MINUTES

of the

UAA EXECUTIVE COMMITTEE MEETING^[1]

Thursday, January 18, 2024 10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, January 18, 2024, 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

<u>Present</u> <u>Absent</u>

Roberta Mahoney Ken Yamashita Denise Rollins

Chris Milligan Miles Toder

Joy Riggs-Perla Oren Whyche-Shaw

OFFICERS/COMMITTEE CO-CHAIRS

<u>Present</u> <u>Absent</u>

Barbara BennettKaren FreemanChristine ShecklerBeth HoganTerry BrownSteve HaykinRob SonenthalMargaret NeuseBette CookTom Nicastro(Asst. Sec.)Carol Peasley

Carol Dabbs Sharon Pauling Gail Spence^[2]
(Treasurer) Dottie Rayburn Steve Wingert

Margot Ellis^[2] Alex Shakow

SENIOR ADVISORS

<u>Present</u> <u>Absent</u>

Nancy Tumavick Jim Bever^[2] (Communications) (Public Outreach)

WEBMASTER

Present Absent

Stu Callison

SYSTEMS MANAGER

Present: Absent:

Ven Suresh

MEETING CHAIR

Ken Yamashita

* * * * *

Ken Yamashita called the meeting to order at 10:15 a.m. He noted that (i) a quorum of the Board was present; (ii) Christine Sheckler, on behalf of the Public Outreach Committee, would be taking

^[1] These minutes benefited greatly from detailed decision notes prepared by Christine Sheckler on behalf of the Public Outreach Committee; talking points prepared by Chris Milligan for his presentation (Part 3.D at 4-5); and comments on an early draft of these minutes by Steve Wingert and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

^[2] Joined in progress.

notes on the decisions reached during the meeting; and (iii) at the February ExCom meeting, the Membership Committee would be responsible for recording decisions.

1. MINUTES.

A motion, duly seconded, to approve the draft minutes for the ExCom meetings of November 16 and December 14, 2023, was adopted unanimously by the Board, subject to, for the December 14 minutes: (i) clarification of the terms of admission to the WACA annual meeting (Part 3.B at 3) and (ii) addition of a paragraph on Chris Milligan's report on the November 27 meeting on the USAID/UAA MOU (Part 3.D at 4).

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to the Financial Report for December 2023 (Attachment A) and the Budget Report through December 31, 2023 (Attachment B), both of which she circulated to the ExCom prior to the meeting.

- The Financial Report shows a total of \$131,736.08 in the UAA Operations and History of USAID accounts.
- In December, disbursements from the Operations Account included, most notably, three months of compensation to Ven Suresh, the UAA Systems Manager, AGM name tags and printing, and fees for the UAA website, Constant Contact, and Click & Pledge.

Carol noted that total membership for 2023 was up compared to 2022, but total revenue from membership dues plus interest (just over \$33,000) was down compared to 2022 (\$43,000). Carol and Tom Nicastro are reviewing the membership and contributions data to determine the cause.

Nancy Tumavick asked about the stand-alone email that we ordinarily send to alumni in January, reminding them to pay their annual dues. Tom Nicastro indicated that the MemCom will be sending out the email later in the month, and noted that the Newsletter includes a link which allows payment by credit card.

B. Membership Statistics.

Barbara Bennett reported that, in 2023, the total number registrants was 1298, an increase of 87 over 2022; and the total number of contributing members was 483, an increase of 35 over 2022.

In response to a question from Carol Dabbs, Tom Nicastro explained that the MemCom did not distribute a Membership and Contributions Summary (MCS) covering December because of uncertainty about the numbers included in recent reports. In particular, the MCS number for **contributors** has been based on the number of **contributions** received. However, each year some members (the number remains to be determined) make more than one contribution, so that treating each **contribution** as if it comes from a different **contributor** results in an overcount of **contributors**. Tom and Ven Suresh are reviewing the membership statistics for 2021 through 2023 in order to identify multiple contributions. Going forward, the MCS will report the number of contributions monthly, and an unduplicated count of contributing members at least quarterly.

3. ISSUES

A. January 4 Board Meeting.

Ken Yamashita reported on the Board meeting of January 4. The Board—

- Discussed in depth the 2024 Membership Committee Plan; approved the membership campaign proposed therein: and asked Tom Nicastro to determine whether Constant Contact can automate the process of sending birthday greetings to members who indicated in their survey responses that they would like such greetings.
- Deferred discussion of the criteria for UAA engagement with affinity groups/partners to its February meeting.
- Decided that further discussion was needed regarding development of a Strategic Plan for the MemCom. Oren Whyche-Shaw, as Board liaison with the MemCom, was asked to propose next steps.
- Discussed the urgent need for a permanent editor for the Newsletter, and a replacement for the back-office technical support contractor for the website, who has resigned.

B. Appeal for Newsletter Editor.

Nancy Tumavick reported that we are still seeking a UAA volunteer to edit the Newsletter. The volunteer should be familiar with UAA and with the steps necessary to produce a newsletter. In the meantime, she will continue to serve as editor, with the indispensable assistance of Bette Cook, Stu Callison, Anne Aarnes, and Ven Suresh. Steve Haykin suggested that we consider recruiting an FSN to assist with the newsletter, perhaps by establishing a paid position.

<u>ACTION ITEM</u>: ExCom members should help identify a new Newsletter editor by forwarding recommendations (along with contact information and CVs if possible) to Nancy Tumavick.

Because our long-time website support contractor has resigned, Nancy has been contacting other small NGOs to obtain information about how they manage their back-office functions — e.g., whether they use individuals or small companies. She invited ExCom members to suggest other possible sources for such support.

[Gail Spence joined the meeting.]

C. Membership Plan for 2024.

Oren Whyche-Shaw explained the rationale for developing a 2024 Strategic Plan for the MemCom. As a first step, she will ask for expressions of interest from other ExCom members to join the MemCom in a special working group to develop this Plan, and to suggest changes, if and where appropriate, in the overall UAA Strategic Plan.

Tom Nicastro reviewed (i) the MemCom's recent efforts to expand membership and increase membership diversity — by (among other things) following up with former members who neglect to renew, and recruiting registrants who are not also contributing members (the R2M Campaign) — and (ii) the additional approaches proposed in the Membership Report.

[Margot Ellis and Jim Bever joined the meeting.]

After Oren and Tom finished, and after a round of preliminary comments on the MemCom's analysis and recommendations, Oren offered the following motion, which was duly seconded:

CONSIDERING:

- The Membership Committee's Report and the views expressed during the Ex-Com's wide-ranging discussion thereto; and
- UAA's goals for its membership of diversity, equity and inclusion.

RESOLVED, that

- A. A special working group shall be formed under the leadership of Oren Whyche-Shaw consisting of (i) the Membership Committee, and (ii) representatives of at least four (4) other UAA committees whose interests are (or may be) affected.
- B. The special working group shall review the analysis and recommendations in the MemCom Report and other relevant materials, and shall present the Board with options for a UAA membership strategy going forward.

During the ensuing discussion, Roberta Mahoney offered an amendment to the pending motion: That the special working group (i) undertake a review of the existing UAA Strategic Framework and Implementation Plan and, where those documents might be affected by proposed Membership Strategy, (ii) inform the Board and the ExCom. The motion to amend failed for lack of a second. At that point the discussion was closed, and the pending motion brought to a vote.

The motion to approve the resolution (as stated above) was adopted, with 5 Board members voting in favor (Milligan, Riggs-Perla, Toder, Whyche-Shaw, and Yamashita), none opposed, and one abstention (Mahoney).

D. Support for USAID Strengthening.

Chris Milligan reported on UAA's efforts to support USAID's Strengthening FS/SFS and FSN Empowerment initiatives.

- We have made it clear to the Agency that UAA is not just FS focused; we would consider support for all categories of USAID employees FS, CS and FSN.
- Aside from the well-organized Mentoring Program, UAA's employee strengthening activities to
 date have been on an *ad hoc* as-requested basis. UAA support for FSNs (TED Talks, assistance to
 Afghan FSNs, etc.) supplements the Agency's already well-defined FSN empowerment plan and
 associated structure. On the FS and CS sides, however, UAA's efforts have been much less wellorganized.

Chris emphasized that, in light of DAA Adams-Allen's remarks on the value of UAA support at yesterday's mentor training, and because 2024-25 may turn out to be a transition period, UAA should decide soon whether to continue with *ad hoc* assistance in this area or develop a more formal arrangement with USAID, similar to the Mentoring Program.

ACTION ITEM: A discussion of UAA's efforts in support of USAID's Strengthening FS/SFS and FSN Empowerment initiatives will be included on the agenda of the Board's February meeting.

Chris agreed to re-send the agency's "Strengthening USAID's Foreign Service and Senior Foreign Service" that he originally circulated to the ExCom after the November 16 meeting, and he invited ExCom members to forward him their thoughts with respect to areas that the UAA could potentially assist with.

4. COMMITTEE REPORTS.

A. Public Outreach.

According to Jim Bever, the Membership Committee 2023/2024 Report should be very valuable to the POC — particularly the information from the Membership Survey (see the excellent color-coded charts on pages 4-6) identifying members who live outside the DMV and are interested (even enthusiastic) about participating in the POC's regional outreach and public advocacy activities. Two-thirds to three-quarters of the Survey respondents indicated that they would welcome an approach from the committee.

Miles Toder reported on POC activities in Florida:

- Miles and other Florida-based USAID retirees are working to develop interest in the establishment of a regional chapter in Florida. Currently, there are 8-10 USAID alumni in the Florida core group, but we have contact information (email addresses) for as many as 95 alumni living in Florida.
- Later in January, FRSA will hold its AGM in Sarasota and, for the second year running, UAA is organizing a side-meeting of USAID alumni. The meeting will be in-person only, although Jim Bever (and perhaps one other UAA representative) will join via video link. The side-meeting should help us gauge how much (and what kind of) interest there is in a regional chapter, outside of the core group of 8-10 alumni.
- The Florida team will keep UAA informed on its broader strategy and provide feedback.

Karen Freeman noted that the Social Events Committee budget has funds earmarked to support regional activities such as the FSRA side-meeting, and invited a proposal from the POC.

B. Membership.

[See Part 3.C, above]

C. <u>Development Issues</u>.

Steve Haykin reported for the Development Issues Committee.

 The DIC is in discussions with PLR about the "mission coaching" activity under the USAID/UAA MOU, and plans to update the original roster of alumni who volunteered to participate. To that

^[3] FSRA meets six times a year. Attendance at their AGM is normally around 100, compared to 30-40 at the other FSRA meetings.

end, the committee proposes to circulate one-page questionnaire to existing and potential volunteers. Steve will forward a proposed text to the Board for review, and asked for Board guidance on whether to distribute the questionnaire to members only, to all UAA registrants (which includes UAA members) only, or more widely.

• The DIC currently has no bandwidth to provide feedback on new USAID policies, but will publicize opportunities for UAA members to comment on new policies in the UAA newsletter.

ACTION ITEM: At Ken Yamashita's suggestion, the DIC's proposed questionnaire will be added to the agenda of the Board's February meeting. Steve will forward a proposed agenda item to Ken and Roberta.

Alex Shakow reminded the ExCom of two upcoming UAA/DACOR Development Dialogues:

- On Friday, January 19, a lunch at DACOR with Axel van Trotsenburg, the World Bank's Senior Managing Director, speaking on "The Evolution Roadmap – Where is the World Bank Heading?" The event will also be broadcast on-line; and
- On Tuesday, February 13, a lunch at DACOR with Jeanne Bourgault, President and CEO of Internews, in conversation with Bill Clifford, former President of WACA, on "Challenges Facing the Press Around the World in the Disinformation Age." The event will also be broadcast on-line.

D. Mentoring.

Ken Yamashita reported on the USAID/UAA Mentoring Program:

- A full day in-person mentor training session, conducted by Neil Levine, took place on Wednesday, January 17. A virtual training session for mentees is in progress today. At both sessions, UAA was represented by Denise Rollins.
- 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.

E. Awards.

Bette Cook, chair of the Awards Committee, noted that the 2024 awards will be based on the same criteria as last year. (Last year's criteria and nomination forms are on the UAA website.) And, although the award cycle will not begin in earnest until late March or early April, when it is announced in the Newsletter, the committee is <u>always</u> ready to accept nominations.

F. History of USAID/ADST.

On behalf of the committee, Alex Shakow had nothing new to report.

G. Social Events.

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

• The SEC is planning for Winterfest, scheduled for late February/early March, possibly to coincide with the DMD conference. The committee is desperately seeking a place for the event, as our prior hosts can no longer hold it at their home. The place would have to be fairly large; there

were 80 people at the event last year, although only about 50-60 were present at any one time. A private home is much preferred to a commercial venue.

- The committee will meet next week to begin planning the Spring Reception (possibly to coincide with the MD conference), the Annual Picnic, and the AGM and would be pleased to help with regional events in Florida or elsewhere.
- The committee is seeking CS and FSN members.

H. Annual General Meeting.

Steve Wingert reported.

- The committee met to discuss problems (catering, the sound system) and lessons learned, and to consider the results of the 2023 AGM survey:
 - o The virtual attendees had no opportunity to interact with other attendees, in-person or virtual. The committee is looking for possible solutions (e.g., chat rooms).
 - Respondents felt that the panels would benefit from a greater diversity of views, and the inclusion of Mission Directors and senior FSNs.
- The committee will meet again on February 8 to discuss possible themes.

ACTION ITEM: ExCom members are encouraged to submit suggested themes for the 2024 AGM to Steve Wingert or Terry Brown not later than February 1. A notice in the newsletter will solicit suggestions from the broader UAA community.

5. OTHER BUSINESS.

A. System and Administrative Issues.

- On behalf of the Board, Roberta Mahoney thanked Nancy Tumavick for her orientation session on UAA communications, and Denise Rollins and Sharon Pauling for the excellent training sessions for Mentoring Program mentors and mentees.
- Rob Sonenthal encouraged the few remaining ExCom members who had not yet submitted their annual Acknowledgement of the UAA Policy on Ethics and Conflict of Interest for 2023-24 to do so posthaste.
- Nancy Tumavick reminded the ExCom that the February Newsletter was scheduled for publication on February 5, and materials for publication must be received by COB January 29.
- Tom Nicastro noted that around 100 USAID employees, retiring this year, will be eligible to participate in this year's Retirement Ceremony (probably only virtual), but USAID has not provided us with any of their email addresses.
- Joy Riggs-Perla will no longer send out a separate email with the Zoom link for ExCom meetings. Instead, she will include the Zoom link both in the Agenda and in the body of the email to which the Agenda is attached.

B. Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

Board: Thursday, February 1ExCom: Thursday, February 15

- C. Other Upcoming Events (see website for details):
- Friday, January 19: UAA/DACOR Development Dialogue (hybrid) lunch at DACOR, with Axel van Trotsenburg, the World Bank's Senior Managing Director, speaking on "The Evolution Roadmap Where is the World Bank Heading?"
- Tuesday, January 23: UAA no-host lunch with Overseas Senior Leaders Seminar (OSLS) participants.
- Tuesday, February 13: 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."

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted by the Board by unanimous vote, and the meeting adjourned at 12:10 p.m.

Respectfully submitted,

Robert Sonenthal Assistant Secretary

Approved: February 15, 2024.

Attachments:

- A. UAA Financial Report as of December 31, 2023
- B. UAA 2023 Operating and History Budget Report (through December 31, 2023)

ATTACHMENT A

UAA FINANCIAL REPORT AS OF DECEMBER 31, 2023

(U.S. Dollars)

	Balance 11/30/2023	Deposits	Disburse- ments	Balance 12/31/2023
UAA Operations Account				
Checking Account	7,337.52	2,317.28	5,923.26	3,731.54
Savings Accounts	69,926.43	0.00	0.00	69,926.43
Total Operations Member Acct	77,263.95	2,317.28	5,923.26	73,657.97
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	11,804.82	2,317.28	5,923.26	8,198.84
Savings* Accounts	123,537.24	0.00	0.00	123,537.24
Total LFCU Accts	135,342.06	2,317.28	5,923.26	131,736.08

^{*} Includes both Main Savings and Premier Savings Accounts 01/16/2024

ATTACHMENT B

<u>UAA 2023 OPERATING AND HISTORY BUDGET REPORT</u> (through December 31, 2023)

	2023 Budgets as approved 10/05/2023	January	February	March	April	May	June	July	August	Septem- ber	October	Novem- ber	December	Thru lat- est month	Remaining approved 2023 budget	
UAA 2023 OPERATIONS BUD	OGET			•		•	•			•						
			Revenue													
Revenue by Source																
Click and Pledge (from C&P Set- tlement Statements)	41,000	6,075	3,200	3,550	1,250	2,050	1,775	1,090	749	5,475	2,075	475	2,605	30,369	10,631	
Checks (recorded when received) Interest on LFCU ops acct deposits	2,000	925 18	225 0	1,100 0	0 17	0 0	0 0	0 20	25 0	230 0	100 19	0	tbd o	2,605 75	-605 NA	(mail not picked up yet)
REVENUE TOTAL	43,000	7,000	3,425	4,650	1,250	2,050	1,775	1,090	774	5,705	2,175	475	2,605	33,049	10,026	
							Exp	enditur	es							
Expenditure Items and Categories																
Annual General Meeting (program)																
Awardees & Speaker Travel AGM Catering Services Costs to host virtually or hybrid	702 6,000 448										5,740		448	0 5,740 448	702 260 0	\$448 moved to Costs to Host Name tags and printing
Sub-Total, AGM program	7,150	0	0	0	0	0	0	0	0	0	5,740	0	448	6,188	962	
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	o	0	0	0	0	0	o	0	0	o	o	500	
Membership Committee																
Retirement Ceremony	750				-		676						0	676	74	
USAID Day at DACOR	0						0,0						0	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	
R ₂ M Expenses	10						10							10	0	
Sub-Total, Membership Commit- tee	4,440	0	0	300	0	0	686	o	924	286	160	0	o	2,355	2,085	
Mentoring Committee (name changed from USAID Strengthen- ing in November 2022)														0	0	
Administrative Assistant	5,000													0	5,000	
Technical Assistance & Facilita- tor 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	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	o	3,478	0	0	891	0	0	o	0	o	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					<i>J</i> , ,						425	575	
Other Social	997		. ,											0	997	
Sub-Total, Social Events Committee	7,285	o	425	1,203	100	0	o	3,617	О	0	0	0	0	5,345	1,940	
Administrative Costs				-										0 1		
Systems Manager	20,000			4,800			3,325		3,564		1,728		5,352	18,769	1,231	3 mos., gift basket
Website: Web Master	1,250						_							0	1,250	
Domain Hosting	1,000	144					408				84	200	40	876	124	
Constant Contact	900	70	70	70	70	70	70	81	81	81	81	81	81	906	-6	

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	175	1,598	502	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		2	84	216	parking meter pick up Nov mail
Sub-Total Administrative Costs	28,080	533	236	5,100	140	837	4,398	147	3,696	867	2,110	322	5,650	24,036	4,044	
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	6,098	42,294	18,161	
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	-3,493	-9,245	-8,210	
UAA 2023 HISTORY PROJECT BUDGET																
Revenue																
Interest on Savings Accounts	325	309	0	0	483	0	0	492	0	0	502	0	0	1,787	-1,462	
Royalties on Enduring Struggle	0	0	0	0	0	0	0	311	0	0	0	0	0	311	-311	
Sub-Total, History Project Revenue	325	309	0	0	483	0	0	803	0	o	502	0	0	2,098	-1,773	
Expenditure Items																
History Committee																
Enduring Struggle	500	0	0	0	0	0	0	0	230	0	0	0	0	230	270	
ADST support	1,000	0	0	0	0	0	0	0	0	0	1000	0	0	1,000	0	
AU Archives Internship Program	10,000	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000	
Sub-total, History Project Expenditures	11,500	5,000	0	o	0	0	0	0	230	0	1,000	0	0	6,230	5,270	
*History Project funded by specific dono other than interest on those funds.	ations in prid	or years;	no expe	cted reve	enue											