

**MINUTES**  
of the  
**UAA EXECUTIVE COMMITTEE MEETING<sup>[1]</sup>**  
Thursday, May 16, 2024  
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, May 16, 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

Joy Riggs-Perla            Ken Yamashita  
Oren Whyche-  
Shaw

Absent

Roberta Mahoney  
Chris Milligan  
Denise Rollins  
Miles Toder

**OFFICERS/COMMITTEE CO-CHAIRS**

Present

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

Absent

Bette Cook  
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**

Ken Yamashita

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Ken Yamashita called the meeting to order at 10:15 a.m. He noted that (i) a quorum of the Board was not present; (ii) on behalf of the History of USAID/ADST Committee, Carol Peasley and Alex Shakow would be

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<sup>[1]</sup> These minutes are based on decision notes taken by Carol Peasley and Alex Shakow of the History of USAID/ADST Committee; an aide mémoire of proceedings at the May 2 Board meeting provided by Joy Riggs-Perla; talking points prepared by Steve Wingert on the status of preparations for the 2024 AGM; and comments on early drafts submitted by Bette Cook, Joy Riggs-Perla, Nancy Tumavick, Alex Shakow, and Carol Dabbs. The assistance of these ExCom members was indispensable, and is gratefully acknowledged. [RBS]

taking notes on the (unofficial) decisions reached during the meeting; and (iii) at the June 20 ExCom meeting, the Social Events Committee would be responsible for recording decisions.

1. **MINUTES.**

**In the absence of a quorum, Board approval of the minutes for the April 18 ExCom meeting was deferred.**

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

**A. Financial and Budget Reports.**

Carol Dabbs, UAA Treasurer, called attention to the April 2024 Financial Report (Attachment A) and the 2024 Budget Report through April 30 (Attachment B). Carol noted the following highlights:

- In April, dues income (Operations Accounts) and interest earned (History of USAID Accounts) totaled \$1,471, and were all but offset by disbursements (1,402). As a result, the total month-end balance for April (\$139,500) represents a modest increase of around \$70.00 over the balance as of March 31.
- Disbursements consisted mainly of fees for Click & Pledge and Constant Contact.
- Carol plans to move some Operating Account funds from checking to saving to take advantage of the higher interest rate for savings.

**B. Membership Statistics.**

Barbara Bennett reported that—

- As of April 30, the total number of contributors for the year was 313, an increase of 10 during April — including one of the 5 retirees we spoke to at the March FSI Job Search Program. The total is 44 fewer contributors than as of April 30, 2023.
- Of the 313 contributors, 138 contributed \$100 or more ("Friends of UAA") — the same number of "Friends" as of April 30, 2023.

Tom Nicastro reported that—

- The MemCom's part-time administrative assistant had resigned; the committee is now looking for a replacement.
- The committee is also looking for two volunteers to help draft email messages to three key groups of retirees, namely—
  - registrants who are not also contributing members;
  - former contributing members from 2022 who have not joined in 2023 or 2024;
  - and
  - former contributing members from 2023 who have not joined in 2024.

The emails would consist of 2 to 4 paragraphs on why each target group should seriously consider joining UAA. Denise Rollins volunteered; at least one more volunteer is needed.

Oren Whyche-Shaw noted that the special working group looking for innovative ways to increase and broaden UAA membership needs ExCom volunteers to help organize and conduct focus groups to find out what USAID retirees want from UAA, what would get them to join? Also, why aren't current UAA

members more active? The focus groups would be targeted — e.g., on Civil Service retirees, and on other employee categories. Oren also challenged the ExCom to do more to implement the UAA policy on diversity and inclusion. She asked that ExCom members forward their ideas to co-chairs Barbara Bennett and Tom Nicastro in advance of the next working group meeting.

Christine Sheckler urged that at least one of the focus groups emphasize membership in the regions, and offered to take lead organizing such a group in Western states.

Tony Chan noted the value of individuals personally asking former colleagues to join; much better than letters.

### 3. **ISSUES**

#### A. May 2 Board Meeting.

Ken Yamashita reported on the actions taken by the Board at its May 2. The Board—

- Appointed Oren Whyche-Shaw, Denise Rollins, and Ken to the 2024 Nominations Committee. The committee will identify propose candidates to replace the three Board members retiring at the 2024 AGM (Chris Milligan, Joy Riggs-Perla, and Miles Toder).
- Began planning for the departure of Deputy Administrator Paloma Adams-Allen at the end of May. She will be replaced by Denis Vega, who will serve as Acting DA for Resources and Management until his nomination is put forward and confirmed, and as such will represent USAID at the next USAID/UAA quarterly meeting.

Ken noted that Chris Milligan met for 40 minutes with Isobel Coleman, DA for Policy and Reform. Chris' aide-mémoire of the meeting is posted on the executive section of the UAA website.

#### B. Mission Mentoring.

Ken Yamashita reported on his trip to India at the behest of his mentee, the Mission Director, to advise on relationships between the MD and Mission staff. The trip resulted in a mission retreat at which those relationships were discussed. Ken noted that the USAID/UAA MOU (and the associated Gratuitous Service Agreement) permit UAA volunteers for such service to have their travel costs reimbursed. (At Nancy Tumavick's request, Ken will reflect on his experience in an article for the newsletter.)

#### C. Implementation Plan and Budget Reviews.

Joy Riggs-Perla reported that all the committee co-chairs submitted their updated Implementation Plans on time. Most were simple updates and/or clarification of the existing plan. After review, the Board approved all proposed changes . . . except for the Public Outreach Committee's request for \$800 to attend the WACA annual meeting in Washington DC in November.

Christine Sheckler, POC co-chair, pointed out that the POC was not asking for additional \$800, but for permission to reallocate \$800 of the committee's existing budget. Joy acknowledged that the Board's decision assumed the request was for additional funds, and agreed that the Board would revisit the issue at its next meeting.

Carol Dabbs reminded the co-chairs of the procedure to be followed to update the 2024 Budget as needed. On **Saturday, May 18 or Sunday, May 19**, Carol will provide the committee co-chairs with a format to request changes to committee budgets necessary to implement the revised IP approved by the Board. The proposed budget changes, if any, must be submitted to Carol on or before **Monday, May 27**. Carol will then consolidate the proposed changes, and present them, with her recommendations, to the Board at its **Thursday, June 6** meeting.

D. Quarterly Meeting with USAID.

Ken Yamashita noted again that, with the departure of DA Adams-Allen, Dennis Vega would be leading the USAID team at the next USAID/UAA quarterly meeting. He expects that Mr. Vega will pursue the same reform agenda championed by DA Adams-Allen.

E. Implications of Engagement with USAID.

Ken Yamashita reminded the ExCom that, although we are still concerned about developing a broader and more consistent engagement with USAID, the Board has decided to defer action on whether to establish a new committee devoted to USAID Strengthening.

4. **COMMITTEE REPORTS.**

A. Awards.

Barbara Bennett noted that nominations for the 2024 award cycle must be submitted to Bette by July 31. One candidate has been identified, but additional candidates are needed.

B. History of USAID/ADST.

Alex Shakow reported that Masood Ahmed, who will be stepping down as Director of CGD as of September 3, has agreed to speak at a UAA/DACOR Development Dialogue on September 6.

C. Social Events.

On behalf of the Social Events Committee, Margot Ellis reported on upcoming UAA social activities, including:

- On **Tuesday, June 4**, the John Legend concert at Wolf Trap — a self-pay event.<sup>[2]</sup>
- On **Thursday, June 13**, the annual Spring Reception, a hybrid event at DACOR Bacon House, where the featured speaker will be DA Isobel Coleman.
- During the Mission Director's conference (July 29 to August 2), UAA is arranging a no-host event, details to be determined.
- On **Sunday, June 23**, the FSN Family Picnic.
- On **Saturday, September 7**, the UAA Summer Picnic at our customary spot in Fort Hunt Park in Alexandria, Virginia.
- In connection with the AGM, a proposed river cruise on the Potomac.

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<sup>[2]</sup> See Part 5.C below [RBS].

D. Annual General Meeting.

Steve Wingert reported much progress has been made on preparations for the 2024 Annual General Meeting. He shared on-screen a document describing the current status of the AGM panels and panelists:

- The overall theme will be "The Connection Between Development Assistance and Humanitarian Assistance."
- Administrator Samantha Power will soon be invited to give the keynote address.
- The first panel, moderated by Chris Milligan, will address USAID organizational and institutional effectiveness, and will include officials from USAID's Bureau for Humanitarian Assistance and an NGO representative. A former USAID Mission Director has also been invited.
- The second panel, on Ethiopia as a case study, will be moderated by Tom Staal, former Mission Director in Ethiopia, and is expected to include the current Mission Director in Ethiopia, a senior Ethiopian FSN, an official from the USAID Bureau of Resilience, and an NGO representative with experience in Ethiopia.

CGD will record the proceedings; we will post the video to the public section of the UAA website, where it will be available to the public, including interested schools and universities.

E. Public Outreach.

Christine Scheckler reported for the Public Outreach Committee.

- The committee is getting close to finalizing the tool kit for speakers; they will meet with LPA by Zoom next week to go through the draft presentation slide-by-slide.
- The committee is working with WACA to get UAA members on their list of experts. WACA's new partnership coordinator formerly worked at the State Department.
- Several new members have joined the committee, bringing the total membership to 4 (and perhaps 5).

F. Membership.

Tom Nicastro will be attending a retirement planning session at USAID tomorrow to go over plans for Retirement Ceremony.

G. Development Issues.

Gail Spence reported on behalf of Dottie Rayburn that—

- The DIC is preparing meetings on subjects relating to humanitarian assistance as precursors to the AGM.
- To that end, on Thursday, September 26 at 10:30 am, Professor Julia F. Irwin, Professor of History at Louisiana State, in conversation with Alex Shakow, will discuss her book *Catastrophic Diplomacy*, a history of U.S. foreign disaster assistance.
- Jim Bever is talking with DACOR about a possible Development Dialogue with former Afghan FSNs.

Christine Scheckler asked if there could be a specific place on the website where the recordings of such presentations could be available. Nancy Tumavick proposed that Christine and Stu Callison meet with her to discuss. Stu suggested that the recordings might fit under the website tab where copies of course syllabi are located.

#### H. Mentoring.

Sharon Pauling reported on preliminary results from the survey of current mentors and mentees:

- The response rate has been high — thus far responses have been received from 46 (72%) of the mentors and 35 (50%) of the mentees — and the responses themselves have been very positive.
- 60% of the responding pairs began meeting in January; another 30% began meeting in February.
- The Committee is aware of 4 mentor/mentee pairs that failed to launch.
- The most popular subjects: career development and relations with management.
- The most useful benefits: sounding board, source of suggestions, validating the legitimacy of mentee concerns.
- Overall: Very useful, even considering the problem that some mentors are not yet fully up-to-date with USAID. 100% of responses by mentees indicated satisfaction with the match.
- The reviews of mentor/mentee training were also very positive.

#### 5. OTHER BUSINESS.

##### A. System and Administrative Issues.

- Nancy Tumavick reported that, thus far, the June newsletter has only one article. She encouraged Ex-Com members to submit articles about upcoming events, even if those events are still in the planning stage. The AGM co-chairs volunteered to do such an article for the June newsletter.

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

The schedule of upcoming meetings:

- Board: **Thursday, June 6**
- ExCom: **Thursday, June 20**

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

- **Tuesday, June 4: John Legend concert at Wolf Trap.** A group is purchasing lawn seats for the concert. The concert will begin at 8:00 p.m.; plan to arrive around 6:30 p.m. to park and have a picnic dinner on the lawn. For those interested, purchase tickets on the [wolftrap.org](http://wolftrap.org) website and let Margot Ellis ([ellis-margot@gmail.com](mailto:ellis-margot@gmail.com)) or Karen Freeman ([ugandakaren@hotmail.com](mailto:ugandakaren@hotmail.com)) know that you are coming.
- **Thursday, June 13: UAA Spring Reception,** from 3:00 to 5:00 p.m. at DACOR Bacon House — a hybrid event with appetizers and drinks onsite and virtual for UAA members outside the DMV area.
- **Wednesday, July 31: Annual "Development Wallahs" Picnic,** in Rochester, Vermont, at noon, hosted by Anne Aarnes, David Sprague, Ann and Mike Van Dusen, Connie Carrino, Jeff Sharat, and Margaret Neuse. All are welcome, including alumni who may be visiting New England in late July. For more information and to express interest in attending, contact Ann Van Dusen ([avandusen4@gmail.com](mailto:avandusen4@gmail.com)) and/or Anne Aarnes ([ahaarnes@hotmail.com](mailto:ahaarnes@hotmail.com)).

6. ADJOURNMENT.

The meeting was adjourned by Ken Yamashita at approximately 11:50 am.

Respectfully submitted,



Robert Sonenthal  
Assistant Secretary

Approved: June 20, 2024.

Attachments:

- A. UAA Financial Report as of April 30, 2024.
- B. UAA 2024 Operating and History Budget Report (through April 30, 2024)
- C. Report on UAA Members and Registrants thru April 30, 2024 [distributed by email after the meeting].

**ATTACHMENT A**

**UAA FINANCIAL REPORT  
AS OF APRIL 30, 2024**

(U.S. Dollars)

	Balance 03/31/2024	Deposits	Disburse- ments	Balance 04/30/2024
<b>UAA Operations Account</b>				
Checking Account	15,800.17	875.62	1,401.85	15,273.94
Savings Accounts	69,944.06	17.44	0.00	69,961.50
Total Operations Member Acct	85,744.23	893.06	1,401.85	85,235.44
<b>UAA History Project Account</b>				
Checking Account	3,467.30	0.00	0.00	3,467.30
Savings* Accounts	50,219.23	578.40	0.00	50,797.63
Total History Project Member Acct	53,686.53	578.40	0.00	54,264.93
<b>UAA Total Bank Accounts</b>				
Checking Accounts	19,267.47	875.62	1,401.85	18,741.24
Savings* Accounts	120,163.29	595.84	0.00	120,759.13
Total LFCU Accts	139,430.76	1,471.46	1,401.85	139,500.37

\* Includes both Main Savings and Premier Savings Accounts

05/13/2024



**ATTACHMENT B**

**UAA 2024 OPERATING AND HISTORY BUDGET REPORT  
(THROUGH APRIL 30, 2024)**

	2024 Budget as approved by Board 12/14/2023	January	February	March	April	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	2,705	875	20,290	19,710	
Checks (recorded when received)	2,728	500	1,225	50	0	1,775	953	
Savings Account Interest (recorded when deposited)	75	18	0	0	17	35	40	
<b>ESTIMATED REVENUE TOTAL</b>	<b>42,803</b>	<b>6,868</b>	<b>11,585</b>	<b>2,755</b>	<b>892</b>	<b>22,100</b>	<b>20,703</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>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>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	
R2M expenses	10					0	10	
<b>Sub-Total, Membership Committee</b>	<b>6,160</b>	<b>0</b>	<b>561</b>	<b>0</b>	<b>0</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>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)	1,000					0	1,000	
<b>Sub-Total, Public Outreach Committee</b>	<b>7,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	
<b>Social Events Committee</b>								
Winterfest	2,076			2,076		2,076	0	\$576 moved here from Other Social
Spring Reception	4,200					0	4,200	
Summer Picnic	600	425				425	175	
Other Social	424					0	424	\$576 moved to Winterfest
<b>Sub-Total, Social Committee</b>	<b>7,300</b>	<b>425</b>	<b>0</b>	<b>2,076</b>	<b>0</b>	<b>2,501</b>	<b>4,799</b>	
<b>Administrative Costs</b>								
Systems Manager	21,650		4,375			4,375	17,275	
Website: Web Master	2,400					0	2,400	
Domain Hosting	1,000	144				144	856	
Constant Contact	975	81	81	81	81	324	651	
Survey Monkey Subscription--1 year	500					0	500	
Zoom subscription	160					0	160	
Bank Charges: Click & Pledge, transfer fees	2,100	375	582	170	72	1,199	901	
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	1	1	6	294	
<b>Sub-Total Administrative Costs</b>	<b>30,985</b>	<b>603</b>	<b>5,038</b>	<b>252</b>	<b>154</b>	<b>6,047</b>	<b>24,938</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>2,328</b>	<b>154</b>	<b>9,109</b>	<b>58,576</b>	
<b>REVENUE MINUS OPERATIONS EXPENDITURES</b>	<b>-24,882</b>	<b>5,839</b>	<b>5,986</b>	<b>427</b>	<b>739</b>	<b>12,991</b>	<b>-37,873</b>	

UAA 2024 HISTORY PROJECT BUDGET								
<b>Revenue*</b>								
Interest on savings accounts (recorded when paid)	1,787	608			578	1,187	600	
Royalties on <i>Enduring Struggle</i>	300					0	300	
<b>Sub-total, History Project Revenue</b>	<b>2,087</b>	<b>608</b>	<b>0</b>	<b>0</b>	<b>578</b>	<b>1,187</b>	<b>900</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>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> .								

5/13/2024

## ATTACHMENT C

### REPORT ON UAA MEMBERS AND REGISTRANTS

DECEMBER 1, 2023—APRIL 30, 2024

(including comparative data for December 1, 2022—November 30, 2023)

#### **REGISTRANTS**

A. New registrants: April 1-30, 2024	3
B. New associate registrants: April 1-30, 2024	0
C. Registrants and associates removed: April 1-30, 2024	0
D. All registrants as of: April 1-30, 2024 (A+B+C)	3
E. Total 2024 registrants: December 1, 2023-April 30, 2024	1310
F. Total 2023 registrants: December 1, 2022-April 30, 2023	1280
G. 2024 Registrant increase/decrease (E-F)	27

Registrant numerical corrections from earlier monthly reports:

None.

#### **MEMBERS**

H. New contributing members: April 1-30, 2024	1
I. Renewing contributing members April 1-30, 2024	9
J. Total contributing members: April 1-30, 2024 (H+I)	10
K. Total 2024 contributors as of: April 30, 2024	313
L. Total 2023 contributors as of: April 30, 2023	357
M. 2024 "Friends" (minimum contribution of \$100) as of: April 30, 2024	138
N. 2023 "Friends" (minimum contribution of \$100) as of: April 30, 2023	138
O. 2024 contributor increase/decrease (K+-L)	-44
P. % of contributor increase/decrease	-12%

Contributor numerical corrections from earlier monthly reports:

Two (2) renewing contributing members paid repeat contributions in April. The total contributions received in April is 12.