

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, July 18, 2024
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, July 18, 2024, 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
Joy Riggs-Perla
Miles Toder

Absent

Chris Milligan
Denise Rollins
Ken Yamashita
Oren Whyche-Shaw

OFFICERS/COMMITTEE CO-CHAIRS

Present

Terry Brown
Tony Chan
Bette Cook
Carol Dabbs
(Treasurer)

Margot Ellis
Karen Freeman
Tom Nicastro
Carol Peasley

Dottie Rayburn
Christine Sheckler
Alex Shakow
Steve Wingert

Absent

Barbara Bennett
Steve Haykin
Beth Hogan
Margaret Neuse

Sharon Pauling
Rob Sonenthal
(Asst. Secretary)
Gail Spence

SENIOR ADVISORS

Present

Nancy Tumavick
(Communications)

Absent

Jim Bever
(Public Outreach)

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. After calling the roll of directors, Roberta noted that (i) a quorum of the Board was present; (ii) on behalf of the AGM Committee, Steve Wingert and Terry Brown would be taking notes on the decisions reached during the meeting.

^[1]These minutes are based on an excellent initial draft prepared by Steve Wingert and Terry Brown on behalf of the AGM Committee, and comments on their draft submitted by Alex Shakow, Joy Riggs-Perla, Steve Wingert, Barbara Bennett, Tom Nicastro, and Carol Dabbs. [RBS]

1. **MINUTES.**

Due to the absence of a quorum, the minutes of the ExCom meeting of June 20, 2024, were not submitted to a vote.

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

A. **Financial and Budget Reports.**

Carol Dabbs, UAA Treasurer, presented the Financial Report for June 2024 (Attachment A). She noted in particular that—

- In June, the Operations Account decreased by just over \$4,510 due to payment of the System Manager's quarterly compensation. All expenditures were for Administrative Costs.
- As of June 30, the total balance of UAA accounts for the Operations Accounts (checking and savings) and the History of USAID Account was \$145,098.

A copy of the 2024 Budget as amended on June 20, 2024 was circulated to ExCom members prior to this meeting.

B. **Membership Statistics.**

Tom Nicastro reported on UAA membership statistics as of June 30, 2024.

- As of June 30, there were 354 contributing members, compared to 425 contributing members as of June 30, 2023, a decrease of 71, or 17% over the year; and there were 1,330 registrants, compared to 1,278 registrants as of June 30, 2023, an increase of 52 registrants over the year.
- In March/April, the MemCom sent emails to 389 people who were contributing members in 2023, but had not yet become contribution members in 2024, resulting in 171 contributions. In June, an additional 18 became contributing members.
- In March/April, the MemCom sent emails sent to 87 people who were members in 2022, and 790 registrants, but had not yet become contribution members in 2024, resulting in an additional 12 contributions; no new members from these groups were added in June.
- After the USAID Retirement Ceremony, the MemCom sent emails to the 200 attendees with links to information about UAA. Thus far, one retiree has become a new member. The MemCom is seeking volunteers to send follow-up emails within the next two weeks.

Christine Scheckler asked if AFSA could indicate in its retired member directory which ones were USAID officers, to make it easier for the regional coordinators to contact them. Roberta responded that she and Ken Yamashita are arranging a meeting with AFSA to discuss potential ways to improve coordination between the two organizations and will bring this up.

3. **ISSUES.**

A. **July Board Meeting.**

- Draft submissions for the Annual Report are due on August 26, but Joy Riggs-Perla urged committee co-chairs to submit their drafts earlier if possible, noting that the AGM and Mentoring Committees had already submitted their drafts. Submissions for the draft 2023/2024 Implementation Plan are due September 28.
- There has been still no progress in tracking down James Fentress, the mysterious donor of \$5,000 to the UAA, or identifying his interest in UAA, or his involvement (if any) in USAID activities. The

Board decided to deposit the \$5,000, and to consider it part of the \$40,000 reserve we normally maintain.

- The FSN picnic was successful despite high temperatures. Several hundred people attended with great food provided by the participants.
- Roberta Mahoney attended the AFSA/Road Scholar meeting at the Chautauqua Institute, making presentations to the 108 attendees about foreign assistance and the role of USAID officers. She found the meeting to be very good with excellent, informed participants.

B. USAID/UAA Quarterly Meeting.

Roberta Mahoney reported that the next meeting between USAID leadership and UAA is scheduled for early September. However, Dennis Vega, the acting Deputy Administrator, has announced that he will retire at the end of August. It is unclear who within USAID will become the point of contact for discussion of cooperation under the MOU.

C. Website and Newsletter.

Nancy Tumavick announced that the next newsletter will be published on Tuesday, September 3. All proposed inputs to the newsletter should be sent to her one week before that date.

4. **COMMITTEE REPORTS.**

A. Awards.

Bette Cook reported that the Committee has received one award nomination and another is being drafted. Nevertheless, the Committee welcomes additional nominations by the July 31 deadline.

B. AGM.

Steve Wingert reported that Nancy Tumavick and Carol Dabbs have reached agreement with the preferred caterer for the AGM. The caterer's menu is excellent and the cost will be within the budget.

C. Public Outreach

Cheryl Anderson will speak at the September Road Scholar/AFSA event in DC and at the one at Chautauqua later in the month.

The WACA annual meeting will be held in Washington on November 20-22. One UAA Board or Ex-Com member can attend, at a cost of \$849 if registered by July 31; otherwise, the cost will go up to \$1,050. Christine Sheckler asked if a different UAA representative could attend on each of the three days of the meeting, but WACA can only handle having a single UAA attendee. Christine will submit a proposal to the Board with the name of the proposed attendee for final approval and payment prior to July 31.

Miles Toder reported on two upcoming joint meetings of the UAA chapter in Florida with the Foreign Service Retirees Association of Florida, which will be held in Saint Augustine and Fort Myers in September and November respectively. They would like to have a UAA Board or ExCom member attend and consider that the November meeting will be of greater importance, as it will be held shortly after the U.S. national election. Christine Sheckler indicated that the West Coast UAA members plan to Zoom into that meeting.

D. Membership

Nothing further to report.

E. Development Issues.

The Development Issues Committee held a Zoom meeting with Matthew Nims, former USAID Deputy Assistant to the Administrator, Bureau for Humanitarian Assistance, concerning the current global humanitarian assistance situation. It was a successful meeting, which Alex Shakow highlighted as a prelude to the upcoming AGM. A video of the meeting will be posted on the UAA website.

Another topic being explored as a corollary to the AGM is the history of humanitarian assistance, to take place perhaps a week or ten days in advance.

F. Mentoring

The Mentoring Committee has begun planning for Cohort 14, the next cohort of mentors/mentees. An advance alert about mentors needed for Cohort 14 was included in the July newsletter. An evaluation of Cohort 13 is planned for August. The committee co-chairs will engage with the Agency Counselor and HCTM leadership regarding Agency priorities for Cohort 14, and recruitment will begin in September.

G. USAID History/ADST

The last 40+ remaining copies that UAA ordered of John Norris' book, *The Enduring Struggle*, have now been distributed.

ADST has submitted a no-cost extension request to USAID for its present cooperative agreement to allow time to complete the edits of current oral histories, and they expect that USAID will agree. They have also now prepared a request for new grant.

H. Social Events.

Forty UAA members have confirmed they will attend the reception at the Yours Truly restaurant as part of the world-wide Mission Director's meeting in Washington, DC.

The annual UAA picnic is scheduled for September 7. The Committee is still considering options for a social event after the AGM.

5. **OTHER BUSINESS.**

A. System and Administrative Issues.

None.

B. Schedule/Venue of Future Meetings.

The schedule of upcoming meetings:

- Next Board meeting: Thursday, September 5, 2024
- Next ExCom meeting: Thursday, September 19, 2024, via Zoom.

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

- **Wednesday, July 31:** Anne Aarnes, David Sprague, Ann and Mike Van Dusen, Connie Carrino, Jeff Sharat, and Margaret Neuse will host the annual "Development Wallahs" picnic in Rochester, Vermont, at noon. All are welcome, including alumni who may be visiting New England in late July. For more information, and to express interest in attending, contact Ann Van Dusen (avandusen4@gmail.com) and/or Anne Aarnes (ahaarnes@hotmail.com).
- **Saturday, September 7:** UAA Summer Picnic.

D. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted unanimously. The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Robert Sonenthal
Assistant Secretary

Attachments:

- A. UAA Financial Report as of June 30, 2024
- B. UAA 2024 Operating and History Budget Report (through June 30, 2024)
- C. 2024 UAA Budget (approved June 20, 2024)

ATTACHMENT A

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

(U.S. Dollars)

	Balance 05/31/2023	Deposits	Disburse- ments	Balance 06/30/2024
UAA Operations Account				
Checking Account	16,282.45	2,015.15	6,425.56	11,872.04
Savings Accounts	74,961.50	0.00	0.00	74,961.50
Total Operations Member Acct	91,243.95	2,015.15	6,425.56	86,833.54
UAA History Project Account				
Checking Account	3,467.30	0.00	0.00	3,467.30
Savings* Accounts	50,797.63	0.00	0.00	50,797.63
Total History Project Member Acct	54,264.93	0.00	0.00	54,264.93
UAA Total Bank Accounts				
Checking Accounts	19,749.75	2,015.15	6,425.56	15,339.34
Savings* Accounts	125,759.13	0.00	0.00	125,759.13
Total LFCU Accts	145,508.88	2,015.15	6,425.56	141,098.47

* Includes both Main Savings and Premier Savings Accounts

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ATTACHMENT B

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

	2024 Budget as approved by Board 06/20/24	January	February	March	April	May	June	Thru lat- est 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	23,440	16,560	32 contributors
Checks (recorded when received)	2,728	500	1,225	50	0	100	0	1,875	853	no contributors
Savings Acct Interest (recorded when deposited)	75	18	0	0	17	0	0	35	40	
ESTIMATED REVENUE TOTAL	42,803	6,868	11,585	2,755	892	1,225	2,025	25,350	17,453	
Routine Expenditure Items and Categories										
Annual General Meeting (program)										
Awardees & Speaker Travel	1,000							0	1,000	
AGM Catering Services	7,500							0	7,500	
Support Costs	750							0	750	
Sub-Total, AGM program	9,250	0	0	0	0	0	0	0	9,250	
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	500	
Membership Committee										
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	
Sub-Total, Membership Committee	5,410	0	561	0	0	0	0	561	4,849	
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	5,000	
Public Outreach Committee										
Public Outreach Materials Production	2,000							0	2,000	
Travel to establish alumni branches	2,000							0	2,000	
DACOR (pay 1st quarter)	1,000							0	1,000	
CGD (pay 1st quarter)	1,000							0	1,000	
USGLC General Membership (pay October 15 or later)	1,000							0	1,000	
Sub-Total, Public Outreach Committee	7,000	0	0	0	0	0	0	0	7,000	
Social Events Committee										
Winterfest	2,076			2,076				2,076	0	
Spring Reception	4,200							0	4,200	
Summer Picnic	600	425						425	175	
Other Social	1,174							0	1,174	
Sub-Total, Social Committee	8,050	425	0	2,076	0	0	0	2,501	5,549	

Administrative Costs										
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	486	489	
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	1,419	681	
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	
Sub-Total Administrative Costs	28,335	603	5,038	252	154	166	6,535	12,749	15,586	
Contingency	1,490							0	1,490	
OPERATIONS EXPENDITURES TOTAL	65,035	1,028	5,599	2,328	154	166	6,535	15,811	49,224	
REVENUE MINUS OPERATIONS EXPENDITURES	-22,232	5,839	5,986	427	739	1,059	-4,510	9,539	-31,771	
UAA 2024 HISTORY PROJECT BUDGET										
Revenue*										
Interest on savings accounts (recorded when paid)	1,787	608			578			1,187	600	
Royalties on <i>Enduring Struggle</i>	300							0	300	
Sub-total, History Project Revenue	2,087	608	0	0	578	0	0	1,187	900	

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	5,500	
*History Project funded by specific donations in prior years; no expected revenue other than interest and royalties on <i>Enduring Struggle</i> .										

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ATTACHMENT C

**2024 UAA OPERATIONS AND HISTORY PROJECT BUDGETS
(as approved by the Board on June 20, 2024)**

	Updated 2024 Budget as approved 06/20/2024 (v8)	Comments
UAA 2024 OPERATIONS BUDGET		
Estimated Revenue by Source		
Click and Pledge (from C&P Settlement Statements)	40,000	
Checks (recorded when received)	2,728	
Savings Acct Interest (recorded when deposited)	75	
ESTIMATED REVENUE TOTAL	42,803	
Expenditure Items and Categories		
Annual General Meeting (program)		
Awardees & Speaker Travel	1,000	
AGM Catering Services	7,500	
Support Costs	750	
Sub-Total, AGM program	9,250	
Development Issues Committee		
Arizona State University or Other	500	
Other	0	
Sub-Total, Development Issues Committee	500	
Membership Committee		
Retirement Ceremony	0	\$750 moved to Social Events Committee
USAID Day at DACOR	0	
Alumni Awards	300	
Brochure Printing	300	
Administrative Assistant	4,800	Potential source of funds for assistance to Systems Manager
R2M expenses	10	\$10 added from Contingency (b/c forgot in Dec)
Sub-Total, Membership Committee	5,410	
Mentoring Committee		
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	Tentative allocation for WACA mtg
DACOR (pay 1 st quarter)	1,000	
CGD (pay 1 st quarter)	1,000	
USGLC General Membership (pay October 15 or later)	1,000	
Sub-Total, Public Outreach Committee	7,000	
Social Events Committee		
Winterfest	2,076	
Retirement Ceremony	0	Ceremony was fully virtual
Spring Reception	4,200	
Summer Picnic	600	
Other Social	1,174	\$750 moved from MemCom Retirement Ceremony
Sub-Total, Social Committee	8,050	
Administrative Costs		
Systems Manager	20,125	Flat monthly payments of \$1750 starting April 15
Website: Tech Support	1,200	No payments 1 st 6 months
Domain Hosting	1,000	
Constant Contact	975	
Survey Monkey Subscription—1 year	500	
Zoom subscription	160	
Bank Charges: Click & Pledge, transfer fees	2,100	
Liability Insurance	500	
D & O Insurance	750	
Tax Preparation	725	Added \$750 extension form fee
Office Supplies, mailing costs	300	
Sub-Total Administrative Costs	28,335	
Contingency	1,490	
EXPENDITURES TOTAL	65,035	
REVENUE MINUS EXPENDITURES	-22,232	
UAA 2024 HISTORY PROJECT BUDGET		
Revenue*		
Interest on savings accounts (recorded when paid)	1,787	
Royalties on <i>The Enduring Struggle</i>	300	
Sub-total, History Project Revenue	2,087	

Expenditure Items		
History Committee		
<i>The Enduring Struggle</i>	500	
ADST support	0	
AU Archives Internship Program	5,000	
Sub-total, History Project Expenditures	5,500	
*History Project funded by specific donations in prior years; no expected revenue other than interest on those funds and royalties on <i>The Enduring Struggle</i> .		