

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, February 15, 2024
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, February 15, 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

Present

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

Absent

Ken Yamashita

OFFICERS/COMMITTEE CO-CHAIRS

Present

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

Absent

Bette Cook
Karen Freeman
Steve Haykin
Beth Hogan

SENIOR ADVISORS

Present

Nancy Tumavick
(Communications)

Absent

Jim Bever
(Public Outreach)

WEBMASTER

Present

Stu Callison

Absent

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

MEETING CHAIR

Roberta Mahoney

* * * * *

Roberta Mahoney called the meeting to order at 10:15 a.m. She noted that (i) a quorum of the Board was present; (ii) Barbara Bennett, on behalf of the Membership Committee, would be taking notes on the decisions reached during the meeting; and (iii) at the March ExCom meeting, the Development Issues Committee would be responsible for recording decisions.

^[1] These minutes benefited greatly from detailed decision notes prepared by Barbara Bennett on behalf of the Membership Committee; an aide memoire of proceedings at the February 1 Board meeting prepared by Oren Whyche-Shaw; and comments on an early draft of these minutes by Denise Rollins, Dottie Rayburn, Tom Nicastro, Chris Milligan, Joy Riggs-Perla, Nancy Tumavick, Alex Shakow, Karen Freeman, and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

1. **MINUTES.**

A motion, duly seconded, that the Board approve the draft minutes for the January 18 ExCom meeting, was adopted unanimously.

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

A. **Financial and Budget Reports.**

Carol Dabbs, UAA Treasurer, reported that (i) we received a thank-you note from ADST for \$1,000 donation, and (ii) our Form 1099s, reporting payments made to Ven Suresh and other contractors in 2023, were submitted to the IRS and the payees on time.

Carol then called attention to the Financial Report for January 2023 (Attachment A) and two Budget Reports (Attachments B and C), which she had circulated to the ExCom prior to the meeting.

- The first Budget Report covers the 2023 Budget, and records payments that, although made in January 2024, are properly chargeable to the 2023 Budget. (Carol will prepare 2023 Budget Reports for February and March 2024 to record any other 2023 expenses paid during those months. 2023 expenses paid after March 31, if any, will be charged to the 2024 Budget.)
- The second Budget Report covers activity under the 2024 Budget through January 31.

She noted the following highlights:

- The Financial Report shows deposits of \$6,995.44 in January, consisting of payments from early dues payers and interest.
- Disbursements in January chargeable to the 2023 Budget from the Operations Account included payment to the MemCom AA (including time spent on AGM survey analysis) and, from the History Account, a payment of \$5,000 to the American University Archive Internship Program.
- Disbursements in January chargeable to the 2024 Budget, all from the Operations Account, included a deposit to reserve the Fort Hunt site on September 7 for the Summer Picnic, and the usual fees for the website, Constant Contact, and Click & Pledge.
- A possible expense (\$10.00) for the R2M initiative was added back to the 2024 Budget, having been omitted in error in Budget preparations. The \$10 budgeted was moved from Contingency so that the total approved Budget was not changed.

B. **Membership Statistics.**

Barbara Bennett reported that, in January, the total number of contributors was 78, of whom 40 contributed \$100 or more, thereby qualifying as "Friends of UAA."

3. **ISSUES**

A. **February 1 Board Meeting.**

Roberta Mahoney summarized the actions taken at the Board meeting held on February 1. The Board—

- Discussed the criteria for UAA engagement with affinity groups/partners and, in that connection: (i) confirmed its decision not to approve the \$800 requested by the Public Outreach Committee to

purchase a ticket to the 2024 WACA convention, pending adoption of those criteria, and (ii) authorized formation of a small working group to formulate the criteria and report to the June Board meeting.

- Discussed in depth UAA support for USAID's FSN Empowerment initiative and other USAID Strengthening activities focusing on the FS/GS workforce, and authorized formation of a working group (including Chris Milligan, Ken Yamashita, and Jim Bever, plus other interested UAA volunteers) to address the issue and develop recommendations for the Board.
- Discussed Winterfest, scheduled for March, and the need for an appropriate venue — preferably in a private home but now more likely in commercial space. [The space would be needed for approximately 4 hours — a two-hour event, preceded by set-up and followed by clean-up — and should cost not more than \$1,000 for the venue in order to remain within the overall approved 2024 SEC budget.]
- Began preparations for the quarterly meeting with the DA/USAID Paloma Adams-Allen, scheduled for February 26.
- Received an update from Oren Whyche-Shaw on next steps with regard to the Membership Committee Report.

B. Adding Items to ExCom Agenda.

Roberta Mahoney urged ExCom members to bring issues, including contentious issues, to the attention of the Co-Chairs so that they may be included in the Agenda. Even issues that arise on the eve of an ExCom meeting should be brought to the attention of the Co-Chairs . . . even if the final agenda has already been distributed. Notice to the Co-Chairs, even at the last minute, may allow an important late-breaking Agenda item to be handled during the meeting.

C. Membership Committee.

Tom Nicastro reported for the Membership Committee.

- UAA has received a \$5,000 donation from an individual who is not now (and has not applied to become) a member, and whose relationship with USAID and interest in UAA is not clear. A brief search of social media yielded little additional information. Having consulted with members of the Board and Rob Sonenthal, legal counsel, Tom recommended that we contact the donor directly to obtain more information.

ACTION ITEM: Roberta Mahony will draft a letter to the donor seeking additional information on the donor's identity and motives — with particular attention to the possibility of conflict of interest. She will solicit comments on the draft from Board members, MemCom members, Carol Dabbs, and Rob Sonenthal.

- The MemCom has divided the non-2024 member USAID alumni community into three distinct UAA audiences, each with differing interests in UAA offerings, and will send different emails to each, rather than one email to everyone:
 1. UAA 2023 Members, encouraging them to continue their membership (around 350).
 2. Former UAA members who did not join again in 2023, welcoming them back to the fold (around 50).
 3. All other UAA Registrants. The MemCom began the R2M (Registrants to Members) Campaign last year and is now even more focused on them (around 650).

As requested by the Board, Oren Whyche-Shaw and the members of the MemCom are organizing a working group to develop a suite of strategies to broaden and deepen the UAA membership. The group's first meeting will take place in mid-March, with a report and recommendations by the end of the year.

D. Quarterly Meeting With USAID.

Chris Milligan reported that the quarterly meeting with DA Paloma Adams-Allen and other USAID staff on the USAID/UAA MOU was tentatively scheduled for February 26. The agenda will probably consist of—

- Opening remarks by the DA
- Remarks by Ken Yamashita on behalf of UAA, including updates on
 - the Mentoring Program;
 - UAA activities in support of Afghan FSNs;
 - UAA support for the Senior Leadership Seminar and other UAA assistance to overseas Missions;
 - the ADST oral history project; and
 - the Retirement Ceremony (now scheduled for May 15) for retiring FS, GS, and FSNs.

Ken will be finalizing the agenda in Chris' absence.

Since materials for the March newsletter can be submitted through February 26, Nancy Tumavick asked Chris to prepare a quick note on the meeting for publication.

E. USAID Engagement.

Chris Milligan discussed the long-term prospects for UAA engagement in supporting USAID staff development, including the agency's current FS Strengthening and FSN Empowerment initiatives.

Chris noted that, aside from the Mentoring Program, UAA support for the agency's workforce initiatives has been enthusiastic and well-received, but distinctly *ad hoc*. Should our efforts in this area be more systematic, more formal? For example, we could revive the standing committee on "USAID Strengthening," but keep it separate from the Mentoring Program.

The opportunity exists: A cohort of younger staff is moving rapidly into senior management without the "seasoning" that was available in the past. The agency's leadership recognizes the challenge, appreciates our capacities, and has invited us to participate. But if we don't act soon to formalize our participation, the opportunity may be lost: If the upcoming election results in a change of administrations, it could take some time to build the requisite relationships with the new agency management.

But do we have the necessary resources? The Board and the ExCom are already overcommitted, so we'll probably need to recruit volunteers from the membership at large and beyond. Most important, we'll need one or more volunteers to lead the effort . . . and, notwithstanding widespread interest, as yet no one has stepped forward.

During the ensuing discussion, the consensus strongly favored continued participation in USAID's workforce initiative, but acknowledged that resource constraints could limit that participation, perhaps severely, or require that we forgo other activities. There was less agreement on next steps, other than to keep the issue on the Board agenda, and continue soliciting interest among the members and beyond.

ACTION ITEM: Chris recirculated to the ExCom two Power Point presentations summarizing the agency's FS Strengthening and FSN Empowerment Initiatives. Comments should be forwarded to

him by February 26, as the subject will be discussed at the quarterly meeting with DA Adams Allen and staff.

4. COMMITTEE REPORTS.

A. Membership.

[See Part 3.B, above]

B. Development Issues.

Dottie Rayburn noted the following DIC-sponsored events:

- On Wednesday, March 6: a UAA/DACOR Development Dialogue (via Zoom) with USAID's Chief Innovation Officer Mohamed Abdel-Kader, and Digital Director Chris Burns, to discuss the work of the USAID Office of Innovation, Technology and Research.
- The committee would like to organize a meeting on the status of USAID's localization efforts.

Gail Spence added that the DIC is always looking for interesting and relevant topics and speakers. She invited ExCom members to forward their ideas to the committee. She also mentioned that on May 13, USAID Deputy Administrator Isobel Coleman will be featured at a UAA/DACOR Development Dialogue lunch at DACOR.

[Later in the meeting, Alex Shakow reported on a Development Dialogue that took place on Tuesday, February 13, featuring Jeanne Bourgault, President and CEO of Internews, in conversation with Bill Clifford, former President and CEO of WACA. Alex also noted that Bill, a new DACOR member, did a first-rate job, and suggested that he could be a UAA resource in the future.]

C. Mentoring.

Denise reported on the status of the USAID/UAA Mentoring Program:

- She thanked the Board and ExCom members who supported in the in-person training session for mentors, and the virtual training session for mentees. The committee will be reaching out to mentors/mentees for feedback on the training sessions over the next several weeks.
- The Program's 13th Cohort has now been launched and is proceeding smoothly, save for some minor wrinkles which are being ironed out as they occur.

D. Awards.

In the absence of Bette Cook, chair of the Awards Committee, Roberta Mahoney encouraged Board and ExCom members to begin identifying candidates for the 2024 Alumni Awards, and submitting their names to the committee.

E. History of USAID/ADST.

Carol Peasley reported that ADST is preparing a publication to celebrate the organization's 40th anniversary, and that she has agreed to draft a chapter on international development.

F. Social Events.

Margot Ellis reported on the past and future activities of the Social Events Committee.

- **Winterfest** is now scheduled for Sunday, March 3, from 3:00 to 5:00, at the Snyder Center in Alexandria, Virginia. Although the event will be in-person, the committee opted for one of the Center's larger rooms, which costs about \$300 more. But the event should still be within the original SEC budget, in part because we will be using left-over supplies from previous SEC events.
- The **Spring Reception** is tentatively scheduled for Thursday, June 13, from 4:00 to 6:00, and will be both in-person at DACOR and on-line,
- The committee is also working on other forthcoming events, including the Retirement Ceremony, the FSN Family Picnic, and self-funded events — such as a concert at Wolf Trap — to be held around the AGM.

A motion, duly seconded, to authorize the Social Events Committee to rent one of the larger rooms at the Snyder Center for Winterfest, provided that the total cost for the event remains within the original SEC budget, was approved by unanimous vote.

Nancy Tumavick reminded ExCom members to inform Stu Callison of the date and time of UAA social events as soon as they are finalized, for posting on the website and publication in the newsletter.

G. Annual General Meeting.

Steve Wingert reported on preparations for the 2024 AGM.

- The committee met earlier this week to decide on a theme. It considered 6 proposals, but in the end chose: The shifting relationship between humanitarian assistance and development assistance, and how that relationship plays out in the field.
- Alex Shakow and Joy Riggs-Perla are preparing a note that will provide additional detail. The note will be circulated within the committee, and only when DIC members are satisfied with the approach will it be offered for comment to the rest of the ExCom.
- Once the theme is settled, the committee will begin recruiting panelists.

Tom Nicastro suggested that, in preparation for the AGM, the DIC committee consider exploring the theme in one or more of its regular meetings. Roberta Mahoney expressed support for this idea — maybe it could even become our theme for this year. Alex suggested we consider follow-up events.

H. Public Outreach.

Christine Sheckler and Miles Toder provided an update on the committee's recent activities.

- Christine and Miles are putting together a Survey Monkey questionnaire for the Florida alumni event participants.
- Miles reported that, in January, the Florida chapter organized a lunch at the FSRA meeting. Six new potential members attended. The next chapter meeting will also take place at an FSRA meeting, this one scheduled for March 21-22 in St. Augustine; Glenn Anderson as the featured speaker.
- Miles is planning to visit Fort Myers to talk with USAID retirees located in the neighborhood.

- Christine reported that Margot Ellis and Dottie Rayburn have graciously agreed to join the POC, which will increase the committee's bandwidth and geographic representation. The committee would also like a representative of the MemCom to join, if possible.
- The committee plans to revitalize the Outreach folder on the UAA website; it will review the 27 documents currently on-line for continued relevance, add appropriate outreach documents, and thereafter keep the folder up-to-date. Christine invited ExCom members with relevant documents to please forward them to her.
- Christine plans to meet with Diplomat in Residence Karen Klimoski next week to explore a possible collaboration.
- Miles briefly mentioned the POC's proposal that UAA purchase a ticket for WACA's annual meeting in November, and the committee's goal that, once the criteria are set, that WACA be formally designated as an "affinity group." The committee plans to revive its proposal at the June Budget review and, in the interim, is doing what it can to keep the prospect of partnership alive. If WACA is designated as an "affinity group," Jim Bever is eager to serve as UAA liaison.

5. OTHER BUSINESS.

A. System and Administrative Issues.

- Nancy Tumavick noted that the March newsletter was scheduled for publication on Monday, March 4, and therefore all materials for publication were to be submitted by Monday, February 26.
- Alex Shakow agreed to disinter and circulate a note he prepared more than a decade ago on affinity groups.
- Comments on USAID policy documents on FSN Empowerment and FS/SFS Strengthening should be sent to Chris Milligan as soon as possible, but no later than February 26.

B. Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

- Quarterly meeting with USAID Deputy Administrator Paloma Adams-Allen: February 26.
- Board: **Thursday, March 7**
- ExCom: **Thursday, March 21**

C. Other Upcoming Events (see website for details):

- Thursday, **February 15**: SID Virtual Career Day.
- Sunday, **March 3** (3:00-5:00 pm): WinterFest.
- Wednesday, **March 6** (11:00 am to 12:30 pm): Development Dialogue (via Zoom) with USAID's Chief Innovation Officer Mohamed Abdel-Kader, and Digital Director Chris Burns, to discuss the work of USAID's Office of Innovation, Technology and Research.
- Wednesday, **March 13** (5:30 pm): Happy Hour in conjunction DMD Conference.
- Friday, **April 5** (11:45 am to 2:00 pm): A UAA/DACOR (hybrid) lunch, with Homi Kharas, Brookings Institution Senior Fellow, discussing his new book *The Rise of the Global Middle Class: How the Search for the Good Life Can Change the World*.
- **Wednesday, May 15**: Retirement Ceremony.

6. ADJOURNMENT.

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

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Approved: March 21, 2024.

Attachments:

- A. UAA Financial Report as of January 31, 2024
- B. UAA 2023 Operating and History Budget Report (through January 31, 2024)
- C. UAA 2024 Operating and History Budget Report (through January 31, 2024)

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF JANUARY 31, 2024**

(U.S. Dollars)

	Balance 12/31/2023	Deposits	Disburse- ments	Balance 01/31/2024
UAA Operations Account				
Checking Account	3,731.54	6,369.39	895.27	9,205.66
Savings Accounts	69,926.43	17.63	0.00	69,944.06
Total Operations Member Acct	73,657.97	6,387.02	895.27	79,149.72
UAA History Project Account				
Checking Account	4,467.30	0.00	0.00	4,467.30
Savings* Accounts	53,610.81	608.42	0.00	54,219.23
Total History Project Member Acct	58,078.11	608.42	0.00	58,686.53
UAA Total Bank Accounts				
Checking Accounts	8,198.84	6,369.39	895.27	13,672.96
Savings* Accounts	123,537.24	626.05	0.00	124,163.29
Total LFCU Accts	131,736.08	6,995.44	895.27	137,836.25

* Includes both Main Savings and Premier Savings Accounts

02/13/2024

ATTACHMENT B

**UAA 2023 OPERATING AND HISTORY BUDGET REPORT
(through January 31, 2024)**

	2023 Budgets as approved 10/05/2023	January	February	March	April	May	June	July	August	September	October	November	December	Paid Jan '24 - March '24	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	800	5,475	2,075	475	2,605	NA	30,420	10,580	
Checks (recorded when received)	2,000	925	225	1,100	0	0	0	0	25	230	100	0	5,000	NA	7,605	-5,605	Check from unknown person
Interest on LFCU ops acct deposits	TBD	18	0	0	17	0	0	20	0	0	19	0	0	NA	75	NA	
REVENUE TOTAL	43,000	7,018	3,425	4,650	1,267	2,050	1,775	1,110	825	5,705	2,194	475	7,605	0	38,099	4,975	formula error now corrected
Expenditures																	
Expenditure Items and Categories																	
Annual General Meeting (program)																	
Awardees & Speaker Travel	658														0	658	\$44 moved to Costs to Host item
AGM Catering Services	6,000										5,740		448	44	5,740	260	to Host item
Costs to host virtually or hybrid	492														492	0	AA support to survey
Sub-Total, AGM program	7,150	0	0	0	0	0	0	0	0	0	5,740	0	448	44	6,232	918	
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	0	0	500	
Membership Committee																	
Retirement Ceremony	750						676						0		676	74	
USAID Day at DACOR	0												0		0	0	
Alumni Awards	300														0	300	
Brochure Printing	300			300											300	0	

Administrative Assistant R2M Expenses	3,080 10						10		924	286	160			198	1,568 10	1,513 0	
Sub-Total, Membership Committee	4,440	0	0	300	0	0	686	0	924	286	160	0	0	198	2,553	1,887	
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	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	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	0	0	5,345	1,940	
Administrative Costs																	
Systems Manager	20,000			4,800			3,325		3,564		1,728		5,352		18,769	1,231	3 months + 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	470						496								496	-26	

year																	
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	0	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	242	42,536	17,919	
REVENUE MINUS EXPENDITURES	-17,455	6,485	2,764	-5,432	1,027	1,213	-4,199	-2,655	-3,795	4,552	-5,815	153	1,507	-242	-4,437	-13,018	
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	0	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	1,000	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	10,000	0	
Sub-total, History Project Expenditures	11,500	5,000	0	0	0	0	0	0	230	0	1,000	0	0	0	11,230	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

02/13/2024

ATTACHMENT C

**UAA 2024 OPERATING AND HISTORY BUDGET REPORT
(through January 31, 2024)**

	2024 Budget as approved by Board 12/14/2023	January	Thru lat- est month	Remaining approved 2024 budget	Comments
UAA 2024 OPERATIONS BUDGET					
Estimated Revenue by Source					
Click and Pledge (from C&P Settlement Statements)	40,000	4,100	4,100	35,900	
Checks (recorded when received)	2,728	500	500	2,228	
Savings Acct Interest (recorded when deposited)	75	18	18	57	
ESTIMATED REVENUE TOTAL	42,803	4,618	4,618	38,185	
Routine Expenditure Items and Categories					
Annual General Meeting (program)					
Awardees & Speaker Travel	1,000		0	1,000	
AGM Catering Services	7,500		0	7,500	
Support Costs	750		0	750	
Sub-Total, AGM program	9,250	0	0	9,250	
Development Issues Committee					
Arizona State University or Other	500		0	500	
Other	0		0	0	
Sub-Total, Development Issues Committee	500	0	0	500	
Membership Committee					
Retirement Ceremony	750		0	750	
USAID Day at DACOR	0		0	0	
Alumni Awards	300		0	300	
Brochure Printing	300		0	300	
Administrative Assistant	4,800		0	4,800	
R2M expenses	10		0	10	
Sub-Total, Membership Committee	6,160	0	0	6,160	formula corrected
Mentoring Committee					
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	5,000	

Public Outreach Committee					
Public Outreach Materials Production	2,000		0	2,000	
Travel to establish alumni branches	2,000		0	2,000	
DACOR (pay 1st quarter)	1,000		0	1,000	
CGD (pay 1st quarter)	1,000		0	1,000	
USGLC General Membership (pay October 15 or later)	1000		0	1,000	
Sub-Total, Public Outreach Committee	7,000	0	0	7,000	
Social Events Committee					
Winterfest	1,500		0	1,500	
Spring Reception	4,200		0	4,200	
Summer Picnic	600	425	425	175	deposit for Ft Hunt
Other Social	1000		0	1,000	
Sub-Total, Social Committee	7,300	425	425	6,875	
Administrative Costs					
Systems Manager	21,650		0	21,650	
Website: Web Master	2,400		0	2,400	
Domain Hosting	1000	144	144	856	
Constant Contact	975	81	81	894	
Survey Monkey Subscription--1 year	500		0	500	
Zoom subscription	160		0	160	
Bank Charges: Click & Pledge, transfer fees	2,100	255	255	1,845	
Liability Insurance	500		0	500	
D & O Insurance	750		0	750	
Tax Preparation	650		0	650	
Office Supplies, mailing costs	300	3	3	297	mail 1099's to IRS
Sub-Total Administrative Costs	30,985	484	484	30,501	
Contingency	1,490		0	1,490	\$10 moved to Membership Comm to correct formula error
OPERATIONS EXPENDITURES TOTAL	67,685	909	909	66,776	
REVENUE MINUS OPERATIONS EXPENDITURES	-24,882	3,709	3,709	-28,591	
UAA 2024 HISTORY PROJECT BUDGET					
Revenue*					
Interest on savings accounts (recorded when paid)	1,787		0	1,787	
Royalties on <i>Enduring Struggle</i>	300		0	300	
Sub-total, History Project Revenue	2,087	0	0	2,087	

Expenditure Items					
History Committee					
<i>Enduring Struggle</i>	500		0	500	
ADST support	0		0	0	
AU Archives Internship Program	5,000		0	5,000	
Sub-total, History Project Expenditures	5,500	0	0	5,500	
*History Project funded by specific donations in prior years; no expected revenue other than interest on those funds and royalties on <i>Enduring Struggle</i> .					

2/13/2024