

**MINUTES**  
of the  
**UAA EXECUTIVE COMMITTEE MEETING<sup>[1]</sup>**  
Thursday, March 21, 2024  
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, March 21, 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	Miles Toder
Chris Milligan	Oren Whyche-
Joy Riggs-Perla	Shaw
Denise Rollins	Ken Yamashita

Absent

**OFFICERS/COMMITTEE CO-CHAIRS**

Present

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

Absent

Bette Cook  
Steve Haykin  
Beth Hogan  
Carol Peasley  
Dottie Rayburn

**SENIOR ADVISORS**

Present

Nancy Tumavick (Communications)	Jim Bever (Public Outreach) <sup>[2]</sup>
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Absent

**WEBMASTER**

Present

Stu Callison

Absent

**SYSTEMS MANAGER**

Present:

Absent:

Ven Suresh

**MEETING CHAIR**

Ken Yamashita

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<sup>[1]</sup> These minutes are based on detailed notes taken Gail Spence of the Development Issues Committee; an aide memoire of proceedings at the March 7 Board meeting prepared by members of the Board; the discussion points prepared by Steve Wingert of the AGM Committee for delivery at the meeting; and comments on early drafts by Alex Shakow and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

<sup>[2]</sup> Joined in progress.

Ken Yamashita called the meeting to order at 10:15 a.m. He noted that (i) a quorum of the Board was present; (ii) Gail Spence, on behalf of the Development Issues Committee, would be taking notes on the decisions reached during the meeting; and (iii) at the April ExCom meeting, the Mentoring Committee would be responsible for recording decisions.

1. **MINUTES.**

**A motion, duly seconded, that the Board approve the draft minutes for the February 15 ExCom meeting, was adopted unanimously.**

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

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to the Financial Report for February 2024 (Attachment A) and two Budget Reports that she had circulated to the ExCom prior to the meeting.

- The first Budget Report (Attachment B) records payments which, although made in January and February 2024, are properly chargeable to the 2023 Budget. (Carol will also prepare a final 2023 Budget Report to record any 2023 expenses paid through March 31, 2023. Such expenses paid after March 31, if any, will be charged to the 2024 Budget.)
- The second Budget Report (Attachment C) covers activity under the 2024 Budget through February 29.

Carol noted the following highlights:

- The Financial Report shows (i) in the Operations Account, deposits of \$9,685.48, consisting of member contributions for 2024, and (ii) in the History of USAID Account, a transfer of \$4,000 from checking to savings, so that the savings balance continues to exceed \$50,000, thereby qualifying for LFCU's most favorable interest rate.
- Disbursements in February chargeable to the 2023 Budget included (i) from the Operations Account, payments to the Systems Manager and the MemCom Administrative Assistant for services rendered in December 2023, and reimbursement of Summer Picnic expenses, and (ii) from the History of USAID Account, \$5,000 to the American University Archive for the Internship Program.
- Disbursements in February chargeable to the 2024 Budget included, from the Operations Account, payments to the Systems Manager and the MemCom Administrative Assistant, the usual fees for Constant Contact, and Click & Pledge.
- February's bank charges were higher than normal, reflecting the large number of contributions received via Click & Pledge in February — *i.e.*, 146 contributions totaling \$10,360 — along with \$1,225 received via check.
- The revenue received in January was revised to 77 contributions totaling \$6,350.

Carol has not yet deposited the \$5,000 check received from Mr. Fentress, pending his response to a letter, drafted by Roberta Mahoney and cleared by the Co-Chairs and legal counsel, seeking additional information — especially on possible conflicts-of-interest — and asking for a response by April 18. The check is valid until late May.

**B. Membership Statistics.**

Barbara Bennett reported that, as of February 29, we had received 273 contributions from 269 contributors (4 contributors made two contributions each).

**3. ISSUES**

**A. Co-Chair's Overview.**

Ken Yamashita noted that the quarterly meeting with DA Paloma Adams-Allen went well. The DA was well-prepared with a useful summary of what she sees as the major issues facing the agency. Among other things, she (i) reported progress in the USAID Strengthening Initiative on employee evaluation, promotion, and assignment; (ii) asked UAA to brief HCTM on the Mentoring Program; (iii) confirmed that Retirement Ceremony will take place on May 15, although the date may change due to the Administrator's availability, and will include FSNs retirees; and (iv) agreed on May 7 as the date of the next quarterly meeting.

**B. March 7 Board Meeting.**

Ken then reported on the actions taken at the Board meeting held on March 7. The Board—

- Decided to send a letter to Mr. Fentress regarding his \$5,000 donation seeking additional background — especially regarding possible conflict of interest.
- Noted that DACOR had invited UAA to send two representatives to its annual black-tie dinner honoring its major donors and took steps to identify Board or ExCom members who can attend.
- Determined that HCTM's request for UAA assistance to TindARR, a process where individuals are invited to review the annual performance evaluations of others, had been withdrawn, as enough USAID officers had volunteered. Nevertheless, we will ask HCTM for a briefing on the changes in the evaluation process so that UAA mentors can provide up-to-date advice to their mentees.
- Discussed the March 5 quarterly meeting with DA Paloma Adams-Allen. (See above.)
- Discussed Winterfest 2024. The event went very well. Sixty of the 74 RSVPs participated. The new commercial venue worked quite well; and, by moving funds to Winterfest from "other events," no increase was needed in the overall SEC budget. Karen Freeman was recognized for locating the venue. We would still prefer a private venue to avoid the additional cost; but if Winterfest is held in a commercial venue next year, funds for that purpose should be included in the 2025 Budget.

[Jim Bever joined the meeting.]

**C. DMD Conference.**

Chris Milligan thanked Jim Bever for helping to organize UAA participation in USAID Deputy Mission Director leadership conference during week of March 11. A UAA member participated in each of the nine sessions.

Jim Bever recognized UAA Mentoring Program for its work, but suggested that, in light of the issues facing DMDs today, including evaluation and promotion, its future efforts include a focus on mentoring DMDs by retired Mission Directors. Ken Yamashita agreed, noting that many DMDs are now asked to handle non-traditional issues such as conflict and transition.

Sharon Pauling mentioned that more may be needed to focus on Office Directors in mentoring.

Gail Spence asked: How does UAA choose its representatives to conferences and events such as the DMD leadership conference? According to Chris, the choice is by the Board, based on what the Board knows of member skills and experience. He allowed that it could be handled differently, perhaps by a special committee, if there were volunteers willing to take on that responsibility. Ken Yamashita added that there should be no shortage of opportunities to represent UAA at USAID, particularly in connection with the Strengthening USAID Initiative.

D. Quarterly Meeting With USAID.

Chris Milligan reported on the quarterly meeting with DA Paloma Adams-Allen and other USAID senior staff on the USAID/UAA MOU, which took place on February 26.

- One highlight of the meeting was the DA's summary of significant changes to the agency's evaluation and assignment processes. UAA will ask for a full review and briefing from HCTM on the changes so that they can be incorporated into the UAA Mentoring Program and its guidance.
- The DA asked for UAA support in sharing lessons learned in dealing with countries in transition. In response, a webinar will be planned for April 3 as an internal USAID event for staff. The April 3 event will feature Bambi Arellano and Beth Dunford to lead the discussion.

E. Florida Chapter.

Miles Toder acknowledged Jim Bever's help in arranging for three former Mission Directors — Larry Garber, Howard Sumka, and David Harden — to speak (virtually) to UAA's Florida chapter after lunch at the FRSA meeting in St. Petersburg on Friday, March 22. The discussion will be moderated by Jim Bever. The FRSA lunch itself will feature, as keynote speaker, a retired Chief of Mission who served in Bolivia.

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On behalf of the Board and the ExCom, Ken Yamashita announced that this was Terry Brown's final ExCom meeting, and he thanked Terry for his excellent service as a member of the Board, a member of the ExCom, and an animating force behind many of UAA's activities. Ken also thanked Rob Sonenthal for his work as Assistant Secretary, responsible for preparation of the ExCom minutes.

4. **COMMITTEE REPORTS.**

A. Development Issues.

Gail Spence reported for the Development Issues Committee.

- On March 6, DIC hosted a lively discussion with USAID's Chief Innovation Officer Mohamed Abdel-Kader and Digital Director Chris Burns. About 17 UAA members participated. The discussion focused on the work of the USAID Office of Innovation, Technology and Research (ITR) Hub (formerly known as the Global Development Lab), which is the locus of USAID's current science and technology research and innovation work.

Alex Shakow announced that UAA is organizing two events soon, and encouraged all to attend:

- On April 5, there will be a conversation with Dr. Homi Kharas on his latest book, *The Rise of the Global Middle Class*.
- On May 13, USAID's Deputy Administrator Isabel Coleman will be engaged in conversation with Chris Milligan.

B. Mentoring.

Denise Rollins, reporting on the status of the USAID/UAA Mentoring Program, shared feedback from one of the Program's mentors. Before joining the Program, the mentor's mentee was troubled, and expressed concerns in an article in the Foreign Service Journal; a second article was in the works. But, since joining the Program, the mentee has blossomed, become a peer leader, and started a new resource group for USAID employees (the Employee Research Group) who are the "first generation professionals" (and college graduates) in their families.

Sharon Pauling noted that the mid-point check-in for this year's cohort of mentees will take place next month.

[Rob Sonenthal left the meeting.]

C. Awards.

Roberta Mahoney encouraged ExCom members to submit nominations. Nancy Tumavick noted that there had been nothing in the newsletter to date announcing the 2024 awards and soliciting nominations. Tom Nicastro and Barbara Bennett will check with Bette Cook on this.

D. History of USAID/ADST.

Alex Shakow reported for the History of USAID Committee. (Carol Peasley is away at an ADST board meeting; he noted that it's the 100th Anniversary of ADST.)

Earlier in the week, Alex circulated a progress report on UAA's grant to the American University Archives Internship Program. He encouraged UAA members to contribute their personal archives and memorabilia to AU.

E. Social Events.

Karen Freeman reported for the Social Events Committee.

- She thanked everyone who supported the happy hour organized by UAA in connection with the DMD leadership conference. A USAID staff person suggested that UAA organize more such social events in future.
- Upcoming events social events include (i) a no-host event to see John Legend on June 4; (ii) the UAA Spring Reception being planned at DACOR for June 13; and (iii) the UAA Summer Picnic on September 7th. In addition, they plan to develop some social events on the margins of the AGM, scheduled for October 11th.

F. Annual General Meeting.

Steve Wingert reported on preparations for the 2024 Annual General Meeting.

The Committee's current plan for the AGM is to have two panels to discuss the nexus between humanitarian and development assistance.

- The first panel would focus on the USAID organizational/institutional requirements for coordination; the second panel would focus on aid effectiveness.
- The panels would have strong field participation, including FSO and FSN staff members in at least one and possibly both panels.
- A subcommittee of 7 committee members (Alex Shakow, Carol Peasley, Nancy Pielemeier, Joy Riggs-Perla, Chris Crowley, Terry Brown and Steve) will assist in gathering more information from USAID Washington officers and preparing a more complete plan for the panels.

Terry Brown is stepping down as AGM Committee co-chair, while remaining as a committee member. The committee will be recruiting a new co-chair and would welcome suggestions from ExCom members.

#### G. Public Outreach.

Christine Scheckler reported for the Public Outreach Committee.

Beth Hogan is at the Nepal mission for four months, so is out of immediate action.

The Committee—

- has three new members,
- thanked Miles Toder for the good work organizing the Florida group;
- is getting access to State Department's staff members responsible for outreach;
- is continuing to draft an outreach Power Point presentation with Jim Bever; and
- is seeking a copy of LPA's announcement of the relaunch of the hometown diplomat program.

#### H. Membership.

Tom Nicastro reported that he will make a presentation on UAA to imminent/new USAID retirees at the FSI Job Search Course.

Oren Whyche-Shaw announced that the Committee on Membership Strategy's first working group meeting will take place in May.

### 5. **OTHER BUSINESS.**

#### A. System and Administrative Issues.

- Submissions for UAA's April newsletter are due by March 25 to Nancy Tumavick.
- Ken Yamashita will chair the Board meeting in April; Roberta Mahoney will chair the Board meeting in May.

#### B. Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

- Board: **Thursday, April 4.**

- ExCom: **Thursday, April 18.**

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

- **Thursday/Friday, March 21-22, 2024:** FSRA/UAA Meeting in St. Petersburg, Florida.
- **Tuesday, March 26:** USAID/DACOR session on Development Diplomacy with current USAID C3 class.
- **Thursday, March 28:** DACOR Black Tie reception in appreciation of major donors.
- **Wednesday, April 3:** USAID/UAA Webinar, *Contextual Shifts and Transitions in Country Programs*.
- **Friday, April 5:** 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, April 10:** DACOR/LAC Discussion Group on *Transnational Crime: How is it impacting the region and how can the United States tackle this challenge while protecting human rights*. Please contact Lynn Vega if you are interested, or register with [mms.dacorbacon.org](https://mms.dacorbacon.org)
- **Friday, April 26:** Society for International Development (SID-US) Annual Conference. For more information and registration, check their website: [SIDUSConference.org](https://SIDUSConference.org)
- **Wednesday, May 15:** USAID Retirement Ceremony (hybrid event).

6. **ADJOURNMENT.**

**A motion to adjourn, duly seconded, was adopted by the Board by unanimous vote, and the meeting adjourned at approximately 12:00 pm.**

Respectfully submitted,



Robert Sonenthal  
Assistant Secretary

Approved: April 18, 2024.

Attachments:

- A. UAA Financial Report as of February 29, 2024
- B. UAA 2023 Operating and History Budget Report (through February 29, 2024)
- C. UAA 2024 Operating and History Budget Report (through February 29, 2024)

**ATTACHMENT A**

**UAA FINANCIAL REPORT  
AS OF FEBRUARY 29, 2024**

(U.S. Dollars)

	Balance 01/31/2023	Deposits	Disburse- ments	Balance 02/29/2024
<b>UAA Operations Account</b>				
Checking Account	9,205.66	9,685.48	737.50	18,153.64
Savings Accounts	69,944.06	0.00	0.00	69,944.06
Total Operations Member Acct	79,149.72	9,685.48	737.50	88,097.70
<b>UAA History Project Account</b>				
Checking Account	4,467.30	4,000.00	5,000.00	3,467.30
Savings* Accounts	54,219.23	0.00	4,000.00	50,219.23
Total History Project Member Acct	58,686.53	4,000.00	9,000.00	53,686.53
<b>UAA Total Bank Accounts</b>				
Checking Accounts	13,672.96	13,685.48	5,737.50	21,620.94
Savings* Accounts	124,163.29	0.00	4,000.00	120,163.29
Total LFCU Accts	137,836.25	13,685.48	9,737.50	141,784.23

\* Includes both Main Savings and Premier Savings Accounts

03/20/2024



**ATTACHMENT B**

**UAA 2023 OPERATING AND HISTORY BUDGET REPORT  
(THROUGH FEBRUARY 29, 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 lat- est month	Remaining ap- proved 2023 budget
<b>UAA 2023 OPERATIONS BUDGET</b>																
<b>Revenue</b>																
<b>Revenue by Source</b>																
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
Interest on LFCU ops acct deposits	tbd	18	0	0	17	0	0	20	0	0	19	0	0	NA	75	NA
<b>REVENUE TOTAL</b>	<b>43,000</b>	<b>7,018</b>	<b>3,425</b>	<b>4,650</b>	<b>1,267</b>	<b>2,050</b>	<b>1,775</b>	<b>1,110</b>	<b>825</b>	<b>5,705</b>	<b>2,194</b>	<b>475</b>	<b>7,605</b>	<b>0</b>	<b>38,099</b>	<b>4,975</b>
<b>Expenditures</b>																
<b>Expenditure Items and Categories</b>																
<b>Annual General Meeting (program)</b>																
Awardees & Speaker Travel	658														0	658
AGM Catering Services	6,000										5,740				5,740	260
Costs to host virtually or hybrid	492												448	44	492	0
<b>Sub-Total, AGM program</b>	<b>7,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,740</b>	<b>0</b>	<b>448</b>	<b>44</b>	<b>6,232</b>	<b>918</b>
<b>Development Issues Committee</b>																
Arizona State University or Other (only if resume use of facilities)	500														0	500
Other	0														0	0
<b>Sub-Total, Development Issues Committee</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>
<b>Membership Committee</b>																
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			292	1,661 10	1,419 0
<b>Sub-Total, Membership Committee</b>	<b>4,440</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>686</b>	<b>0</b>	<b>924</b>	<b>286</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>292</b>	<b>2,647</b>	<b>1,793</b>
<b>Mentoring Committee (name changed from USAID Strengthening in November 2022)</b>																
Administrative Assistant	5,000														0	5,000
Technical Assistance & Facilitator Travel for Virtual Training	0														0	0
Other	0														0	0
<b>Sub-Total, Mentoring Committee</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>Public Outreach Committee</b>																
Public Outreach Materials Production	2,000														0	2,000
Travel to establish alumni branches	2,000			478			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
<b>Sub-Total, Public Outreach Committee</b>	<b>7,000</b>	<b>0</b>	<b>0</b>	<b>3,478</b>	<b>0</b>	<b>0</b>	<b>891</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,369</b>	<b>2,631</b>
<b>Social Events Committee</b>																
Winterfest	1,203			1,203											1,203	0
Spring Reception	4,085				100			3,617							3,717	368
Summer Picnic Other Social	1,000 997		425											204	629 0	371 997
<b>Sub-Total, Social Events Committee</b>	<b>7,285</b>	<b>0</b>	<b>425</b>	<b>1,203</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>3,617</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204</b>	<b>5,549</b>	<b>1,736</b>
<b>Administrative Costs</b>																
Systems Manager Website: Web Master	20,000 1,250			4,800			3,325		3,564		1,728		5,352	875	19,644 0	356 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

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
<b>Sub-Total Administrative Costs</b>	<b>28,080</b>	<b>533</b>	<b>236</b>	<b>5,100</b>	<b>140</b>	<b>837</b>	<b>4,398</b>	<b>147</b>	<b>3,696</b>	<b>867</b>	<b>2,110</b>	<b>322</b>	<b>5,650</b>	<b>875</b>	<b>24,911</b>	<b>3,169</b>
<b>Contingency</b>	<b>1,000</b>															<b>1,000</b>
<b>ROUTINE EXPENDITURES TOTAL</b>	<b>60,455</b>	<b>533</b>	<b>661</b>	<b>10,082</b>	<b>240</b>	<b>837</b>	<b>5,974</b>	<b>3,764</b>	<b>4,620</b>	<b>1,153</b>	<b>8,009</b>	<b>322</b>	<b>6,098</b>	<b>1,415</b>	<b>43,709</b>	<b>16,746</b>
<b>REVENUE MINUS EXPENDITURES</b>	<b>-17,455</b>	<b>6,485</b>	<b>2,764</b>	<b>-5,432</b>	<b>1,027</b>	<b>1,213</b>	<b>-4,199</b>	<b>-2,655</b>	<b>-3,795</b>	<b>4,552</b>	<b>-5,815</b>	<b>153</b>	<b>1,507</b>	<b>-1,415</b>	<b>-5,610</b>	<b>-11,845</b>
<b>UAA 2023 HISTORY PROJECT BUDGET</b>																
<b>Revenue</b>																
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
<b>Sub-Total, History Project Revenue</b>	<b>325</b>	<b>309</b>	<b>0</b>	<b>0</b>	<b>483</b>	<b>0</b>	<b>0</b>	<b>803</b>	<b>0</b>	<b>0</b>	<b>502</b>	<b>0</b>	<b>0</b>		<b>2,098</b>	<b>-1,773</b>
<b>Expenditure Items</b>																
<b>History Committee</b>																
Enduring Struggle	500	0	0	0	0	0	0	0	230	0	0	0	0	0	230	270
ADST support	1,000	0	0	0	0	0	0	0	0	0	1,000	0	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
<b>Sub-total, History Project Expenditures</b>	<b>11,500</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>230</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,230</b>	<b>270</b>
*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

3/20/2024

**ATTACHMENT C**

**UAA 2024 OPERATING AND HISTORY BUDGET REPORT**  
(through February 29, 2024)

	2024 Budget as approved by Board 12/14/2023	January	February	Thru latest month	Remaining Approved 2024 budget	Comments
<b>UAA 2024 OPERATIONS BUDGET</b>						
<b>Estimated Revenue by Source</b>						
Click and Pledge (from C&P Settlement Statements)	40,000	6,350	10,360	16,710	23,290	77 contributions Jan; 146 contributions Feb. Correction to January revenue.
Checks (recorded when received)	2,728	500	1,225	1,725	1,003	
Savings Acct Interest (recorded when deposited)	75	18	0	18	57	
<b>ESTIMATED REVENUE TOTAL</b>	<b>42,803</b>	<b>6,868</b>	<b>11,585</b>	<b>18,453</b>	<b>24,350</b>	
<b>Routine Expenditure Items and Categories</b>						
<b>Annual General Meeting (program)</b>						
Awardees & Speaker Travel	1,000			0	1,000	
AGM Catering Services	7,500			0	7,500	
Support Costs	750			0	750	
<b>Sub-Total, AGM program</b>	<b>9,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,250</b>	
<b>Development Issues Committee</b>						
Arizona State University or Other	500			0	500	
Other	0			0	0	
<b>Sub-Total, Development Issues Committee</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Membership Committee</b>						
Retirement Ceremony	750			0	750	
USAID Day at DACOR	0			0	0	
Alumni Awards	300			0	300	
Brochure Printing	300			0	300	
Administrative Assistant	4,800		561	561	4,239	Jan Services
R2M expenses	10			0	10	
<b>Sub-Total, Membership Committee</b>	<b>6,160</b>	<b>0</b>	<b>561</b>	<b>561</b>	<b>5,599</b>	
<b>Mentoring Committee</b>						
Administrative Assistant	5,000			0	5,000	
Technical Assistance & Facilitator Travel for Virtual Training	0			0	0	
Other	0			0	0	
<b>Sub-Total, Mentoring Committee</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	

<b>Public Outreach Committee</b>						
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	
<b>Sub-Total, Public Outreach Committee</b>	<b>7,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	
<b>Social Events Committee</b>						
Winterfest	1,500			0	1,500	
Spring Reception	4,200			0	4,200	
Summer Picnic	600	425		425	175	
Other Social	1000			0	1,000	
<b>Sub-Total, Social Committee</b>	<b>7,300</b>	<b>425</b>	<b>0</b>	<b>425</b>	<b>6,875</b>	
<b>Administrative Costs</b>						
Systems Manager	21,650		4,375	4,375	17,275	1/1-3/15
Website: Web Master	2,400			0	2,400	
Domain Hosting	1000	144		144	856	
Constant Contact	975	81	81	162	813	
Survey Monkey Subscription--1 year	500			0	500	
Zoom subscription	160			0	160	
Bank Charges: Click & Pledge, transfer fees	2,100	375	582	957	1,143	
Liability Insurance	500			0	500	
D & O Insurance	750			0	750	
Tax Preparation	650			0	650	
Office Supplies, mailing costs, parking to pick up mail at DACOR	300	3	0	4	296	
<b>Sub-Total Administrative Costs</b>	<b>30,985</b>	<b>603</b>	<b>5,038</b>	<b>5,641</b>	<b>25,344</b>	
<b>Contingency</b>	<b>1,490</b>			0	1,490	
<b>OPERATIONS EXPENDITURES TOTAL</b>	<b>67,685</b>	<b>1,028</b>	<b>5,599</b>	<b>6,627</b>	<b>61,058</b>	
<b>REVENUE MINUS OPERATIONS EXPENDITURES</b>	<b>-24,882</b>	<b>5,839</b>	<b>5,986</b>	<b>11,825</b>	<b>-36,707</b>	
<b>UAA 2024 HISTORY PROJECT BUDGET</b>						
<b>Revenue*</b>						
Interest on savings accounts (recorded when paid)	1,787			0	1,787	
Royalties on <i>Enduring Struggle</i>	300			0	300	
<b>Sub-total, History Project Revenue</b>	<b>2,087</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,087</b>	
<b>Expenditure Items</b>						
<b>History Committee</b>						
<i>Enduring Struggle</i>	500			0	500	
ADST support	0			0	0	

AU Archives Internship Program	5,000			0	5,000	
<b>Sub-total, History Project Expenditures</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,500</b>	
*History Project funded by specific donations in prior years; no expected revenue other than interest and royalties on <i>Enduring Struggle</i> .						
						2/13/2024