

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

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

Tony Chan  
Roberta Mahoney  
Chris Milligan

Denise Rollins

Absent

Tony Pryor  
Oren Whyche-Shaw  
Ken Yamashita

**OFFICERS/COMMITTEE CO-CHAIRS**

Present

Bette Cook  
Carol Dabbs  
(Treasurer)  
Margot Ellis  
Steve Haykin  
Beth Hogan

Tom Nicasro  
Sharon Pauling  
Joy Riggs-Perla  
Alex Shakow

Rob Sonenthal  
(Asst. Sec.)  
Gail Spence  
Steve Wingert

Absent

Barbara Bennett  
Terry Brown  
Karen Freeman  
Margaret Neuse  
Carol Peasley  
Dottie Rayburn  
Christine Sheckler

**SENIOR ADVISORS**

Present

Nancy Tumavick  
(Communications)

Jim Bever  
(Public Outreach)

Absent

Miles Toder  
(Regional Outreach)

**WEBMASTER**

Present

Stu Callison

Absent

**SYSTEMS MANAGER**

Present:

Absent:

Ven Suresh

**MEETING CHAIR**

Roberta Mahoney

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<sup>[1]</sup> These minutes are based on decision notes from the meeting taken by Steve Haykin of the Development Issues Committee; talking points prepared by Steve Haykin for his presentation in the 2024 AGM; and comments on early drafts from Joy Riggs-Perla, Alex Shakow, Denise Rollins, Steve Wingert, and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

\* \* \* \* \*

Roberta Mahoney called the meeting to order at 10:15 a.m. She noted that (i) a quorum of the Board was present; (ii) Steve Haykin, on behalf of the Development Issues Committee, would be recording the decisions reached during the meeting; and (iii) at the December 19 ExCom meeting, the Mentoring Committee would be responsible for recording decisions.

1. **MINUTES.**

**A motion to approve the minutes for the ExCom meeting of September 19, 2024, was adopted without objection, subject to several minor spelling corrections identified by Denise Rollins.**

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

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to the Financial Reports for September and October 2024 (Attachments A and B), and to the 2024 Budget Report through October 31, 2024 (Attachment C). Carol noted that—

- As of the end of October, the total balance of all our accounts at LFCU was \$133,779.61.
- Disbursements during September and October from the Operations Account included payments relating to the AGM (catering services), our annual donation to CGD, the System Manager's compensation, liability insurance premiums, and monthly fees for Click & Pledge and Constant Contact.

B. Newsletter.

Nancy Tumavick reminded ExCom members that the next newsletter is scheduled for publication on **Monday, January 6**. Materials to be included in the newsletter must therefore be received by close-of-business on **Monday, December 30**. Nancy will send out an email reminder as the date approaches.

C. Membership Statistics.

Tom Nicastro reported that the MemCom has not yet received membership statistics for September and October, but hopes to have up-to-date statistics by the end of the year.

3. **ISSUES.**

A. Board Meeting of November 5.

Roberta Mahoney referred ExCom members to Tony Chan's notes for a summary of the decisions made by the Board at its November 5 meeting. She noted, in particular, the following decisions:

- As of January 1, 2025, the Board Co-Chairs will be Ken Yamashita and Tony Chan. Their terms, and the terms of all subsequent Co-Chairs, will run from January 1 through December 31.
- The Board has not yet elected a Secretary for 2025.
- A Nominating Committee will be organized to manage the next Board election and to identify candidates to fill Board vacancies. This year there will be four (4) vacancies. Two vacancies are due to current Board members who are finishing their second term and are ineligible for re-election (Roberta

Mahoney and Denise Rollins); and two are due to current Board members who are finishing a first term and are therefore eligible for re-election (Ken Yamashita and Oren Whyche-Shaw).

Board Liaisons:

- The Board designated Tony Chan as Board liaison to the Development Issues Committee, replacing Roberta Mahoney. Chris Milligan will continue as the second Board liaison to the DIC, and Denise Rollins will continue as Board liaison to the Mentoring Committee.
- Tony Pryor will be the liaison to the Membership Committee; Roberta Mahoney will be liaison to the Public Outreach Committee; and Denise Rollins will be liaison to the Social Events Committee. No formal liaison was named to the History Committee.
- The Board has yet to designate a liaison to the AGM Committee.

B. 2025 Budget.

Carol Dabbs reminded the committee co-chairs that Budget submissions are due on Tuesday, November 26.

C. Committee Vacancies, Terms, Responsibilities, Recruiting.

Roberta Mahoney called the ExCom's attention to upcoming changes in leadership:

- **Membership Committee.** Both MemCom co-chairs — Tom Nicastro and Barbara Bennett — would be stepping down. Terry Brown (assisted by Bambi Arellano) has agreed to step in while the Board looks for replacements. A meeting with the outgoing co-chairs to organize for CY2025 is scheduled for December 16 at 2:00 pm. Interested parties should contact Terry.
- **AGM Committee.** The committee needs to recruit a new co-chair to replace Terry Brown. Steve Wingert proposed Joy Riggs-Perla for the position.
- **Public Outreach Committee.** Beth Hogan has now returned and will resume her duties as co-chair.

Roberta expects additional leadership vacancies to occur during 2025 and, with that in mind, she is preparing a notice for the newsletter about available opportunities at UAA — targeting, in particular, newly retiring USAID employees.

In light of these and other possible future changes in committee leadership, Roberta urged all committees to develop/improve systems to assure continuity — e.g., procedures to maintain and transfer files. In that connection, Carol Dabbs noted that, in January 2023, a "Committee on Committees" organized by the Board developed guiding principles on continuity in a Core Process available in the password-protected section of the UAA website.

Roberta then offered special recognition and thanks to longtime UAA volunteers who are retiring from UAA roles.

- **Board.** To Miles Toder, who is stepped down from the Board in October, but who will remain as an advisor to the Board on regional activities.
- **Membership Committee.** To Tom Nicastro and Barbara Bennett, especially for their persistent efforts and creativity in organizing and carrying out recruitment campaigns.
- **Awards Committee.** To Bette Cook, for her exceptional services to UAA for 11 years, with responsibility for, among other things, annual awards — identifying and vetting award candidates, making award decisions, then organizing and conducting the awards ceremony itself, and each year making it a highlight of the AGM.

- **Special Advisor.** To Jim Bever, who is stepping down as Special Advisor for Public Outreach. Although we will dearly miss his regular engagement with UAA, we intend to keep him on our distribution list and hope to call on him when appropriate.

Roberta urged all new Board and ExCom members to attend Nancy Tumavick's annual one-hour session on UAA communications, which is indispensable for navigating the UAA website. The session will take place during the week of January 27.

#### D. Ethics Acknowledgements.

Rob Sonenthal reminded the ExCom that annual Acknowledgements of the UAA Ethics and Conflict of Interest Policy for 2024-2025 are now due. If they have not done so already, ExCom members should review the Policy, sign and date an Acknowledgement (at page 3 of the Policy), and send Rob the signed Acknowledgement by mail, or send him a pdf of the signed Acknowledgement by e-mail.

#### 4. **COMMITTEE REPORTS.**

##### A. Public Outreach.

Beth Hogan reported on the activities of the Public Outreach Committee:

- Miles Toder and Alan Van Emond organized a gathering of Florida alumni in Ft. Myers on November 14-15, in conjunction with the annual FSRA meeting.
- Christine Sheckler and Alan van Emond met with the President of the World Affairs Council of America (WACA) in Washington in connection with WACA's annual conference. Christine will prepare a brief report on that meeting.

Beth indicated that, even though Miles Toder has resigned from the Board, the POC hopes to continue calling on his support for UAA activities in Florida, as he has been instrumental in organizing the chapter and its activities.

Jim Bever reported on a small in-person/virtual meeting with USAID alumni (including Hank Bassford and Kerry Gordon) on organizing outside the DMV region.

##### B. Membership.

Roberta Mahoney reminded the ExCom of the meeting on the future of the MemCom, scheduled for December 16.

##### C. Development Issues.

Steve Haykin reported that the Development Issues Committee held a planning meeting in October, beginning to look at possible activities for the upcoming year.

Alex Shakow encouraged ExCom members to expect a number of DACOR/UAA Development Dialogues in January/February focused on interesting development issues. In addition, Mark Green, USAID Administrator during the first Trump Administration and currently head of the Wilson Center, will be a featured speaker sometime early in the year.

D. Mentoring Program.

Denise Rollins reported that—

- On November 20, at a marathon meeting, the Committee (Denise, Sharon Pauling, Karen Freeman, Margot Ellis, and Cheryl Anderson) succeeded in matching 60 mentors to 66 mentees.
- The mentors will be notified of the mentees with whom they've been paired; then the mentees will be informed of the identity of their respective mentors.
- A virtual training session for mentors will take place on Wednesday, January 15 — Neal Levine's last training session for the Program.
- We are actively searching for a replacement for Neil Levine and, with Neil's assistance, have identified some possibilities. We have funds available in our budget, and could pay if there is not a suitable volunteer.
- The coaching/mentoring function inside USAID is in decline; there is now a cadre of trainers under contract to USAID, but the contract will not be renewed, resulting in the dismissal of 33 contract employees.

E. Awards.

Bette Cook thanked all those who nominated candidates for the 2024 Alumni Awards. She reminded the ExCom of the timing for the 2025 Alumni Awards: a call for nominations to be issued in March, with nominations closed by July 30.

Bette's retirement means that the Awards Committee needs a new leader. But, according to Bette, none of the current Committee members is inclined to take on the responsibility. Roberta requested a list of the current membership, so that she can follow-up. The question of whether Awards could be a formally separate committee, rather than a sub-group of the Membership Committee, was raised.

F. History of USAID/ADST.

Alex Shakow indicated that the Committee wants to continue the UAA support to the American University Archive, and will make a recommendation to the Board.

Alex indicated that Carol Peasley is spending a lot of time and effort on the ADST oral history project. In addition to actual interviews, she has helped to prepare indices (available from ADST), and to write the final project report. Nancy Tumavick inquired if a newsletter article might be appropriate on this subject.

G. Social Events.

Karen Freeman briefly noted the activities of the SEC regarding the upcoming Winterfest, and the regional chapters; they are working on their budget submission.

H. Annual General Meeting.

Steve Wingert reported on the results of the 2024 AGM:

- Total attendance was 111 (of 166 who registered), consisting of 74 in-person attendees (of 90 who registered) and 37 virtual attendees (of 76 who registered).
- The 111 attendees represent 26% of the total 2024 UAA membership of 425.
- Compared to the 2023 AGM, 26 more members registered and 4 more actually attended.

With respect to the AGM Satisfaction Survey—

- 43 in-person attendees submitted a response to the survey, as did 4 of the virtual attendees, for a total response of 47. Several of the responses offered recommendations for 2025.
- The analysis of the surveys was a big job for Ven. Some respondents wrote as much as a full page.
- The scoring for each AGM segment was as follows:

segment	score (out of 5)
Administrator Power	4.89
Former Administrator Natsios	4.56
Panel 1	4.66
Panel 2	4.52
Award Ceremony	4.45
Break/Lunch	4.85

- The average for all segments was 4.66, compared to 4.45 at the 2023 AGM.
- Issues/Recommendations:
  - Virtual attendees had problems with the sound system, but we have identified how to resolve this problem next year.
  - The AGM co-chairs would like to increase participation by virtual attendees, especially those living outside the DMV area.
  - The addition of a Congressional staffer to at least one of the panels would be an interesting.

## 5. **OTHER BUSINESS.**

### A. System and Administrative Issues.

Rob mentioned that he still needs Ethics/COI Acknowledgements from some ExCom members. These are required annually to show continued awareness of the Policy. Rob will send reminders to those whose Acknowledgements he has not yet received.

None.

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

The schedule of upcoming meetings:

- Meeting with HCTM on leadership strengthening: **Monday, December 2.**
- Board: **Thursday, December 5.**
- ExCom: **Thursday, December 19.**
- Mentor training: **Wednesday, January 15.**

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

Please send your events to Stu Callison for posting in the UAA calendar in the EC working materials on our website.

6. ADJOURNMENT.

**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: December 19, 2024.

Attachments:

- A. UAA Financial Report as of September 30, 2024.
- B. UAA Financial Report as of October 31, 2024.
- C. UAA 2024 Operating and History Budget Report (through October 31, 2024).

**ATTACHMENT A**

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

(U.S. Dollars)

	Balance 08/31/2024	Deposits	Disburse- ments	Balance 09/30/2024
<b>UAA Operations Account</b>				
Checking Account	11,230.20	2,402.75	5,840.00	7,792.95
Savings Accounts	74,979.49	0.00	0.00	74,979.49
Total Operations Member Acct	86,209.69	2,402.75	5,840.00	82,772.44
<b>UAA History Project Account</b>				
Checking Account	3,467.30	456.92	0.00	3,924.22
Savings* Accounts	51,367.17	0.00	0.00	51,367.17
Total History Project Member Acct	54,834.47	456.92	0.00	55,291.39
<b>UAA Total Bank Accounts</b>				
Checking Accounts	14,697.50	2,859.67	5,840.00	11,717.17
Savings* Accounts	126,346.66	0.00	0.00	126,346.66
Total LFCU Accts	141,044.16	2,859.67	5,840.00	138,063.83

\* Includes both Main Savings and Premier Savings Accounts

11/19/2024



**ATTACHMENT B**

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

(U.S. Dollars)

	Balance 09/30/2024	Deposits	Disburse- ments	Balance 10/31/2024
<b>UAA Operations Account</b>				
Checking Account	7,792.95	1,890.46	6,775.98	2,907.43
Savings Accounts	74,979.49	18.90	0.00	74,998.39
Total Operations Member Acct	82,772.44	1,909.36	6,775.98	77,905.82
<b>UAA History Project Account</b>				
Checking Account	3,924.22	0.00	0.00	3,924.22
Savings* Accounts	51,367.17	582.40	0.00	51,949.57
Total History Project Member Acct	55,291.39	582.40	0.00	55,873.79
<b>UAA Total Bank Accounts</b>				
Checking Accounts	11,717.17	1,890.46	6,775.98	6,831.65
Savings* Accounts	126,346.66	601.30	0.00	126,947.96
Total LFCU Accts	138,063.83	2,491.76	6,775.98	133,779.61

\* Includes both Main Savings and Premier Savings Accounts

11/19/2024

**ATTACHMENT C**

**UAA 2024 OPERATING AND HISTORY BUDGET REPORT  
(THROUGH OCTOBER 31, 2024)<sup>2</sup>**

	2004 Budget as approved by the Board 06/20/24	January	February	March	April	May	June	July	August	September	October	Thru latest month	Remaining approved 2024 budget	
<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	2,350	2,100	31,840	8,160	31 contributions in Sept; 32 contributions in Oct
Checks (recorded when received)	2,728	500	1,225	50	0	100	0	25	0	**	**	1,900	828	
Operations Savings Acct Interest (recorded when deposited)	75	18	0	0	17	0	0	18	0	0	601	654	-579	
<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>2,350</b>	<b>2,701</b>	<b>34,394</b>	<b>8,409</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										5,436	5,436	2,064	
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>5,436</b>	<b>5,436</b>	<b>3,814</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>0</b>	<b>0</b>	<b>500</b>	
<b>Membership Committee</b>														
Retirement Ceremony	0											0	0	
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>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>0</b>	<b>0</b>	<b>561</b>	<b>4,849</b>	

<sup>2</sup> No separate Budget Report for period ending September 30, 2024.

<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>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	1,000								1,000			1,000	0	
CGD	1,000									1,000		1,000	0	
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>0</b>	<b>2,000</b>	<b>5,000</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								-225		200	400	partial refund b/c reservation changed by Park Service
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>-225</b>	<b>0</b>	<b>6,468</b>	<b>1,582</b>	
<b>Administrative Costs</b>														
Systems Manager	20,125		4,375					5,250				5,250	14,875	5,250
Website: Web Master	1,200											0	1,200	
Domain Hosting	1000	144						573				84	801	199
Constant Contact	975	81	81	81	81	81	81	81	81	88	88	824	151	
Survey Monkey Subscription--1 year	500							496				496	4	
Zoom subscription	168											168	168	0 \$8 moved from Contingency
Bank Charges: Click & Pledge, transfer fees	2,100	375	582	170	72	85	135	48	215	150	138	1,970	130	
Liability Insurance	500									500		500	0	
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					0		6	294	
<b>Sub-Total Administrative Costs</b>	<b>28,343</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>5,989</b>	<b>478</b>	<b>19,641</b>	<b>8,702</b>	

<b>Contingency</b>	1,482												0	1,482	\$8 moved to Zoom acct
<b>OPERATIONS EXPENDITURES TOTAL</b>	65,035	1,028	5,599	2,328	154	166	6,535	4,321	1,296	6,764	5,914	34,106	30,929		
<b>REVENUE MINUS OPERATIONS EXPENDITURES</b>	-22,232	5,839	5,986	427	739	1,059	-4,510	-3,853	2,229	-4,414	-3,213	288	-22,520		
<b>UAA 2024 HISTORY PROJECT BUDGET</b>															
<b>Revenue*</b>															
Interest on savings accounts (recorded when paid)	1,787	608			578			570			582	2,339	-552		
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>0</b>	<b>582</b>	<b>2,796</b>	<b>-709</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>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> .															

\*\*Sept & Oct checks to be picked up 11/25/24

11/19/2024