

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, November 16, 2023
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, November 16, 2023, at 10:15 a.m. The following UAA Board members, ExCom committee co-chairs, Senior Advisors, staff members, and guests participated in the meeting:

BOARD MEMBERS

Present

Roberta Mahoney Ken Yamashita
Chris Milligan Oren Whyche-Shaw
Denise Rollins

Absent

Miles Toder
Joy Riggs-Perla

OFFICERS/COMMITTEE CO-CHAIRS

Present

Barbara Bennett Steve Haykin Alex Shakow
Bette Cook^[2] Beth Hogan^[2] Rob Sonenthal
Carol Dabbs Margaret Neuse (Asst. Secretary)
(Treasurer) Tom Nicaastro Gail Spence
Margot Ellis Sharon Pauling Steve Wingert
Karen Freeman

Absent

Terry Brown
Carol Peasley
Christine Sheckler

SENIOR ADVISORS

Present

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

Absent

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) the Social Events Committee, would be taking notes on the decisions reached during

^[1] These minutes benefited greatly from detailed decision notes prepared by the co-chairs of Social Events Committee; and comments on an early draft of these minutes by Alex Shakow, Joy Riggs-Perla, and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

^[2] Joined in progress.

the meeting; and (iii) at the December 14 ExCom meeting, the AGM Committee would be responsible for recording decisions.

1. MINUTES.

Final approval of the September 21 and October 19 ExCom minutes was deferred until the December ExCom meeting to allow additional comments or changes to the draft September 21 minutes, and to allow Rob Sonenthal to prepare and circulate a draft of the October 19 minutes.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called the ExCom's attention to the Financial Report for October 2023 (Attachment A) and the Budget Report through October 31, 2023 (Attachment B), both of which she circulated to the ExCom prior to the meeting. The Financial Report shows that, from September 30 to October 31, there was a net decrease in the total balance of all UAA checking and savings accounts of approximately \$6,000, reflecting—

- Expenditures from the Operations Account of just over \$5,000, primarily for catering at the AGM, payments to the Systems Manager and the Administrative Assistant for the Membership Committee, and
- a one-time donation to ADST of \$1,000 from the History of USAID Account.

B. Membership Statistics.

Barbara Bennett reported that a full Membership Report for October will not be available until Ven Suresh's return. However, based on new member contributions received through Click & Pledge, as of October 31 there were 564 contributions for 2023 — an increase of 33 over October 31, 2022, and 94 over October 31, 2021.

[Bette Cook joined the meeting.]

In response to a question from Margo Ellis, the meeting discussed the history of UAA contribution levels and membership categories, and the possibility of future adjustments. As it stands, the Board is prepared to renew the discussion based on a proposal from the Membership Committee. Tom Nicastro confirmed that the MemCom intends to address the dues structure in depth in 2024, and to consider (i) the dues status of "registrants" (who currently are not required to contribute), and (ii) how to improve recruitment at UAA social events.

[Oren Whyche-Shaw and Steve Wingert joined the meeting.]

3. ISSUES.

A. November 2 Board Meeting.

Roberta Mahoney reported that the Board meeting on Thursday, November 2, was designed to familiarize the two newly elected Directors with Board responsibilities and procedures, including the responsibilities of UAA Officers and Board liaisons to UAA committees. Election of Officers and designation of Board liaisons will take place at the Board's November 30 meeting.

B. 2024 Budget Process and Timeline

Carol Dabbs reminded the committee co-chairs that—

- Their respective budget requests are due today (November 16).
- She will consolidate the committee requests and, by November 26, forward them to the Board with her explanations and recommendations.
- At its November 30 meeting, the Board will review the requests and the Treasurer's recommendations and develop a proposal for the 2024 Budget.
- The Board-proposed Budget will then be circulated to the ExCom and, at the December 14 ExCom meeting, discussed by the ExCom, any agreed-upon changes made, and voted on by the Board.
- The Budget, as approved, will be posted to the executive portion of the UAA website.

C. Annual General Meeting.

Steve Wingert reported that the AGM was very successful despite challenges — most notably, Ven's absence, last-minute changes to the panelists, and relationships with the caterer. He thanked the many people who contributed to the meeting's success.

- Attendance was 74 in-person and 78 on-line, for a total of 152, which is 27% of UAA's membership of 564.
- The simplified evaluation form, included in the meeting packet and made available on-line, seems to have worked very well.
 - Thus far 59 attendees have submitted the form — 46 (62%) of the in-person attendees, and 13 (17%) of the virtual attendees.
 - The overall average rating on all seven questions: 4.5 out of 5.
 - The highest average rating on a single question was 4.7, for the compressed schedule; the lowest was 4.3, for lunch (excluding four ratings of 4.2 received from virtual attendees!).
 - The moderators — Jim Michels, Joy Riggs-Perla, and Terry Brown — received special praise for being relevant and concise.
 - The Annual Report was well-received.
 - There were minuses: e.g., the sound system; the email that erroneously listed the starting time as 10:00 EST.
- A link to a video of the meeting is posted on the website, and available to the general public.
- Terry Brown has put together an initial "lessons learned."

The committee will begin discussing themes for the 2024 AGM in January, and will seek input from the ExCom and a wide variety of other sources. We hope to settle on a theme and begin looking for panelists by June.

Ken Yamashita noted that the 2024 AGM will take place just before Election Day, a complication we need to keep in mind. Alex Shakow urged that we choose a meeting date for the 2024 AGM and reserve the CGD conference room as early as possible — in part because Masood Ahmed, a strong supporter of UAA, is about to retire. Nancy Tumavick agreed, noting that the budget implications of renting other conference space could be serious.

Oren Whyche-Shaw asked if other committees are able to suggest concepts for the AGM panels. Steve Wingert responded that, while there is no formal process, the AGM Committee seeks ideas from multiple sources. Alex Shakow pointed out that these are discussed regularly at the ExCom during the year.

[Beth Hogan joined the meeting.]

D. HCTM Meeting on Strengthening USAID.

Chris Milligan and Denise Rollins reported on their recent meeting with Kathryn Stevens, DAA at HCTM.

The main subject of the meeting was UAA support for the agency's Foreign Service Strengthening efforts, and whether such support should continue on an ad hoc basis or under a more formal arrangement. Chris and Denise suggested that the existing USAID/UAA MOU can be used for that purpose — especially since the MOU already addresses some knotty questions relating to volunteer assistance (e.g., the payment of travel expenses).

E. Acknowledgement of UAA Ethics Policy.

Rob Sonenthal called attention to the UAA's Ethics and Conflict of Interest Policy, a copy of which he had previously emailed to the Board and the ExCom. The Policy requires that, each year after the AGM, the members of the Board, committee co-chairs, and all others who represent UAA before USAID and the outside world, review the Policy and submit a signed Acknowledgement (page 3 of the Policy). Everyone covered by the Policy was asked to submit their Acknowledgements to Rob prior to the December 14 ExCom meeting.

F. USAID/UAA Quarterly Meeting.

Chris Milligan reported that the Board's next quarterly meeting with DA Paloma Adams-Allen and USAID senior management on the USAID/UAA MOU is scheduled for November 27. Chris is preparing a proposed agenda for the meeting — which will likely include, among other things, the Mentoring Program, UAA support to the agency's Foreign Service Strengthening efforts, and UAA public outreach. He invited ExCom members to suggest other possible subjects via the chatbox for this ExCom meeting.

G. Appeal for Newsletter Editor.

Roberta Mahoney highlighted our need for a newsletter editor. We currently rely for this task on Nancy Tumavick, but her extraordinary forbearance is not without limits. ExCom members are therefore encouraged to volunteer, or to find someone with significant UAA experience to volunteer.

Nancy acknowledged that she will continue as acting editor for now, and thanked Stu Callison for his indispensable technical support. She continued:

- The November/December is set for publication on November 20.
- The following newsletter will be published on January 8, with January 2 as the deadline for submission of materials for publication.
- She plans to continue liberal use of photographs, but will try to avoid publication of lengthy articles. (If you have a lengthy article, please submit a one or two paragraph summary; the summary will appear in the newsletter along with a link to the article.)

4. **COMMITTEE REPORTS.**

A. Social Events.

Karen Freeman reported on "bookend events" that were scheduled in tandem with the AGM. The first event — a visit to the Rubell Museum in Southwest DC scheduled for before the AGM — had to be postponed, but took place yesterday [November 15]. The other event — a visit to wineries in Virginia scheduled for after the AGM — went ahead as originally planned, and was very successful.

With its 2023 agenda now completed, the SEC has begun planning for 2024. Its priorities include: events that engage members located outside the DMV, and no-host events that piggyback on other UAA or USAID events in Washington.

B. Public Outreach.

Beth Hogan and Jim Bever reported on behalf of the committee:

- Jim had lunch downtown with Matthew Hughes, President of the World Affairs Councils of America, who was in Washington DC for WACA's annual meeting. Mr. Hughes is very interested in working with UAA.
- Jim noted that Road Scholar® needs speakers on development assistance for programs in Chautauqua, New York, and Washington DC. The Washington DC program is held 3 times a year. Jim participated in the Chautauqua program in September, using the POC's PowerPoint presentation — which is almost ready for review by USAID.
- Nancy Tumavick added that Jim's note on the Road Scholar program (with photos) will appear in the January 2024 newsletter, as part of a feature on UAA outreach efforts]
- The committee is also planning activities in connection with Foreign Service Retirement Association meetings in Florida in January.

C. Development Issues.

Steve Haykin reported on the activities of the Development Issues Committee:

- Dottie Rayburn has agreed in principle to serve as a third DIC co-chair. Denise Rollins moved that Dottie's nomination be approved; Ken Yamashita seconded. The motion was approved, with 5 votes in favor, and none opposed.
- On October 30, the DIC sponsored a discussion with Dean Karlan, USAID's Chief Economist, on his role within the Agency and on the economic outlook for lower- and middle-income countries.
- On November 14, the DIC held a discussion of Artificial Intelligence, with USAID staff and Cristina Martinez Pinto, CEO of the Public Interest Technology (PIT) Policy Lab.
- In response to its offer of volunteer support to the Missions, the DIC has gotten a preliminary response from the DDI Bureau, which it intends to pursue after Thanksgiving.

Alex Shakow announced that, on December 4, seven former Mission Directors of the West Bank/Gaza Mission will discuss their experiences and the challenges of providing assistance in a politically charged environment. The venue is likely to be the DACOR (Bacon House).

D. Mentoring Program.

Denise Rollins reported on the USAID/UAA Mentoring Program:

- The Mentoring Committee matched 75 mentor/mentee pairs in one intense day of work. The committee will be contacting the mentors with the names of their proposed mentees.
- The matches include mentees from SLG (14), Global Health (12), Asia (11) and Africa (38).
- The committee expects that the matches will be finalized, and mentor/mentee agreements signed, by mid-December.
- A full day of mentor training is scheduled for January 17. High-level agency staff will participate, in line with the agency's FS Strengthening initiative.
- A virtual training session for mentees will take place on January 18.

Sharon Pauling reported on the results of the evaluation of Cohort #12:

- Some mentors noted that, based on the experience of their mentees, the quality of agency training has declined. (Nancy Tumavick noted that, in particular, the number of USAID "coaches" has declined. There may be a recruitment for more part-time coaches, which we could publicize. The FS Strengthening initiative is designed to respond to this problem.)
- Sharon added that AFSA has asked to meet with us to strengthen AFSA/UAA ties on mentoring.

E. Awards.

Bette Cook reported that:

- The 2023 Alumni Awards went to two excellent USAID retirees.
- The entire awards process cost \$283, which was under the budget of \$300.
- She plans to wait a few months before launching the search for 2024 Award candidates.

F. History of USAID/ADST.

Nothing new to report.

5. **OTHER BUSINESS.**

- System and Administrative Issues.

Nancy Tumavick noted that Ven Suresh's recent absence was unavoidable — the result of a "perfect storm" of unusual professional (and unfortunate personal) events. We look forward to his return. At the same time, the Board has begun discussing whether, and how, to arrange for backup.

- Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

- Next meeting with Deputy Administrator Paloma Adams-Allen and USAID senior management to discuss the USAID/UAA MOU is scheduled for November 27.
- Board meeting: Monday, November 30.
- ExCom meeting: Thursday, December 14, 2023, via Zoom. At that meeting, the AGM Committee will be responsible for reporting on decisions and other actions.
- Meetings in January 2024:
 - Board: January 4
 - ExCom: January 18
- Other Upcoming Events (see website for details):
 - UAA/USAID Mentoring Program Mentors Virtual Training: Wednesday, January 17, 2024
 - UAA/USAID Mentoring Program Mentees Webinar: Thursday, January 18, 2024
 - On Friday, January 19, 2024, UAA/DACOR Development Dialogue (hybrid) lunch at DACOR, with Mr. Axel van Trotsenburg, the World Bank's Senior Managing Director, speaking on "The Evolution Roadmap – Where is the World Bank Heading?"
 - Overseas Senior Leaders Seminar (OSLS) from January 22 - February 2, 2024. Chris is arranging a UAA no-host lunch with participants.
 - On Tuesday, February 13, 2024, UAA/DACOR Development Dialogue (hybrid) lunch at DACOR with Jeanne Bourgault, President and CEO of Internews, speaking about "Challenges Facing the Press Around the World in the Disinformation Age."

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted unanimously. The meeting adjourned at 12:00 noon.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Approved: January 18, 2023.

Attachments:

- A. UAA Financial Report as of October 31, 2023
- B. UAA 2023 Operating and History Budget Report (through October 31, 2023)
- C. Membership and Contributions Summary December 1, 2022 – October 31, 2023 (prepared and distributed after the meeting)

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF OCTOBER 31, 2023**

(U.S. Dollars)

	Balance 09/30/2023	Deposits	Disburse- ments	Balance 10/30/2023
UAA Operations Account				
Checking Account	13,123.03	2,045.89	7,354.23	7,814.69
Savings Accounts	69,907.30	19.13	0.00	69,926.43
Total Operations Member Acct	83,030.33	2,065.02	7,354.23	77,741.12
UAA History Project Account				
Checking Account	5,467.30	0.00	1,000.00	4,467.30
Savings* Accounts	53,108.52	502.29	0.00	53,610.81
Total History Project Member Acct	58,575.82	502.29	1,000.00	58,078.11
UAA Total Bank Accounts				
Checking Accounts	18,590.33	2,045.89	8,354.23	12,281.99
Savings* Accounts	123,015.82	521.42	0.00	123,537.24
Total LFCU Accts	141,606.15	2,567.31	8,354.23	135,819.23

* Includes both Main Savings and Premier Savings Accounts

11/5/2023

Membership Committee														
Retirement Ceremony	750						676					676	74	
USAID Day at DACOR	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	1,370 10	1,711 0	
Sub-Total, Membership Committee	4,440	0	0	300	0	0	686	0	924	286	160	2,355	2,085	
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	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	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	5,345	1,940	
Administrative Costs														
Systems Manager	20,000			4,800				3,325		3,564		1,728	13,417	6,583
Website: Web Master	1,250											0	1,250	
Domain Hosting (was bundled with Web Master in initial 2022 budget)	1,000	144						408				84	636	364
Constant Contact	900	70	70	70	70	70	70	81	81	81	81	744	156	
Survey Monkey Subscription--1 year	470							496				496	-26	
Zoom subscription	160										157	157	3	Annual subscription
Bank Charges: Click & Pledge, transfer fees	2,100	304	163	184	70	116	99	65	51	286	46	1,382	718	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	82	218	Stamps & parking to pick up mail at DACOR
Sub-Total Administrative Costs	28,080	533	236	5,100	140	837	4,398	147	3,696	867	2,110	18,064	10,016	
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	35,874	24,581	
REVENUE MINUS EXPENDITURES														
	-17,455	6,467	2,764	-5,432	1,010	1,213	-4,199	-2,674	-3,846	4,552	-5,934	-6,080	-11,375	

UAA 2023 HISTORY PROJECT BUDGET														
Revenue														
Interest on Savings Accounts	325	309	0	0	483	0	0	492	0	0	502	1,787	-1,462	
Royalties on Enduring Struggle	0	0	0	0	0	0	0	311	0	0	0	311	-311	
Sub-Total, History Project Revenue	325	309	0	0	483	0	0	803	0	0	502	2,098	-1,773	
Expenditure Items														
History Committee														
<i>Enduring Struggle</i>	500	0	0	0	0	0	0	0	230	0	0	230	270	
ADST support	1,000	0	0	0	0	0	0	0	0	0	1000	1,000	0	One time donation
AU Archives Internship Program	10,000	5,000	0	0	0	0	0	0	0	0		5,000	5,000	
Sub-total, History Project Expenditures	11,500	5,000	0	0	0	0	0	0	230	0	1,000	6,230	5,270	
*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

11/3/2023

ATTACHMENT C

MEMBERSHIP AND CONTRIBUTIONS SUMMARY DECEMBER 1, 2022 – OCTOBER 31, 2023 (includes 2022 data for comparison)³

Registrations:

New alumni registrants, October 1 – October 31, 2023:	2
New associate registrants, October 1 – October 31, 2023:	0
Total new registrants, October 1 – October 31, 2023:	2
Total new registrants for 2023 through October 31:	51
Registrants whose names were removed in October 2023:	3
Total registrants through October 31, 2023:	1297
Total registrants through October 31, 2022:	1253

New registrants in October 2023:

Doug Arbuckle
Karen d'Aboville

New associate registrants in October 2023:

None

Registrants whose names were removed in October 2023: deceased/unsubscribed:

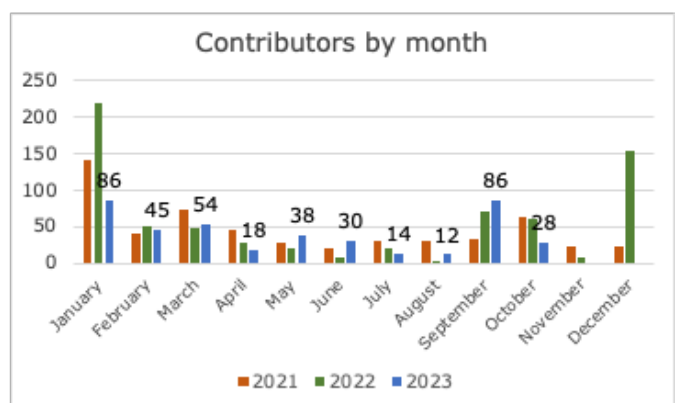
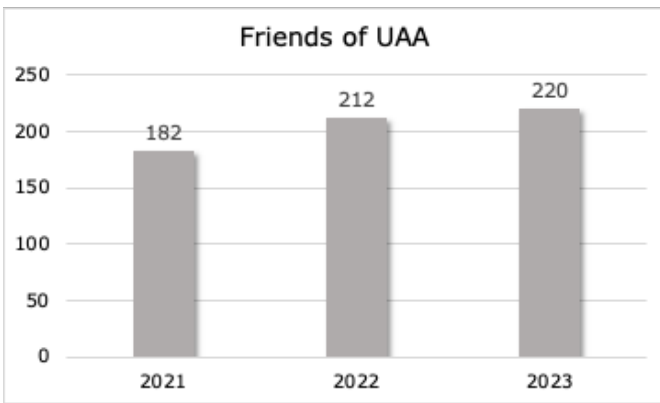
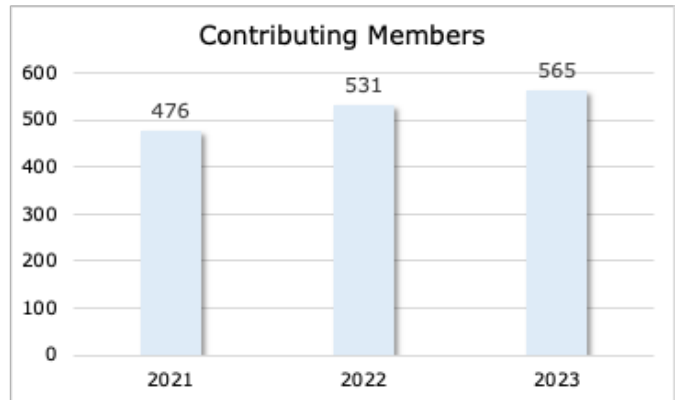
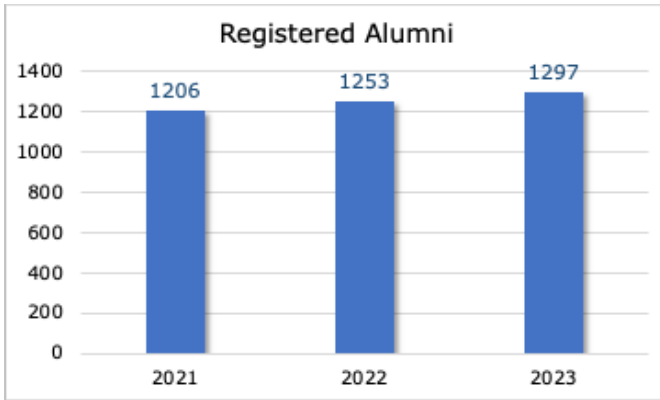
Robert Dakan (deceased)
Nancy McKay (deceased)
Jim Kelly (deceased)

Membership and Contributions Summary:

Alumni contributions, October 1 – October 31, 2023:	28
Total number of contributors, December 1, 2022, through October 31, 2023:	565
Total number of contributors for 2022 through October 31:	531
% of contributors through October 2023 as compared to October 2022:	106%
Total number of \$100+ contributors, October 1 – October 31, 2023:	13
Total number of \$100+ contributors, December 1, 2022, through October 31, 2023:	220
Total number of \$100+ contributors for 2022 through October 31:	212
% of \$100+ contributors through October 31, 2023 as compared to October 31, 2022:	104%
Number of new contributing members, October 1 – October 31, 2023:	0
Total number of new contributing members for 2023 through October 31:	10
New contributors as a % of new registrants for October 2023:	0%

³ Prepared and distributed after the meeting.

Comparison over the years as of the end of October:



Contributions received in October 2023: (Number of * indicates number of repeat contributions from members; "Friends of UAA," who contributed \$100 or more, are indicated in bold).

New Contributing Members: 0

None

Contributing Members: 28

Charles Aanenson
Liliana Ayalde
 Patrick Collins
Oliver Davidson
 James Dempsey*
William Frej*
 Paul Holmes

Paul Isenman
 Joan Johnson
 John Lovaas*
Drew Luten
 Raymond Malley
 Teresa Mcghie*
 Cressida Mckean

Nyembezi Mfuné
 Alfred Nakatsuma*
Christopher O'Donnell
Sarah Olds*
Anne Patterson
 Patricia Rader
 Dorothy Rayburn

Barbara Seligman
Laura Slobey*
 Mellen Tanamly*
Alan Van Egmond*
Mark Wentling*
 Jason Wright
Joseph Stepanek