

**MINUTES**  
of the  
**UAA EXECUTIVE COMMITTEE MEETING<sup>[1]</sup>**  
Thursday, September 19, 2024  
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, September 19, 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	Oren Whyche-Shaw
Chris Milligan	Miles Toder
Joy Riggs-Perla	Ken Yamashita
Denise Rollins	

Absent

**OFFICERS/COMMITTEE CO-CHAIRS**

Present

Barbara Bennett	Margot Ellis	Christine Sheckler
Terry Brown	Karen Freeman	Alex Shakow
Tony Chan	Steve Haykin	Rob Sonenthal
Bette Cook	Margaret Neuse	(Asst. Sec.)
Carol Dabbs (Treasurer)	Tom Nicastro	Steve Wingert

Absent

Beth Hogan  
Sharon Pauling  
Carol Peasley  
Dottie Rayburn  
Gail Spence

**SENIOR ADVISORS**

Present

Nancy Tumavick  
(Communications)

Absent

Jim Bever  
(Public Outreach)

**WEBMASTER**

Present

Stu Callison

Absent

**SYSTEMS MANAGER**

Present:

Absent:

Ven Suresh

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<sup>[1]</sup> These minutes are based on decision notes from the meeting taken by Christine Sheckler of the Public Outreach Committee; an aide mémoire of proceedings at the September 5 Board meeting provided by Miles Toder; talking points on preparations for the 2024 AGM prepared by Steve Wingert; talking points on the work of the Public Outreach Committee prepared by Christine Sheckler; and comments on early drafts from Alex Shakow, Bette Cook, Steve Wingert, Nancy Tumavick, and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

**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) on behalf of the Public Outreach Committee, Christine Sheckler would be taking notes on the decisions reached during the meeting; and (iii) at the October 17 ExCom meeting, the Social Events Committee would be responsible for recording decisions.<sup>[2]</sup>

1. **MINUTES.**

Final approval of the minutes for the ExCom meetings of June 20 and July 18 was deferred.

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

A. **Financial and Budget Reports.**

Carol Dabbs, UAA Treasurer, called attention to the Financial Reports for July and August 2024 (Attachments A and B), and to the 2024 Budget Report through August 31, 2024 (Attachment C). Carol noted the following highlights:

- As of the end of August, our total balances at LFCU were \$141,044.
- We received 52 member contributions during the month of August — 30 contributions on August 13 alone. (The MemCom was asked to look into the reason for this anomaly.) These contributions appear in the Budget Report as revenue of \$3,525 received during the month.
- Disbursements during July and August include payments of our donation to DACOR-Bacon House Foundation and monthly payments to Click & Pledge and Constant Contact.

B. **Newsletter.**

Nancy Tumavick noted that the number of articles submitted for publication in the newsletter has been somewhat disappointing. She proposed that brief articles on the upcoming AGM and the Mentoring Program be prepared for the front page of the October newsletter, with links to more detailed information.

C. **Membership Statistics.**

Barbara Bennett reported that, as of August 31—

- The total number of yearly contributors through the August 2024 membership year was 401, a slight decrease compared to August 2023.
- Of the 401 contributing members, 174 contributed \$100 or more (thereby becoming "Friends of UAA") — about the same number as in August 2023.
- The total number of registrants was 1,340, a modest decrease from August 2023.

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<sup>2</sup> The October 17 ExCom meeting was subsequently canceled. [RBS]

Tom Nicastro reported that the MemCom was making a final push to recruit members before the AGM, focusing on the 170 individuals who were members in 2023, but have not yet joined for 2024.

Carol Dabbs suggested that at least some of the difference in membership figures for 2024 vs. 2023 could be due to the fact that the 2023 figures counted *contributions* instead of *contributors*, Carol will send Tom some relevant information on contributions vs. contributors.

### 3. ISSUES.

#### A. Reminders.

Roberta Mahoney reminded ExCom members not to use the [executivecommittee@usaidalumni.org](mailto:executivecommittee@usaidalumni.org) email address, which has been corrupted and doesn't get to all members, but to instead continue copying and pasting the Word list of individual email addresses recently updated by Nancy Tumavick (and used, for example, to distribute today's final agenda).

Roberta also reminded ExCom members to vote in the elections currently being held to fill three vacancies on the Board of Directors. Ken Yamashita noted that a reminder to vote will also be sent to the members at large.

#### B. Membership Committee.

Roberta reported, with regret, that both co-chairs of the Membership Committee — Barbara Bennett and Tom Nicastro — will be moving on. We are actively recruiting replacements to take over, we hope, before the beginning of the 2025 membership year. As yet there are no candidates.

Oren Whyche-Shaw focused on the challenges faced by the MemCom in 2025: UAA must compete for the attention of USAID alumni and, to do so, we must be clear and persuasive about what we are offering — that is, about the benefits of membership. We need to approach this challenge with fresh eyes: What can we offer to potential members that is different and exciting?

Roberta stressed the potential of regional groups, which give alumni outside the DMV a unique opportunity to connect with other alumni. Identifying local leadership will be key.

In Tom's view, the success of a membership drive depends as much on the resources available to deliver the message — namely, staff support — as it does on the message itself. Roberta noted that we were ready to invest in staff support; in fact, we hired an administrative assistant for the Membership Committee, but she left after only a few months.

Oren summed up the discussion: The membership challenge requires effective leadership; robust staff support, an attractive package of benefits and activities, and a broad geographic scope.

**ACTION ITEM:** The Board will focus on membership recruitment at its October meeting, and raise the issue at the ExCom meeting on October 17.<sup>[3]</sup>

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<sup>[3]</sup> The October 17 ExCom meeting was subsequently cancelled. [RBS]

C. Annual General Meeting.

Steve Wingert reported on preparation for the October 11 Annual General Meeting. The meeting agenda has changed, so Steve shared the revised agenda on the screen.

- Tom Staal met online with three of his four panelists on the questions he will ask, and noted that answers should be succinct to allow everyone time to speak.
- Chris Milligan will meet on-line with his panelists on September 27.
- The Administrator has agreed to participate in-person. On Monday, we met on-line with her scheduling and speech writers, and later sent them ideas for how her 45-minute participation should be scheduled: 10 minutes for an opening statement; 20 minutes for Q&As with Ken Yamashita (we shared our proposed questions; and then 15 minutes for questions from the UAA attendees.
- The revised agenda:
  - A welcome from the CGD Executive Director, and from the UAA Co-chairs.
  - Administrator Power. We will adjust the agenda as necessary to accommodate her arrival, and have alerted the panelists accordingly.
  - Andrew Natsios will make a presentation of approximately 30 minutes, without any Q&As.
  - At that point, the meeting will break for 15 minutes.
  - Panel #1.
  - Panel #2 (all panelists have confirmed except for the Oxfam representative)
  - Alumni of the Year Awards.
  - Adjourn for lunch, which has been moved forward from 1:15 to 1:30.
- A follow-up email will be sent to members this coming Tuesday (September 23) highlighting the Administrator's participation, and reminding them that, to attend, their 2024 contributions must be received by September 30.
- We are slightly more than halfway to last year's attendance: 50 have registered to attend in person (last year's total: 85), 22 have registered to attend on-line (last year's total: 55).
- Anne Aarnes and Chris Crowley need a few more greeters and notetakers.

Nancy Tumavick noted that the initial page of the website link to register was almost blank. In the upcoming email reminder, potential registrants should be alerted to keep scrolling.

Karen Freeman and Margot Ellis reported that the Social Events Committee has organized jointly attending a dinner cruise on the Potomac River from 6:00-9:00 pm on October 10, the day before the AGM. An announcement with details has already gone out. Interested parties must register for the cruise.

Alex Shakow noted that the Development Issues Committee has organized a meeting on foreign policy and disaster relief as a lead-in to the panel discussions at the AGM. The meeting will take place on September 26, at 10:30 am, and will feature Julia F. Irwin, professor of history at Louisiana State University, and author of *Catastrophic Diplomacy: US Foreign Disaster Assistance in the American Century*.

D. Quarterly Meeting with USAID.

Chris Milligan reported that USAID and UAA were scheduled to meet on September 26, but the meeting has been postponed until after the AGM. He is working with USAID management to reschedule.

E. Annual Report.

Joy Riggs-Perla reported that the final version of the UAA 2023-24 Annual Report contained only trivial changes from the materials submitted by the committee co-chairs. She must receive any final changes not later than the 23rd of this month. The link to the final report will be sent to contributing members early in October, and then posted on the public section of the UAA website.

F. September 5 Board Meeting.

Miles Toder reported on the actions taken by the Board at its September 5 meeting: The Board—

- Reviewed the latest revision of draft Annual Report (AR) and agreed to share the document with the ExCom before its September 19 meeting, with a few edits and revisions:
  - Add an introduction on purpose of the AR, and connecting the AR UAA's Bylaws.
  - Include only the Administration and Finance Committee chart in the AR itself, with links to the other committee charts.
  - Resolve problems with membership numbers for August 2023.
  - Ask Anne Aarnes to copy edit the final document.
- Resolved to finalize the AGM participation of the Administrator (invited but not confirmed) and two of the panelists.
- Agreed on next steps regarding the partnership proposed by the Public Outreach Committee between UAA and the World Affairs Council, focusing on WACA's Florida-based chapters, and authorized a Florida-based UAA member to represent UAA at WACA's annual conference in D.C. in November.
- Decided that, in response to DACOR's request that we promote DACOR membership to our members, we offer to add to the list of Weblinks to private organizations on our website under the Development Resources tab, with the usual one-paragraph description.

4. COMMITTEE REPORTS.

A. Public Outreach.

Christine Sheckler reported on the activities of the Public Outreach Committee:

- On behalf of the POC, Jim Bever and LPA are discussing the recently reopened Hometown Diplomats Program,
- Ken Yamashita and Jim Bever had lunch with WACA President Matt Hughes to discuss possible collaboration, with an initial focus on UAA activities in Florida and UAA representation at WACA's annual conference in D.C. in November.
- Cheryl Anderson represented UAA at a recent AFSA Road Scholar "Washington DC Foreign Affairs Week"; Roberta Mahoney and Jim Bever will be speaking at a Road Scholar Foreign Policy Week, held twice a year at the Chautauqua Institution in Upstate New York.
- The illustrated final draft of the PowerPoint for our Speaker's Kit is expected by the end of this week, and will soon be available to the Board and interested ExCom members. LPA has agreed to give a "Speakers' Boot Camp" to alumni interested in LPA's experience coaching USAID staff to speak to the general public about USAID.
- Miles Toder and Alan Van Emond are organizing another gathering of Florida alumni, in conjunction with the annual FSRA meeting in Ft. Myers on November 14-15. The POC is seeking a DC-based alumnus/a to speak at the gathering. We plan to conduct a Survey Monkey among the alumni before the meeting on the Florida chapter's plans for 2025, and to discuss the results at the meeting.

- Christine will meet with Karen Kalinowski, the USAID Development Diplomat in Residence/DDIR at Cal State Long Beach, in early October to discuss possible collaboration.
- Christine has heard from a number of USAID alumni resident in the San Diego area and in Northern California expressing interest in UAA and in forming a California-based UAA chapter.

B. Membership.

[See Parts 2.C and 3.B above.]

C. Development Issues.

Steve Haykin reported for the Development Issues Committee.

- The Committee expects to resume its program planning by the end of the month, with Committee meetings scheduled for October.
- The only DIC activity currently scheduled is the session on foreign policy and disaster relief with Professor Julia F. Irwin, scheduled, in anticipation of the AGM, for September 26.

Alex Shakow confirmed that there are no future UAA/DACOR Development Dialogues currently scheduled.

D. Mentoring Program.

Denise Rollins reported that—

- Cohort 14 of the Mentoring Program has been launched with a notice in the September Newsletter, which will be followed by a stand-alone announcement on Monday and a recruiting email to past mentors.
- We are unsure about who will be responsible, come January, for the Program agency-wide and at the Regional Bureaus, and will be working with Kory Contreras at HCTM to identify those officials.
- The evaluation for Cohort 13 will be available shortly.
- Neal Levine will be retiring from the training for the Program after Cohort 14. He has suggestions about who might be willing and able to replace him. In any event, we have copies of his presentations which can be used by his replacement.

E. Awards.

Bette Cook reported that the Committee has identified two excellent candidates — an FSO and an FSN — to receive 2024 Alumni of the Year Awards. Their names will be announced at the AGM. Unfortunately, one awardee is very ill, and will not be able to attend the AGM, but we plan to meet the awardee on Zoom, record the meeting, and present the recording at the AGM. Otherwise, someone could accept the award on the awardee's behalf at the AGM.

F. History of USAID/ADST.

Alex Shakow reported that UAA's grant to the American University Archive — to collect and catalogue USAID alumni materials — is operating smoothly. Alumni who have recently donated materials: Ann Van Dusen and Owen Cylke. However, the *number* of alumni making donations has thus far been disappointing, and he encouraged ExCom members to publicize the program and to donate their own materials.

ADST has asked USAID for an extension of its oral history cooperative agreement. USAID is likely to approve the request. ADST has also applied for a follow-on agreement, and hopes to receive additional funds before the end of the year.

G. Social Events.

[See Part 3.C above.]

5. OTHER BUSINESS.

A. System and Administrative Issues.

- Nancy Tumavick confirmed that the next newsletter will be published on October 7, meaning that materials for the newsletter must be submitted no later than September 30.
- Nancy encouraged ExCom members to add UAA events to the calendar and the "What's New" section of the website.
- Carol Dabbs reported that we received \$450.00 in royalties from the publisher of *The Enduring Struggle*.

B. Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

- Board: **Thursday, October 3.**
- ExCom: **Thursday, October 17.**

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

- **Thursday, September 26.** Development Issues Committee event: virtual discussion with Julia Irwin, author of *Catastrophic Diplomacy, U.S. Foreign Disaster Assistance in the American Century*.
- **Friday October 11. UAA Annual General Meeting** at Center for Global Development, plus virtual participation.

6. ADJOURNMENT.

Upon a motion to adjourn, duly seconded, was approved by the Board without objection. The meeting was adjourned at 11:50 a.m.

Respectfully submitted,



Robert Sonenthal  
Assistant Secretary

Approved: November 21, 2024.

Attachments:

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



**ATTACHMENT A**  
**UAA FINANCIAL REPORT**  
**AS OF JULY 31, 2024**

(U.S. Dollars)

	Balance 06/30/2024	Deposits	Disburse- ments	Balance 07/31/2024
<b>UAA Operations Account</b>				
Checking Account	11,872.04	378.70	4,274.74	7,976.00
Savings Accounts	74,961.50	17.99	0.00	74,979.49
Total Operations Member Acct	86,833.54	396.69	4,274.74	82,955.49
<b>UAA History Project Account</b>				
Checking Account	3,467.30	0.00	0.00	3,467.30
Savings* Accounts	50,797.63	569.54	0.00	51,367.17
Total History Project Member Acct	54,264.93	569.54	0.00	54,834.47
<b>UAA Total Bank Accounts</b>				
Checking Accounts	15,339.34	378.70	4,274.74	11,443.30
Savings* Accounts	125,759.13	587.53	0.00	126,346.66
Total LFCU Accts	141,098.47	966.23	4,274.74	137,789.96

\* Includes both Main Savings and Premier Savings Accounts

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**ATTACHMENT B**

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

(U.S. Dollars)

	Balance 07/31/2024	Deposits	Disburse- ments	Balance 08/31/2024
<b>UAA Operations Account</b>				
Checking Account	7,976.00	3,360.20	106.00	11,230.20
Savings Accounts	74,979.49	0.00	0.00	74,979.49
Total Operations Member Acct	82,955.49	3,360.20	106.00	86,209.69
<b>UAA History Project Account</b>				
Checking Account	3,467.30	0.00	0.00	3,467.30
Savings* Accounts	51,367.17	0.00	0.00	51,367.17
Total History Project Member Acct	54,834.47	0.00	0.00	54,834.47
<b>UAA Total Bank Accounts</b>				
Checking Accounts	11,443.30	3,360.20	106.00	14,697.50
Savings* Accounts	126,346.66	0.00	0.00	126,346.66
Total LFCU Accts	137,789.96	3,360.20	106.00	141,044.16

\* Includes both Main Savings and Premier Savings Accounts

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**ATTACHMENT C**

**UAA 2024 OPERATING AND HISTORY BUDGET REPORT  
(THROUGH AUGUST 31, 2024)<sup>4</sup>**

	2024 Budget as approved by Board 06/20/24	January	February	March	April	May	June	July	August	Thru latest month	Remaining approved 2024 budget	Comments for current report
<b>UAA 2024 OPERATIONS BUDGET</b>												
<b>Estimated Revenue by Source</b>												
Click and Pledge (from C&P Payout Report)	40,000	6,350	10,360	2,705	875	1,125	2,025	425	3,525	27,390	12,610	6 contributions in July; 51 contributions in Aug
Checks (recorded when received)	2,728	500	1,225	50	0	100	0	25	0	1,900	828	1 contribution in July
Operations Savings Acct Interest (recorded when deposited)	75	18	0	0	17	0	0	18	0	53	22	
<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>1,225</b>	<b>2,025</b>	<b>468</b>	<b>3,525</b>	<b>29,343</b>	<b>13,460</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>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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Membership Committee</b>												
Retirement Ceremony	0									0	0	
USAID Day at DACOR	0									0	0	

<sup>4</sup> No separate Budget Report for period ending July 31, 2024.

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>5,410</b>	<b>0</b>	<b>561</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>561</b>	<b>4,849</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>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								1,000	1,000	0	
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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>6,000</b>	
<b>Social Events Committee</b>												
Winterfest	2,076			2,076						2,076	0	
Spring Reception	4,200							3,367		3,367	833	
Summer Picnic	600	425								425	175	
Other Social	1,174							825		825	349	
<b>Sub-Total, Social Committee</b>	<b>8,050</b>	<b>425</b>	<b>0</b>	<b>2,076</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,192</b>	<b>0</b>	<b>6,693</b>	<b>1,357</b>	
<b>Administrative Costs</b>												
Systems Manager	20,125		4,375					5,250		9,625	10,500	
Website: Web Master	1,200									0	1,200	
Domain Hosting	1000	144						573		717	283	
Constant Contact	975	81	81	81	81	81	81	81	81	648	327	
Survey Monkey Subscription--1 year	500							496		496	4	

Zoom subscription	160									0	160	
Bank Charges: Click & Pledge, transfer fees	2,100	375	582	170	72	85	135	48	215	1,682	418	
Liability Insurance	500									0	500	
D & O Insurance	750									0	750	
Tax Preparation	725									0	725	
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>28,335</b>	<b>603</b>	<b>5,038</b>	<b>252</b>	<b>154</b>	<b>166</b>	<b>6,535</b>	<b>129</b>	<b>296</b>	<b>13,174</b>	<b>15,161</b>	
<b>Contingency</b>	<b>1,490</b>									0	1,490	
<b>OPERATIONS EXPENDITURES TOTAL</b>	<b>65,035</b>	<b>1,028</b>	<b>5,599</b>	<b>2,328</b>	<b>154</b>	<b>166</b>	<b>6,535</b>	<b>4,321</b>	<b>1,296</b>	<b>21,428</b>	<b>43,607</b>	
<b>REVENUE MINUS OPERATIONS EXPENDITURES</b>	<b>-22,232</b>	<b>5,839</b>	<b>5,986</b>	<b>427</b>	<b>739</b>	<b>1,059</b>	<b>-4,510</b>	<b>-3,853</b>	<b>2,229</b>	<b>7,915</b>	<b>-30,147</b>	
<b>UAA 2024 HISTORY PROJECT BUDGET</b>												
<b>Revenue*</b>												
Interest on savings accounts (recorded when paid)	1,787	608			578			570		1,756	31	
Royalties on <i>Enduring Struggle</i>	300								457	457	-157	
<b>Sub-total, History Project Revenue</b>	<b>2,087</b>	<b>608</b>	<b>0</b>	<b>0</b>	<b>578</b>	<b>0</b>	<b>0</b>	<b>570</b>	<b>457</b>	<b>2,213</b>	<b>-126</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>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> .												