT.**

A motion to adjourn, duly seconded, was adopted by the Board by unanimous vote, and the meeting adjourned at 12:05 p.m.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Approved: January 18, 2024.

Attachments:

- A. UAA Financial Report as of November 30, 2023
- B. UAA 2023 Operating and History Budget Report (through November 30, 2023)
- C. Membership and Contributions Summary December 1, 2022 – November 30, 2023
- D. UAA 2024 Operations and History Project Budgets, as approved by the Board on 12/14/23

ATTACHMENT A

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

(U.S. Dollars)

	Balance 10/31/2023	Deposits	Disburse- ments	Balance 11/30/2023
UAA Operations Account				
Checking Account	7,814.69	413.12	890.29	7,337.52
Savings Accounts	69,926.43	0.00	0.00	69,926.43
Total Operations Member Acct	77,741.12	413.12	890.29	77,263.95
UAA History Project Account				
Checking Account	4,467.30	0.00	0.00	4,467.30
Savings* Accounts	53,610.81	0.00	0.00	53,610.81
Total History Project Member Acct	58,078.11	0.00	0.00	58,078.11
UAA Total Bank Accounts				
Checking Accounts	12,281.99	413.12	890.29	11,804.82
Savings* Accounts	123,537.24	0.00	0.00	123,537.24
Total LFCU Accts	135,819.23	413.12	890.29	135,342.06

* Includes both Main Savings and Premier Savings Accounts

12/11/2023

ATTACHMENT B

**UAA 2023 OPERATING AND HISTORY BUDGET REPORT
(THROUGH NOVEMBER 30, 2023)**

	2023 Budgets as approved 10/05/2023	January	February	March	April	May	June	July	August	September	October	November	Thru latest month	Remaining approved 2023 budget	Comments
UAA 2023 OPERATIONS BUDGET															
REVENUE															
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	1,090	749	5,475	2,075	475	27,764	13,236	8 dues payers at C&P this month
Checks (recorded when received)	2,000	925	225	1,100	0	0	0	0	25	230	100	0	2,605	-605	1 payer by check in October, 0 in November
Interest on LFCU ops acct deposits		18	0	0	17	0	0	20	0	0	19	0	75	NA	
REVENUE TOTAL	43,000	7,000	3,425	4,650	1,250	2,050	1,775	1,090	774	5,705	2,175	475	30,369	12,631	
EXPENDITURES															
Expenditure Items and Categories															
Annual General Meeting (program)															
Awardees & Speaker Travel	1,150												0	1,150	
AGM Catering Services	6,000										5,740		5,740	260	
Costs to host virtually or hybrid	0												0	0	
Sub-Total, AGM program	7,150	0	0	0	0	0	0	0	0	0	5,740	0	5,740	1,410	
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	0	0	0	0	0	500	
Membership Committee															
Retirement Ceremony	750						676						676	74	
USAID Day at DACOR	0												0	0	
Alumni Awards	300												0	300	
Brochure Printing	300			300									300	0	
Administrative Assistant	3,080								924	286	160		1,370	1,711	
R2M Expenses	10						10						10	0	
Sub-Total, Membership Committee	4,440	0	0	300	0	0	686	0	924	286	160	0	2,355	2,085	
Mentoring Committee (name changed from USAID Strengthening in November 2022)															
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	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	
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	0	0	0	0	0	4,369	2,631	

Social Events Committee																
Winterfest	1,203			1,203									1,203	0		
Spring Reception	4,085				100			3,617					3,717	368		
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	3,617	0	0	0	0	5,345	1,940		
Administrative Costs																
Systems Manager	20,000			4,800			3,325		3,564		1,728		13,417	6,583		
Website: Web Master	1,250												0	1,250		
Domain Hosting	1,000	144					408				84	200	836	164		
Constant Contact	900	70	70	70	70	70	70	81	81	81	81	81	825	75		
Survey Monkey Subscription—1 year	470						496						496	-26		
Zoom subscription	160										157		157	3		
Bank Charges: Click & Pledge, transfer fees	2,100	304	163	184	70	116	99	65	51	286	46	41	1,423	677	C&P fees	
Liability Insurance	500									500			500	0		
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		1	1		14		82	218		
Sub-Total Administrative Costs	28,080	533	236	5,100	140	837	4,398	147	3,696	867	2,110	322	18,386	9,694		
Contingency	1,000														1,000	
ROUTINE EXPENDITURES TOTAL	60,455	533	661	10,082	240	837	5,974	3,764	4,620	1,153	8,009	322	36,196	24,259		
REVENUE MINUS EXPENDITURES	-17,455	6,467	2,764	-5,432	1,010	1,213	-4,199	-2,674	-3,846	4,552	-5,834	153	-5,827	-11,628		

UAA 2023 HISTORY OF USAID PROJECT BUDGET															
Revenue															
Interest on Savings Accounts	325	309	0	0	483	0	0	492	0	0	502		1,787	-1,462	
Royalties on <i>The Enduring Struggle</i>	0	0	0	0	0	0	0	311	0	0	0		311	-311	
Sub-Total, History Project Revenue	325	309	0	0	483	0	0	803	0	0	502		2,098	-1,773	
Expenditure Items															
History Committee															
<i>The Enduring Struggle</i>	500	0	0	0	0	0	0	0	230	0	0		230	270	
ADST support	1,000	0	0	0	0	0	0	0	0	0	1000		1,000	0	
AU Archives Internship Program	10,000	5,000	0	0	0	0	0	0	0	0			5,000	5,000	
Sub-total, History Project Expenditures	11,500	5,000	0	0	0	0	0	0	230	0	1,000	0	6,230	5,270	
*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

12/11/2023

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Registrations:

New alumni registrants, November 1 – November 30, 2023:	1
New associate registrants, November 1 – November 30, 2023:	0
Total new registrants, November 1 – November 30, 2023:	1
Total new registrants for 2023 through November 30:	52
Registrants whose names were removed in November 2023:	0
Total registrants through November 30, 2023:	1298
Total registrants through November 30, 2022:	1253

New registrants in November 2023:

James Mudge

New associate registrants in November 2023:

None

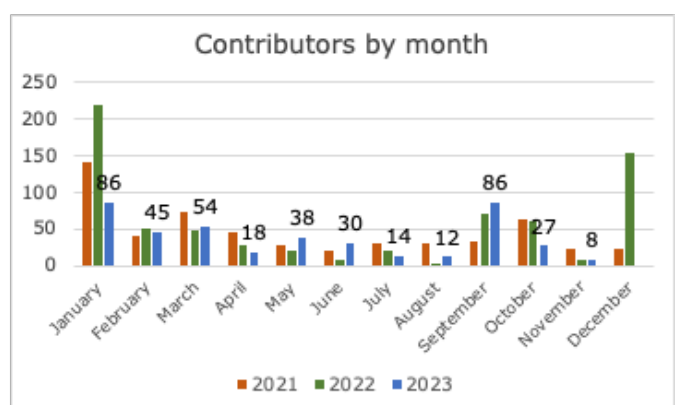
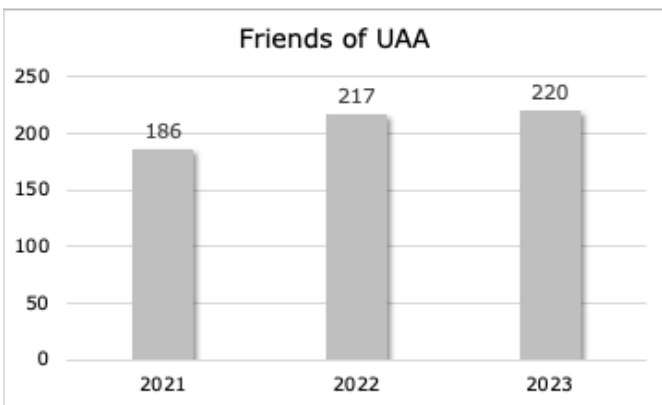
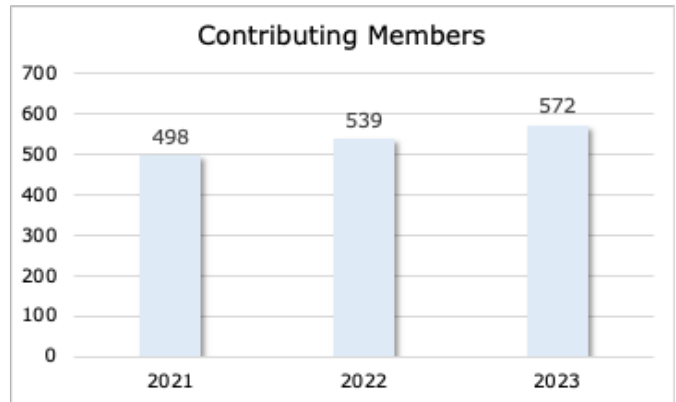
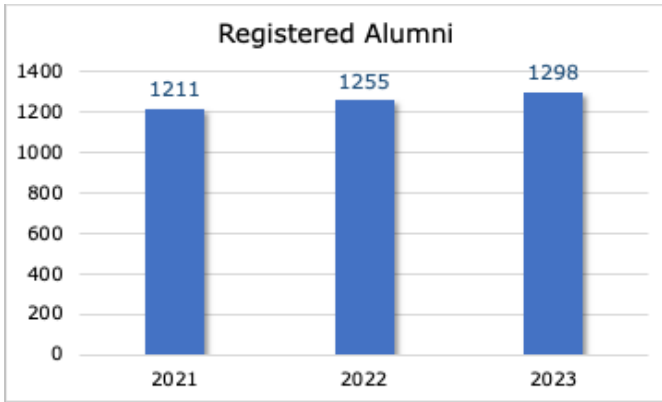
Registrants whose names were removed in November 2023: deceased/unsubscribed:

None

Membership Contributions Summary:

Alumni contributions, November 1 – November 30, 2023:	8
Total number of contributors, December 1, 2022, through November 30, 2023:	572
Total number of contributors for 2022 through November 30:	539
% of contributors through November 2023 as compared to March 2022:	106%
Total number of \$100+ contributors, November 1 – November 30, 2023:	1
Total number of \$100+ contributors, December 1, 2022, through November 30, 2023:	220
Total number of \$100+ contributors for 2022 through November 30:	217
% of \$100+ contributors through November 30, 2023 as compared to November 30, 2022:	101%
Number of new contributing members, November 1 – November 30, 2023:	0
Total number of new contributing members for 2023 through November 30:	10
New contributors as a % of new registrants for November 2023:	0%

Comparison over the years as of the end of November:



Contributions received in November 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: 8

- | | |
|-------------------------|----------------------|
| Elizabeth Carter | Paula Feeney* |
| Cecilia Ciepiela-Kaelin | Lloyd Feinberg |
| Butler Edward | Janet Kerley |
| Andrew Evans | Leslie Perry |

ATTACHMENT D

**UAA 2024 OPERATIONS AND HISTORY PROJECT BUDGETS
(AS APPROVED BY THE BOARD ON 12/14/23)**

UAA 2024 OPERATIONS BUDGET	
Estimated Revenue by Source	
Click and Pledge (from C&P Settlement Statements)	40,000
Checks (recorded when received)	2,728
Savings Acct Interest (recorded when deposited)	75
ESTIMATED REVENUE TOTAL	42,803
Routine Expenditure Items and Categories	
Annual General Meeting (program)	
Awardees & Speaker Travel	1,000
AGM Catering Services	7,500
Support Costs	750
Sub-Total, AGM program	9,250
Development Issues Committee	
Arizona State University or Other	500
Other	0
Sub-Total, Development Issues Committee	500
Membership Committee	
Retirement Ceremony	750
USAID Day at DACOR	0
Alumni Awards	300
Brochure Printing	300
Administrative Assistant	4,800
R2M expenses	10
Sub-Total, Membership Committee	6,150
Mentoring Committee	
Administrative Assistant	5,000
Technical Assistance & Facilitator Travel for Virtual Training	0
Other	0
Sub-Total, Mentoring Committee	5,000
Public Outreach Committee	
Public Outreach Materials Production	2,000
Travel to establish alumni branches	2,000
DACOR (pay 1st quarter)	1,000
CGD (pay 1st quarter)	1,000
USGLC General Membership (pay October 15 or later)	1000
Sub-Total, Public Outreach Committee	7,000

Social Events Committee	
Winterfest	1,500
Spring Reception	4,200
Summer Picnic	600
Other Social	1000
Sub-Total, Social Committee	7,300
Administrative Costs	
Systems Manager	21,650
Website: Web Master	2,400
Domain Hosting	1000
Constant Contact	975
Survey Monkey Subscription--1 year	500
Zoom subscription	160
Bank Charges: Click & Pledge, transfer fees	2,100
Liability Insurance	500
D & O Insurance	750
Tax Preparation	650
Office Supplies, mailing costs	300
Sub-Total Administrative Costs	30,985
Contingency	1,500
ROUTINE EXPENDITURES TOTAL	67,685
REVENUE MINUS ROUTINE EXPENDITURES	-24,882
UAA 2024 HISTORY PROJECT BUDGET	
Revenue*	
Interest on savings accounts (recorded when paid)	1,787
Royalties on <i>Enduring Struggle</i>	300
Sub-total, History Project Revenue	2,087
Expenditure Items	
History Committee	
<i>The Enduring Struggle</i>	500
ADST support	0
AU Archives Internship Program	5,000
Sub-total, History Project Expenditures	5,500
*History Project funded by specific donations in prior years; no expected revenue other than interest on those funds and royalties on <i>The Enduring Struggle</i> .	
	12/14/23