

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, December 19, 2024
10:15 am – 12:15 pm

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

Tony Chan	Tony Pryor
Roberta Mahoney	Denise Rollins
Chris Milligan	Ken Yamashita

Absent

Oren Whyche-Shaw

OFFICERS/COMMITTEE CO-CHAIRS

Present

Terry Brown	Carol Peasley	Sharon Pauling
Bette Cook	Joy Riggs-Perla	Alex Shakow
Carol Dabbs (Treasurer)	Steve Haykin	Rob Sonenthal (Asst. Sec.)
Margot Ellis	Beth Hogan	Steve Wingert
Karen Freeman	Tom Nicastro	

Absent

Margaret Neuse
Dottie Rayburn
Christine Sheckler
Gail Spence

SENIOR ADVISORS

Present

Nancy Tumavick (Communications)	Miles Toder (Regional Outreach)
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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 present; (ii) Denise Rollins, on behalf of the Mentoring Committee, would be recording the decisions reached

^[1] These minutes are based on detailed decision notes from the meeting taken by Denise Rollins of the Mentoring Committee; and comments on early drafts from Carol Dabbs. Their assistance is gratefully acknowledged. [RBS]

during the meeting; and (iii) at the January 16 ExCom meeting, the History of USAID/ADST Committee would be responsible for recording decisions.

1. MINUTES.

Roberta Mahoney proposed that the minutes for the November 21 ExCom meeting, a draft of which was circulated earlier in the week, make it clear that retired committee co-chairs remain active as regular committee members.

A motion to adopt the draft minutes for the November 21 ExCom meeting, as amended, duly seconded, was approved by the Board's unanimous vote.

2. FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to the Financial Report for November 2024 (Attachment A), and to the 2024 Budget Report through November 30, 2024 (Attachment B). In addition, Carol noted that—

- As of the end of November, the total balance of all UAA accounts at LFCU was \$129,500.97, a modest decrease from the balance as of October 31.
- Disbursements during November from the Operations Account were: final expenses for the AGM, including awards; registration fees for the WACA annual meeting (under Public Outreach); the System Manager's compensation for two months; and monthly fees for Domain Hosting, 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.

Nancy encouraged ExCom members to suggest and submit interesting articles for the newsletter.

C. Membership Statistics.

Tom Nicastro reported on UAA membership statistics.

The number of dues-paying UAA members fell by 129, from 573 as of November 30, 2023, to 444 as of November 30, 2024 — a significant drop in membership and membership dues. Our recent efforts to retain and increase membership are apparently not succeeding. The reasons are still not clear. As it stands, the MemCom does not have the sources of information or the personnel needed for a thorough investigation.

Alex Shakow suggested that UAA's membership experience may not be unique: Other membership organizations, including foreign affairs organizations, are finding it difficult to retain members.

Tom and Barbara Bennett have stepped down as MemCom co-chairs, to be replaced by Terry Brown, assisted by Bambi Arellano. Terry announced that the MemCom plans to hold an organizational meeting in mid-January.

Bette Cook, herself a former co-chair of the MemCom, praised Tom and Barbara for their diligence and creativity in membership recruitment — in particular, their several recruitment campaigns focusing on recent USAID retirees, former UAA members whose membership lapsed, and non-member registrants.

3. ISSUES.

A. Board Meeting of December 5.

Ken Yamashita noted that—

- The December 5 Board meeting was devoted almost entirely to a review of the proposed Budget for 2025, in anticipation of its proposal at this meeting.
- Other meetings in November/December involving Board participation were postponed in light of the involvement of USAID staff in transition planning.

Roberta Mahoney pointed out that the Board had not voted its final approval of the 2024 Implementation Plan — necessary before the IP can be posted to UAA website.

A motion to approve the 2024 Implementation Plan, duly seconded, was adopted by the Board by unanimous vote. The Board asked Joy Riggs-Perla to forward the approved document to Stu Callison to post on the UAA website.

B. 2025 Budget.

Carol Dabbs presented the Board's proposed 2025 Budget, sharing on screen a table entitled "UAA 2025 Operations and History Project Budgets, Board Proposal to EC for consultation (v3b)" (Attachment C),

Focusing on the column headed "2025 Board Budget Proposal for EC Discussion (v3b)," Carol reviewed each significant item of estimated revenues and proposed expenditures, explaining the basis for the line-item amounts, and identifying notable changes from previous Budgets and differences from the budget proposals submitted by the committee co-chairs.

All told, the proposed Budget shows a deficit (revenues minus expenditures) of around \$25,000. Carol cautioned, however, that the deficit is only an estimate based on other estimates, and must be treated with care. (In 2024, the projected deficit was originally \$22,000, but the actual deficit was only around \$4,000, as a result of careful expenditure control by the Board.)

Furthermore, Carol reminded the ExCom that the approved Budget will be subject to a thorough review in June 2025, to take into account changes in revenues and expenditures, and that urgent adjustments to the Budget can be approved as and when necessary.

A motion to approve the 2025 Budget, as presented in the "UAA 2025 Operations and History Project Budgets, Board Proposal to EC for consultation (v3b)," duly seconded, was adopted by the Board by unanimous vote.

C. FSN/AC Meeting.

Chris Milligan reported on his meeting (along with Jim Bever) with the newly elected (and outgoing) members of the FSN Advisory Council to discuss UAA capabilities (e.g., TED talks and mentoring) and to encourage retired FSNs to join UAA.

D. Committee Vacancies, Terms, Responsibilities, Recruiting.

Roberta Mahoney reported that—

- All Board committee liaison positions have been filled, but the position of Board Secretary is still open.
- The Board expects, at a future Board meeting, to assess existing committee vacancies, set priorities, and develop a leadership recruitment plan.

4. COMMITTEE REPORTS.

A. Public Outreach — Part I.^[2]

Beth Hogan reported that the Public Outreach Committee POC has been active, particularly in Florida, where Miles Toder and Alan Van Emond have been organizing UAA activities in connection with gatherings of affinity groups.

In light of the POC's responsibility for outreach, and the impending change in Administrations (likely leading to changes in policy and personnel at USAID), Beth asked for clarification regarding UAA's approach to public advocacy. Carol Peasley noted that the Board has, in the past, considered taking positions as an organization on issues of public concern, and/or supporting the advocacy efforts of other organizations. As a result, in 2020 the Board adopted a "Statement of Policy on Public Advocacy (November 2, 2020)." (Carol Dabbs shared a link to the Policy Statement in the chat during the discussion.³)

Rob Sonenthal briefly summarized the legal provisions governing public advocacy by a 501(c)(3) tax-exempt organization — in particular, the limits on the organization's efforts to "influence legislation," and the difference between issue advocacy and "propaganda." The issues are covered in greater detail in the Policy Statement.

Karen, also concerned, supported Ken's proposal that the Public Outreach, Membership, and Social Committees form a task force to discuss how to proceed. Nancy Tumavick recommended that the group involve Terry Myers in any such efforts, given Terry's experience with our actions during 2017, when individual UAA members signed onto various letters, noting their membership in UAA for identification purposes, only. Tony Chan recommended that Development Issues focus some programming on these issues during the following year.

B. Membership.

[See Part 1.C above.]

^[2] See the report of Miles Toder on the activities of UAA in Florida -- Part 4.I below.

^[3] A copy of the Policy Statement was also emailed to the ExCom after the meeting by Rob Sonenthal.

C. Development Issues.

Steve Haykin reported on three upcoming events:

- Wednesday, January 22: A DDD featuring Professor Shanta Devarajan of the Georgetown School of Foreign Service, formerly a senior economist at the World Bank, speaking on “Crises in Sri Lanka and Bangladesh: The Costs of Denial.”
- Thursday, January 23: a DIC-sponsored virtual discussion, open to UAA members only, on “The World Bank: Outcomes of the Fall Meetings and Future Directions,” featuring CGD's Karen Mathiasen.

In addition, Alex Shakow mentioned an upcoming DDD event at DACOR, scheduled for Thursday, February 7: Dr. Charles Pannenberg on The Severe Impacts of a Plastics Pandemic.

D. Mentoring.

Denise Rollins reported that—

- Cohort 14 has matched 64 UAA mentors with 65 FSO mentees posted overseas. The mentors have concurred with their matches; the mentees are in the process of concurring. We expect to complete this stage of the program this week.
- Mentor training is scheduled for Wednesday, January 15. The agenda includes the Counselor of the Agency, the Acting CHCO, Bureau Coordinators, AFSA, PLR, and Staff Care.

Sharon Pauling noted that, for Cohort 14 mentees, a key concern (in addition to relations with management and career development) is likely to be the uncertainty inherent in the change of Administrations, which requires mentors. The UAA mentors' input will be critical, given the decline in HCTM's coaching resources, so UAA mentors will need to have the most current information on Hatch Act concerns. She noted that Clinton White sent a message to all employees last week on this subject.

E. Awards.

Bette Cook reported that, as in the past, the Awards Committee's next task will be to issue guidance on the selection process and a call for nominations in the March 2025 newsletter, with nominations closing on July 30, 2025. The committee will be reviewing the responses about the Awards program from the AGM evaluation.

F. History of USAID/ADST.

Alex Shakow reported that the UAA-funded program at the American University Archive for the collection and classification of USAID-related documents and memorabilia was progressing well. He asked the Board to approve his recommendation that the December 2024 installment of UAA funding be disbursed. Carol Dabbs noted that the funding was in the approved History of USAID budget.

A motion to approve disbursement of the December 2024 installment of funding for the program at the American University for the collection and classification of USAID-related documents and memorabilia, being duly seconded, was adopted by the Board by unanimous vote.

Carol Peasley reported that USAID has extended the ADST oral history grant to March 31, 2025, to assure that the oral histories are processed and posted. Additional funding is, however, uncertain. Carol, working

with the other volunteers, is continuing to help ADST to prepare indices and to prepare and submit its final reports to USAID.

G. Social Events.

On behalf of the Social Events Committee, Karen Freeman reported that—

- The SEC will begin preparing for Winterfest 2025 in January. The committee currently plans to rent a commercial venue, but would welcome volunteers willing to host the event at a private home.
- For the Summer Picnic, the committee is preparing to reserve space at Fort Hunt Park, but for a space more sheltered than in 2024.
- The committee is prepared to work with Beth Hogan of the POC and Terry Brown of the MemCom on membership retention and recruitment.
- As soon as the arrangements for Winterfest are finalized, the committee will notify Stu Callison to put it on the UAA calendar, and prepare a notice for publication in the newsletter or a stand-alone message, depending on timing.

H. Annual General Meeting.

Steve Wingert reported that Joy Riggs-Perla has been approved as one of the AGM Committee co-chairs. The retiring co-chair, Terry Brown, will continue as a regular member of the committee. They will hold their first meeting of the year on January 9. Roberta pointed out that the theme for the AGM can guide UAA programming throughout the year.

I. Public Outreach — Part II.

Miles Toder reported on regional activities in Florida:

- An excellent relationship is developing between UAA representatives in Florida and the state chapters of the Foreign Service Retirees Association (FSRA), and we are beginning to see interest and growth. Miles has been piggybacking meetings of eligible USAID alumni on FSRA events around the state, including the FSRA AGM scheduled for January 16 and 17, to which all USAID Florida alumni have been invited. Tom Yazdgerdi, AFSA President, is planning to attend those meetings as well.
- The UAA Florida group is also joining World Affairs Council events in Sarasota and throughout the state (there are six WACA local organizations in Florida).
- Miles agreed to reach out to all UAA registrants in Florida, as suggested by Karen Freeman. Karen pointed out that some UAA member are snowbirds, so in Florida for part of the year.

5. **OTHER BUSINESS.**

A. Ethics Acknowledgements.

Rob Sonenthal reminded the ExCom to send him their yearly Acknowledgement of the UAA Ethics and Conflict of Interest Policy for 2024-2025, if they have not done so already, Rob will send out an email reminder to the people whose forms he has not received.

B. Communications Session.

Nancy Tumavick will send a reminder to ExCom members about the UAA Communications session scheduled for the end of January on Zoom. This session is offered especially for new Board members, but all ExCom members are welcome, old or new.

C. Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

- Board: **Thursday, January 2.**
- Mentor training: **Wednesday, January 15.**
- ExCom: **Thursday, January 16.**
- Florida Regional Chapter: **Friday, January 17.**
- Board: **Thursday, February 6.**
- ExCom: **Thursday, February 20.**
- Board: **Thursday, March 6.**
- ExCom: **Thursday, March 20.**

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

Please send the dates for your upcoming events to Stu Callison for posting to the UAA calendar on the website.

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was approved by the Board without objection. The meeting was adjourned at 12:00 noon.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Approved: January 16, 2025.

Attachments:

- A. UAA Financial Report as of November 30, 2024.
- B. UAA 2024 Operations and History Project Budget Report (through November 30, 2024).
- C. UAA 2025 Operations and History Project Budgets as approved by the UAA Board on December 19, 2024 (v4).

ATTACHMENT A

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

(U.S. Dollars)

	Balance 10/31/2024	Deposits	Disburse- ments	Balance 11/30/2024
UAA Operations Account				
Checking Account	2,907.43	10,967.91	5,246.55	8,628.79
Savings Accounts	74,998.39	0.00	10,000.00	64,998.39
Total Operations Member Acct	77,905.82	10,967.91	15,246.55	73,627.18
UAA History Project Account				
Checking Account	3,924.22	0.00	0.00	3,924.22
Savings* Accounts	51,949.57	0.00	0.00	51,949.57
Total History Project Member Acct	55,873.79	0.00	0.00	55,873.79
UAA Total Bank Accounts				
Checking Accounts	6,831.65	10,967.91	5,246.55	12,553.01
Savings* Accounts	126,947.96	0.00	10,000.00	116,947.96
Total LFCU Accts	133,779.61	10,967.91	15,246.55	129,500.97

* Includes both Main Savings and Premier Savings Accounts

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ATTACHMENT B

**UAA 2024 OPERATIONS AND HISTORY PROJECT BUDGET REPORT
(THROUGH NOVEMBER 30, 2024)**

	2024 Budget as approved by Board 06/20/24	January	February	March	April	May	June	July	August	Sept	Oct	Novem	Thru latest month	Remaining Approved 2024 budget	Comments for current report
UAA 2024 OPERATIONS BUDGET															
Estimated Revenue by Source															
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	950	32,790	7,210	16 Contributions in Nov.
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	0	654	-579	
ESTIMATED REVENUE TOTAL	42,803	6,868	11,585	2,755	892	1,225	2,025	468	3,525	2,350	2,701	950	35,344	7,459	
Routine Expenditure Items and Categories															
Annual General Meeting (program)															
Awardees & Speaker Travel	1,000												0	1,000	
AGM Catering Services	7,500										5,436	80	5,516	1,984	tips for servers
Support Costs	750											380	380	370	name tags, copying
Sub-Total, AGM program	9,250	0	0	0	0	0	0	0	0	0	5,436	460	5,896	3,354	
Development Issues Committee															
Arizona State University or Other	500												0	500	
Other	0												0	0	
Sub-Total, Development Issues Committee	500	0	0	0	0	0	0	0	0	0	0	0	0	500	
Membership Committee															
Retirement Ceremony	0												0	0	
USAID Day at DACOR	0												0	0	
Alumni Awards	300											214	214	86	
Brochure Printing	300												0	300	
Administrative Assistant	4,800		561										561	4,239	
R2M expenses	10												0	10	
Sub-Total, Membership Committee	5,410	0	561	0	0	0	0	0	0	0	0	214	775	4,635	

Mentoring Committee															
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	0	5,000	
Public Outreach Committee															
Public Outreach Materials Production	2,000												0	2,000	
Travel to establish alumni branches	2,000											849	849	1,151	register WACA Conference
DACOR	1,000							1,000					1,000	0	
CGD	1,000								1,000				1,000	0	
USGLC General Membership (pay Oct 15 or later)	1,000												0	1,000	
Sub-Total, Public Outreach Committee	7,000	0	0	0	0	0	0	0	1,000	1,000	0	849	2,849	4,151	
Social Events Committee															
Winterfest	2,076			2,076									2,076	0	
Spring Reception	4,200							3,367					3,367	833	
Summer Picnic	600	425								-225			200	400	
Other Social	1,174							825					825	349	
Sub-Total, Social Committee	8,050	425	0	2,076	0	0	0	4,192	0	-225	0	0	6,468	1,582	
Administrative Costs															
Systems Manager	20,125		4,375					5,250			5,250	3,500	18,375	1,750	Sept 16-Nov 15
Website: Web Master	1,200												0	1,200	
Domain Hosting	1,001	144						573			84	200	1,001	0	\$1 transfer from Contingency
Constant Contact	975	81	81	81	81	81	81	81	81	88	88	88	912	63	
Survey Monkey Subscription--1 year	500							496					496	4	
Zoom Subscription	168										168		168	0	
Bank Charges: Click & Pledge, transfer fees	2,100	375	582	170	72	85	135	48	215	150	138	107	2,077	23	
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	
Sub-Total Administrative Costs	28,344	603	5,038	252	154	166	6,535	129	296	5,989	478	3,895	23,536	4,808	

Contingency	1,481												0	1,481	\$1 transferred to Domain Hosting
OPERATIONS EXPENDITURES TOTAL	65,035	1,028	5,599	2,328	154	166	6,535	4,321	1,296	6,764	5,914	5,418	39,524	25,511	
REVENUE MINUS OPERATIONS EXPENDITURES	-22,232	5,839	5,986	427	739	1,059	-4,510	-3,853	2,229	-4,414	-3,213	-4,468	-4,179	-18,053	
UAA 2024 HISTORY PROJECT BUDGET															
Revenue*															
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	
Sub-total, History Project Revenue	2,087	608	0	0	578	0	0	570	457	0	582	0	2,796	-709	
Expenditure Items															
History Committee															
<i>Enduring Struggle</i>	500												0	500	
ADST support	0												0	0	
AU Archives Internship Program	5,000												0	5,000	
Sub-total, History Project Expenditures	5,500	0	0	0	0	0	0	0	0	0	0	0	0	5,500	
*History Project funded by specific donations in prior years; no expected revenue other than interest and royalties on <i>Enduring Struggle</i> .															

**checks to be picked up

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ATTACHMENT C

**2025 UAA OPERATIONS AND HISTORY PROJECT BUDGETS
as approved by the UAA Board on December 19, 2024 (v4)**

	2025 Budget as approved by Board 12/19/24 (v4)	
UAA 2025 OPERATIONS BUDGET		
Estimated Revenue by Source		
Click and Pledge (from C&P Settlement Statements)	36,739	
Checks (recorded when received)	4,914	
Savings Acct Interest (recorded when deposited)	243	
ESTIMATED REVENUE TOTAL**	41,896	
Expenditure Items and Categories		
Annual General Meeting (program)		
Awardees & Speaker Travel	1,000	
Alumni Awards	300	Telcon Bette Cook, moved from Membership Committee
AGM Catering Services	6,500	
Support Costs	750	
Sub-Total, AGM program	8,550	
Development Issues Committee		
Arizona State University or Other	500	donation if use physical venue
Other	0	
Sub-Total, Development Issues Committee	500	
Membership Committee		
Alumni Awards	0	line item moved to AGM Committee
Membership Brochure Printing	300	
Membership Committee Administrative Assistant	4,800	AA resigned in Feb 2024
Sub-Total, Membership Committee	5,100	
Mentoring Committee		
Mentoring Administrative Assistant	5,000	
Technical Assistance & Facilitator Travel for Virtual Training	0	
Other	0	
Sub-Total, Mentoring Committee	5,000	
Public Outreach Committee		
Public Outreach Materials Production	2,000	
Travel to establish alumni branches	2,000	
Travel and attendance at WACA annual meeting	1,500	travel and registration
DACOR	1,000	

CGD	1,000	
USGLC General Membership (pay October 15 or later)	1,000	
Sub-Total, Public Outreach Committee	8,500	
Social Events Committee		
Winterfest	2,500	Based on rental of facility @\$1800
Retirement Ceremony	0	item moved from Membership; virtual in 2024
Spring Reception	4,500	
Summer Picnic	600	
Other Social	1,250	Based on additional funds required in 2024 to contribute to no-host events
Sub-Total, Social Committee	8,850	
Administrative Costs		
Systems Manager	21,550	Assumes ~5% increase at anniversary
Treasurer Assistant	0	TBD
Website: Tech Support	1,200	
Domain Hosting	1,000	
Constant Contact	1,100	
Survey Monkey Subscription--1 year	0	Not in current use
Zoom Subscription	175	estimate
Bank Charges: Click & Pledge, transfer fees	2,400	reflects increases during 2024
Liability Insurance	500	
D & O Insurance	750	
Tax Preparation	650	
Office Supplies, mailing costs	300	
Sub-Total Administrative Costs	29,625	
Contingency	1,500	
EXPENDITURES TOTAL	67,625	
REVENUE MINUS EXPENDITURES	-25,729	
UAA 2025 HISTORY PROJECT BUDGET		
Estimated Revenue*, **		
Interest on savings accounts (recorded when paid)	1,459	
Royalties on <i>Enduring Struggle</i> (recorded when received)	256	
Sub-total, History Project Revenue	1,715	

Expenditure Items		
History Committee		
<i>Enduring Struggle</i>	0	
ADST support	0	
AU Archives Internship Program	5,000	
Sub-total, History Project Expenditures	5,000	
*History Project funded by specific donations in prior years; no expected revenue other than interest on those funds and royalties on <i>Enduring Struggle</i> .		
**Estimated Revenue is average of last 3 years.		

12/19/24

