

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, June 19, 2025
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, June 19, 2025, 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	Joy Riggs-Perla
Carol Dabbs	Sharon Pauling
(Treasurer)	Carol Peasley
Margot Ellis	Christine Sheckler
Steve Haykin	

Absent

Karen Freeman
Beth Hogan
Gail Spence

Alex Shakow
Rob Sonenthal
(Asst. Sec.)
Steve Wingert

SENIOR ADVISORS

Present

Nancy Tumavick	Miles Toder
(Communications)	(Regional Outreach)

Absent

WEBMASTER

Stu Callison

SYSTEMS MANAGER

Absent

GUESTS

Jim Bever	Dottie Rayburn
David McCloud	

MEETING CHAIR

Tony Chan

* * * * *

^[1] These minutes benefited from decision notes prepared by Denise Rollins of the Development Issues Committee, and comments on early drafts from Margot Ellis, Steve Wingert, Alex Shakow, and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

Tony Chan called the meeting to order at 10:15 a.m. He noted that (i) a quorum of the Board was present; (ii) in the absence of Steve Haykin of the Development Issues Committee, Denise Rollins of the Mentoring Committee, had graciously agreed to record the decisions reached during the meeting; and (iii) in return, the Development Issues Committee will be responsible for recording decisions at the July 17 ExCom meeting.

1. MINUTES.

Approval of the minutes for the **May 15** ExCom meeting was deferred to allow ExCom members additional time to submit comments.

In addition, Rob Sonenthal noted that (i) although draft minutes for the **January 17** ExCom meeting had been circulated, final approval had been deferred; and (ii) as yet there were no draft minutes for the **February 20** ExCom meeting (Rob did not attend that meeting). Accordingly, the Board deferred approval of ExCom minutes for January until the July 16 ExCom meeting, and asked anyone with notes or talking points from the February 20 ExCom meeting to forward them to Rob.

2. REPORT ON RECENT BOARD DECISIONS.

Tony Chan reported on two recent Board decisions:

- The Board approved reimbursement of the costs that Tony Chan incurred for the removal, transport, and storage of USAID-related materials retrieved from the Ronald Reagan Building and from a USAID warehouse in Lorton, Virginia — including the costs of truck rental, gas, and rent for two months of space in Alexandria, where the materials will be stored until their final disposition is arranged. Tony will schedule a date for volunteers to organize and consolidate the materials so they fit into one storage space.
- The Board approved in principle the proposed USAID Staff Financial Support Fund, with both grant and loan guarantee components, and agreed that funds for the grant component would be received, held, and disbursed on UAA's behalf by the Greater Washington Community Foundation (GWCF). The design team for the grant component, which will become the grant program management team, was authorized to proceed with executing an agreement with GWCF and publicizing the grant application process. For the loan guarantee component, the Board acknowledged that additional discussion with LFCU was necessary before the component could be approved.

3. FINANCIAL/BUDGET, NEWSLETTER, AND MEMBERSHIP REPORTS.

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to two reports she had previously circulated: the Financial Report for May 2025 (Attachment A), and the 2025 Budget Report through May 31, 2025 (Attachment B). Carol noted, in particular, that—

- The end of May balance in UAA's accounts at LFCU was \$146,510, a decrease of approximately \$4,350 from the balance as of April 30.
- We earned approximately \$421.00 in interest on our savings accounts.

- We collected 45 member contributions via Click & Pledge, of which 19 were \$1.00 — from former USAID staff recently separated from the agency who took advantage of our offer of membership at \$1.00/year. One of the contributions was \$10.00
- Expenses during May from the Operations Account included payments to the Systems Manager, Click & Pledge, Constant Contac, and the first month of rental for the Alexandria storage space. (A line item for the storage space has been added to the Budget.)

Carol noted that the Budget was scheduled for review and possible revision at the June ExCom meeting. She has already received input from most of the committee co-chairs. When the remaining co-chairs have submitted, Carol will prepare a proposal for consideration by the Board.

Tony Chan proposed that, if Carol can get the missing information and prepare her recommendations over the weekend, the Board could review the Budget and discuss the Implementation Plan at its meeting on Monday evening, June 23. (The Board has been meeting every Monday and Thursday evening at 5:00 pm.) He added that, in light of the current crisis at USAID, the UAA Strategic Plan will soon need to be thoroughly revised, but deferred discussion until later in the year.

B. Membership Statistics.

Carol Dabbs reported information from the Membership Report for May 2025. (The Report itself was distributed to the ExCom after the meeting. See Attachment C). Carol noted that, based on contributions received, 47 membership contributions were received during May, including 22 new members and 25 renewals. As a result, the total membership as of May 31 was 511, compared to 326 as of May 31, 2024.

In addition, 187 new registrants signed up in May, raising the total number of registrants from 1,500 to 1,687, a 10% increase during the month. Nancy Tumavick and Tony Pryor will soon be sending an email to registrants who are not yet contributing members urging them to join, highlighting the \$1.00 annual contribution for recently terminated USAID staff.

C. Newsletter.

Nancy Tumavick reported that the next newsletter is scheduled for publication on Monday, July 7. Materials for the newsletter must therefore be received by close-of-business on Monday, June 30. She has already received a piece from Roberta Mahoney about UAA's recent rescue of USAID materials, with photos.

4. COMMITTEE REPORTS.

A. Public Outreach.

Chris reported on two upcoming UAA-organized events:

- A legislative briefing on Thursday, June 26, at 2:00 pm. This is not an advocacy event.
- A USAID appreciation event hosted by Georgetown University, scheduled for Monday, June 30, for current USAID employees. So far, 1,900 employees have signed up for the morning session, and 800 for the afternoon session. The sessions will include former USAID Administrators and two panels to acknowledge the contributions of USAID's heroic staff.

Roberta Mahoney noted that an app called “5 Calls” provides information on Congressional delegations based on your zip code. The app identifies five major issues with a script to read to your Member of Congress for each. Roberta also noted that Erica Chenoweth, a political scientist and professor at the Harvard Kennedy School and the Radcliffe Institute for Advanced Study, gave an interesting interview on NPR on the strategy behind non-violent protest movements in the U.S., during which she noted that a non-violent protest needs to engage only 3½ percent of the population to affect public policy.

B. Legislative and Judicial.

The previous discussion led to an explanation by Rob Sonenthal, pro bono legal counsel, of the meaning of “grassroots lobbying” — in general, urging others, including members of the general public, to express a particular view on pending legislation directly to members of Congress or Congressional staff. Rob noted that, when speaking on behalf of UAA, a 501(c)(3) tax-exempt organization, members do not “lobby” if they provide what amounts to technical advice on dealing with Congress — which means either (i) they do not express a particular position on pending legislation, but, if they do, (ii) they do not urge the members of their audience to communicate that position to Congress. Rob also noted that Board and ExCom members, and UAA members-at-large, when they present personal views on pending legislation, can identify themselves as UAA members as long as the reference to UAA is for “identification purposes only,” and they do not claim to represent the association.

Nancy Tumavick recommended that Rob be asked to review in advance any document which purports to present a UAA position on pending legislation directed to Congress or to the public at large. Rob will draft an appropriate paragraph for Chris’ update on the USAID Appreciation notice for the newsletter.

C. Development Issues.

Alex Shakow announced that a DACOR/UAA Development Dialogue, scheduled for Tuesday, July 22, will feature Yun Sun, a Stimson and Brookings scholar, speaking on China and aid — in particular, the opportunities provided to China by USAID’s demise. Details will be announced next week.

D. Mentoring Program.

Denise Rollins and Sharon Pauling reported that the Mentoring Program is no longer operational, although Denise and Sharon have urged mentors to reach out to their mentees informally, and it appears that many mentors have done so, using Signal to communicate. The committee is also supporting Mary Alice Kleinjan’s work with FSNs.

Some ExCom members expressed concern that informal personal contacts between mentors and mentees outside the Mentorship Program via Signal could risk compromising the confidentiality of the mentor/mentee relationship, a bedrock principle of the Program. It was agreed, however, that mentors could ask their mentees for permission to stay in informal contact without violating their obligation.

E. Awards.

Roberta Mahoney explained that the Awards Committee is a subcommittee of the Membership Committee, and that no progress has been made identifying a permanent successor to Bette Cook,

or members to serve on the panel to recommend awardees. Roberta stressed that we need to move quickly to announce the process, receive nominations by July 31, then review the nominations in August and make the awards in time for the AGM. Terry Brown, assisted by Bambi Arellano, is ready to launch the process, using the information on awards on the UAA website as a starting point to seek Board approval for this year's Awards. Nominations have been due by July 31 in previous years.

F. History/ADST.

Nothing to report.

G. Social Events.

Denise Rollins reported on the activities of the Social Events Committee:

- A standalone notice will go out this weekend regarding two self-pay social events at Wolf Trap: (1) Chicago, on Wednesday, July 23, at 8:00 pm; and (2) Emmylou Harris and Graham Nash on Thursday, July 31 at 8:00 pm.
- The UAA Summer Picnic is scheduled for Saturday, September 6, from 2:00 pm to 5:00 pm, at Fort Hunt in Virginia. We are expecting record attendance because we plan to invite those who were invited to the separate, USAID-organized FSN picnic in prior years.

H. Annual General Meeting.

Steve Wingert reported on planning for the 2025 AGM:

- We've made some important changes to the agenda, already approved by the Board, mainly because we now expect a large number of recently terminated USAID staff to attend. We've therefore asked the speakers to focus more on the future of international development cooperation, while recognizing the importance of USAID's legacy.
- The keynote speaker will be Jim Kunder.
- We've asked Raj Kumar to moderate the first panel on the future of foreign assistance. Once Raj responds, we will then proceed to identify the panelists to be recruited. in conjunction with Raj, with an emphasis on presenting a variety of voices. After we have a list of proposed panelists, we will consult with the Board before sending invitations.
- The second panel will focus on the future of UAA and will be moderated by the UAA Co-Chairs. The committee proposes to develop a paper on the subject to be sent to UAA members prior to the AGM. With that in mind, the Board invited Steve and Joy Riggs-Perla to join the Board meeting on Thursday, June 26.
- In light of the expected increase in attendance, we will have to determine the maximum number of people permitted to attend in person at CGD, and reference that limit in our announcements in order to encourage early registration. We should do whatever we can to avoid having to turn people away at the door.

5. **LINES OF ACTION.**

A. Communications and Media (Chris Milligan).

Nothing further to add to the above-reported activities.

B. Legislative and Judicial (Rob Sonenthal).

Rob Sonenthal reported on a possible lawsuit to be brought by terminated USAID personnel who were performing the functions transferred from USAID to the State Department. A provision of the U.S. Code — 5 U.S.C. 3503(a) gives those USAID personnel pre-emptive rights to the perform those functions at the State Department. At present, the State Department is hiring staff to perform those functions but is completely ignoring its 5 U.S.C. 3503 obligations. Rob asked the Board and the Ex-Com to keep abreast of the situation and consider soliciting contributions for a litigation fund or, in the alternative, making a contribution if and when a separate litigation fund is organized.

After discussion, the consensus was that UAA was not ready to house a litigation fund; for one thing, UAA was preparing to solicit for a USAID Staff Support Fund and was loathe to undertake two solicitations at once. At the same time, Co-Chairs Tony Chan and Ken Yamashita agreed that the Board would keep the request for funds in mind, and would consider it formally if and when a separate litigation fund is organized.

C. Support for Colleagues (Roberta Mahoney):

The following USAID staff support activities involving UAA and UAA members were briefly reviewed:

- A discussion was held on "meet and greet activities" at major airports.
- On behalf of the FSN Working Group, Joy Riggs-Perla FSNs asked that information of interest to FSNs be added to the UAA website, similar to what is currently available for FSOs. Carol Dabbs recommended that any information be posted only once on the website, with links to other places where folks might look for a particular topic. This would prevent having multiple, potentially conflicting versions of information on the website. Roberta Mahoney and Stu Callison will investigate how to incorporate the information for FSNs into the website.

D. Keeper of the Flame (Tony Pryor and Tony Chan).

Not discussed due to lack of time.

E. Allied Organizations/Groups (Jim Bever).

Not discussed due to lack of time.

6. OTHER BUSINESS.

None presented due to lack of time.

7. ADJOURNMENT.

A motion to adjourn, duly seconded, was approved by the Board by unanimous vote. The meeting was adjourned at 12:18 p.m.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Approved: July 17, 2025.

Attachments:

- A. UAA Financial Report as of May 31, 2025.
- B. UAA 2025 Operations and History Project Budget Report (through May 31, 2025).
- C. UAA Membership/Registrants Report, December 1, 2024—May 31, 2025.²

² Distributed after the meeting.

ATTACHMENT A

UAA FINANCIAL REPORT AS OF MAY 31, 2025

(U.S. Dollars)

	Balance 03/31/2025	Deposits	Disburse- ments	Balance 04/30/2025
UAA Operations Account				
Checking Account	12,882.66	1,464.61	6,236.19	8,111.08
Savings Accounts	86,109.43	266.16	0.00	86,375.59
Total Operations Member Acct	98,992.09	1,730.77	6,236.19	94,486.67
UAA History Project Account				
Checking Account	924.22	0.00	0.00	924.22
Savings* Accounts	50,943.27	155.68	0.00	51,098.95
Total History Project Member Acct	51,867.49	155.68	0.00	52,023.17
UAA Total Bank Accounts				
Checking Accounts	13,806.88	1,464.61	6,236.19	9,035.30
Savings* Accounts	137,052.70	421.84	0.00	137,474.54
Total LFCU Accts	150,859.58	1,886.45	6,236.19	146,509.84

* Includes both Main Savings and Premier Savings Accounts

06/18/2025

2025 OPERATING AND HISTORY BUDGET REPORT THROUGH MAY 31, 2025

	2025 Budget as approved by Board 12/19/24 (v4)***	January	February	March	April	May	Thru latest month	Remaining approved 2025 budget	Comments for current report
UAA 2025 OPERATIONS BUDGET									
Estimated Revenue by Source**									
Click and Pledge (from C&P Payout Report)	36,739	7,000	23,208	4,025	2,150	1,579	37,962	-1,223	45 Contributions, of which 19 are \$1and one \$10
Checks (recorded when received)**	4,914	400	1,850	100	0	100	2,450	2,464	1 contribution
Savings Acct Interest (recorded when deposited)**	243	400	190	265	257	266	1,377	-1,134	
ESTIMATED REVENUE TOTAL**	41,896	7,800	25,248	4,390	2,407	1,945	41,789	107	
Expenditure Items and Categories									
Annual General Meeting (program)									
Awardees & Speaker Travel	1,000						0	1,000	
Alumni Awards	300						0	300	
AGM Catering Services	6,500						0	6,500	
Support Costs	750						0	750	
Sub-Total, AGM program	8,550	0	0	0	0	0	0	8,550	
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	500	
Membership Committee									
Alumni Awards	0						0	0	
Membership Brochure Printing	300						0	300	
Membership Committee Administrative Assistant	4,800						0	4,800	
Sub-Total, Membership Committee	5,100	0	0	0	0	0	0	5,100	

Mentoring Committee									
Mentoring 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	5,000	
Public Outreach Committee									
Public Outreach Materials Production	2,000						0	2,000	
Travel to establish alumni branches	2,000						0	2,000	
Travel and attendance at WACA annual meeting	1,500						0	1,500	
DACOR	1,000						0	1,000	
CGD	1,000						0	1,000	
USGLC General Membership (pay October 15 or later)	1,000						0	1,000	
Sub-Total, Public Outreach Committee	8,500	0	0	0	0	0	0	8,500	
Social Events Committee									
Winterfest	2,500			1,806			1,806	694	
Retirement Ceremony	0						0	0	
Spring Reception	4,500						0	4,500	
Summer Picnic	600	425					425	175	
Other Social	1,250						0	1,250	
Sub-Total, Social Committee	8,850	425	0	1,806	0	0	425	6,619	
Administrative Costs									
Systems Manager	21,550	875		3,500		3,500	7,875	13,675	
Treasurer Assistant	0						0	0	
Website: Tech Support	1,200						0	1,200	
Domain Hosting	1,000	144					144	856	
Constant Contact	1,100	88	88	88	88	88	440	660	
Survey Monkey Subscription--1 year	0						0	0	
Zoom subscription	175						0	175	
Bank Charges: Click & Pledge, transfer fees	2,400	400	1,249	234	164	114	2,162	238	
Liability Insurance	500						0	500	
D & O Insurance	750						0	750	

Tax Preparation	650						0	650	
Office Supplies, mailing costs	300	4	1	16	0		21	279	
Transport and Storage of USAID branded and library materials***	2,648					2,648	2,648	0	New expenditure approved 5/15/25
Sub-Total Administrative Costs	32,273	1,511	1,338	3,838	253	6,351	13,290	18,983	
Contingency	1,500	0	0	0	0	0	0	1,500	
EXPENDITURES TOTAL	70,273	1,936	1,338	5,644	253	6,351	13,715	54,753	
REVENUE MINUS EXPENDITURES	-28,377						28,074		
UAA 2025 HISTORY PROJECT BUDGET									
Estimated Revenue*, **									
Interest on savings accounts (recorded when paid)	1,459	549	139	155	150	156	1,149	310	
Royalties on <i>Enduring Struggle</i> (recorded when received)	256	0					0	256	
Sub-total, History Project Revenue	1,715	549	139	155	150	156	1,149	566	
Expenditure Items									
History Committee									
<i>Enduring Struggle</i>	0						0	0	
ADST support	0						0	0	
AU Archives Internship Program	5,000						0	5,000	
Sub-total, History Project Expenditures	5,000	0	0	0	0	0	0	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.								6/19/2025	
*** Board approved Storage Costs for USAID branded items and library on 5/15/25 at EC meeting. Added to Admin Budget here.									

ATTACHMENT C³

UAA MEMBERSHIP/REGISTRANTS REPORT DECEMBER 1, 2024--MAY 31, 2025

(includes comparative data for December 1, 2023—May 31, 2024)

REGISTRANTS

A. New registrants: May 2025	187
B. New associate registrants: May 2025	0
C. Registrants and Associates removed: May 2025	0
D. All registrants (A+B-C): May 2025	187
E. Total 2025 registrants: Dec. 1, 2024 - May 31, 2025	1687
F. Total 2024 registrants: Dec. 1, 2023 - May 31, 2024	1314
G. 2024 Registrant growth/reduction (E-F)	373

MEMBERS

H. New contributing members: May 2025	22
I. Renewing contributing members: May 2025	25
J. Total contributing members (H+I): May 2025	47
K. Total 2025 contributors as of: May 2025	511
L. Total 2024 contributors as of: May 2024	326
M. 2025 "Friends" minimum \$100 as of: May 2025	234
N. 2024 "Friends" minimum \$100 as of: May 2024	144
O. 2025 contributor growth/reduction (K+-L).	185
P. % of contributor growth/reduction	57%

3 renewing contributing members paid repeat contributions in May. The total contributions received in May are 50.

³ Distributed after the meeting.