

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

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, May 15, 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	Denise Rollins
Roberta Mahoney	Ken Yamashita

Oren Whyche-Shaw

Absent

Chris Milligan
Tony Pryor

OFFICERS/COMMITTEE CO-CHAIRS

Present

Carol Dabbs (Treasurer)	David McCloud
Margot Ellis	Joy Riggs-Perla
Karen Freeman	Sharon Pauling
Steve Haykin	Carol Peasley
	Christine Sheckler

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

Absent

Terry Brown
Beth Hogan
Gail Spence

SENIOR ADVISORS

Present

Nancy Tumavick
(Communications)

Absent

Miles Toder
(Regional Outreach)

WEBMASTER

Present

Stu Callison

Absent

SYSTEMS MANAGER

Absent

GUEST

Sharon Epstein

^[1] These minutes benefited from decision notes prepared by Steve Haykin of the Development Issues Committee, and comments on early drafts from Joy Riggs-Perla and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

MEETING CHAIR

Ken Yamashita

* * * * *

Ken Yamashita called the meeting to order at 10:15 a.m. He 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 June 19 ExCom meeting, the Development Issues Committee would be responsible for recording decisions.

1. MINUTES.

The Board approved the minutes of the ExCom meetings of March 20 and April 17, 2025, by unanimous vote.

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

A. Financial and Budget Reports.

Carol Dabbs, UAA Treasurer, called attention to two reports she had previously circulated to the ExCom: the Financial Report for April 2025 (Attachment A), and the 2025 Budget Report through April 30, 2025 (Attachment B). Carol noted, in particular, that—

- The end of April balance in UAA's accounts at LFCU was \$150,860, an increase of approximately \$2,300 since the end of March.
- Disbursements during April from the Operations Account consisted of fee payments to Click & Pledge and Constant Contact.
- Because our total revenues for the last 3 years averaged less than \$50,000, we were able to fulfill our IRS obligations by filing a Form 990-N — a so-called "postcard" return, and did not need the services of a tax accountant to file this year.

In anticipation of the annual June Budget review, Carol will be sending an email inviting committee co-chairs to propose budget adjustments, if any.

Denise Rollins noted that expenses for the Spring Reception are expected to exceed the budgeted amount, but that funds are available from other SEC line items to cover the overrun.

B. Board Decisions since the last Executive Committee Meeting.

- Roberta Mahoney and Tony Pryor have agreed to join Tony Chan on the Nomination Committee, so that the committee now consists of three Board members and two non-voting members (Dottie Rayburn and Sharon Pauling). The nomination process will begin in June.
- Ken noted that, in anticipation of the upcoming retirements and RIFs, the Board had voted to reduce membership dues for staff retired or terminated since January 20, 2025 to \$1.00 for the remainder of 2025, and \$1.00 for the 2026 calendar year.

- The Board has approved the AGM overall theme, "What Comes After USAID: Implications for the Department of State," and a tentative agenda.

C. Newsletter.

Nancy Tumavick reported that the next newsletter is scheduled for publication on Monday, June 2. Materials for the newsletter must therefore be received by close-of-business on Monday, May 26, Memorial Day. Nancy will send an email reminder.

D. Membership Statistics.

Carol Dabbs reported that, based on the membership report prepared by our Systems Manager, 6 new members joined UAA in April and 23 existing members renewed their memberships, bringing the total number of members as of April 30 to 464. This compares to 313 at this time last year, a 48% increase.

In addition, there were 62 new registrants in April, and 2 removed from the list, for a net increase of 60 registrants, bringing the total number of registrants to 1500. This compares to 1310 at this time last year, a 15% increase.

3. **ISSUE: RESPONSE TO THE CRISIS AT USAID.**

A. **Recruiting Retired/Terminated Staff.**

- Ken Yamashita reported that, in light of the current crisis at USAID, the Board has been meeting twice a week, on Monday and Thursday evenings.

A discussion ensued focused on the nomination process, and on the value of recruiting newly retired or terminated USAID staff to serve on the Board and the ExCom. Among the points raised:

- Ken recommended that one or more of the retired/terminated staff could be designated as non-voting members of the Board, although that could require a change to the Bylaws.
- Rob Sonenthal suggested that, as a first step, it might be simpler to organize a standing committee focused on the needs of, and run by, retired/terminated staff.
- Sharon Epstein thought that we should revisit the Bylaw requirement that limits UAA membership to alumni/alumnae who worked for USAID for at least 18 months. The Board is considering an amendment to the Bylaws to exonerate from the requirement of 18 months of USAID service those employees otherwise eligible for membership whose service was cut short when they were reduced in force or retired since January 20, 2025.

B. **Saving USAID-Branded Materials.**

Ken Yamashita explained that USAID was preparing to dispose of USAID-branded material, including library books, framed pictures, and other memorabilia and swag. 25-30 boxes of these materials, stored at the Ronald Reagan Building, must be removed by the end of May; an additional 25-30 boxes, stored at a warehouse in Lorton, Virginia, must be removed by the end of June. USAID has offered these materials to UAA; if we don't take them, they will be thrown out. The Board has decided to accept these materials from USAID.

Tony asked for volunteers to pick up the boxes in their private cars (the RRB will not admit trucks) starting on May 20. The boxes would be held in storage space (to be rented in UAA's name) until we determine which items are worth saving, and find them a home.

The Board authorized Karen Freeman to rent a 10' by 20' storage space for six months to house the boxes until a final disposition of the materials can be arranged.

C. Assistance to Retired/Terminated Staff and FSNs.

- Stu Callison reported that on the UAA website's home page there is now a link to resources for retired/terminated USAID staff; Roberta Mahoney has agreed to keep the information up to date.
- Mary Alice Kleinjan is drafting a letter from UAA to Secretary of State Rubio on the status of terminated FSNs, demanding, firmly but politely, that he address the issue personally. Roberta Mahoney has commented on the draft and will forward it to the Co-Chairs to be put on UAA letterhead, signed and dispatched.
- A second letter to Secretary Rubio on the status of terminated FSNs, prepared by FSNs themselves (there are currently approximately 1700 signatures) asks him for additional severance payments.

D. Mentoring for FSNs.

Denise Rollins and Roberta Mahoney reported that the Mentoring Committee has been asked to think of organizing a mentoring program for FSNs. The FSN Council has even drafted a proposed statement of work. Denise and Roberta feel that the difficulties in creating such a program from scratch would be formidable:

- Without USAID as a partner, the burden of designing, establishing, and operating the program would fall entirely on UAA — a huge amount of work, that would divert the committee from its work with current GS and FS mentees, most of whom are dealing with being reduced in force.
- A standing committee of retired/terminated staff, if established, might take responsibility for FSN mentoring. But, according to Denise, that responsibility would likely be too heavy a burden for individuals dealing with the traumas of termination and return.
- Roberta Mahoney noted that the key to the Mentoring Program's success — that is, matching one mentor with one mentee — would be impossible for FSNs; there are simply too many of them around the world. A program for FSNs would have to be "self-implementing," based on FSN initiative rather than formal matching.

Denise will (reluctantly) attend the next meeting of the FSN support group to help them understand how much would be involved in such a mentoring program. At the suggestion of Ken Yamashita, further discussion and decision were deferred.

E. Grants and Loan Guarantees.

David McCloud reported on the activities of the working group on UAA financial support to retired/terminated USAID staff.

- A team led by Cindy Clapp Wincek is putting the finishing touches on an application for support. The application will incorporate the eligibility criteria that we will use to select beneficiaries of both grants and loan guarantees, and an objective scoring methodology that will enable selection among applicants, after which we'll begin to organize the application review process.
- The group will recommend using the Greater Washington Community Foundation to receive, manage, and disburse the funds donated to UAA for staff support — functions that GWCF is already handling, with apparent success, for the Solidarity Fund which provides support primarily to dismissed USAID institutional contractor personnel. Jim Redder has done extensive due diligence on GWCF, and has reported his findings in a detailed memorandum. The Board will need to look at the proposed engagement, and decide whether we should enter into direct negotiations.
- The group is also preparing a memorandum for LFCU that will outline a possible model for the loan guarantee program and propose a UAA/LFCU meeting to discuss LFCU's participation.

4. **COMMITTEE REPORTS.**

A. Annual General Meeting.

Joy Riggs-Perla reported on planning for the 2025 Annual General Meeting:

- The Board approved the committee's proposals for the AGM overall agenda, the two panel topics, and the keynote speaker.
- There will be two panels, each with three panelists and a moderator.
 - The first panel will consider the legacy of USAID and the future of international development assistance, based on a concept paper prepared by Alex Shakow, to be further refined and shared with the AGM attendees in advance of the meeting.
 - The second panel, led by Board members, will address the future of UAA. A paper on UAA's future and revised mandate will be prepared and distributed in advance to frame the discussion. Preparatory planning must include examining UAA's current strategic vision and plan to determine needed revisions given current circumstances.
- As keynote speaker, the committee has a number of possibilities, but is deferring a recommendation until after the Spring Reception.

B. Social Events.

Karen Freeman reported on the upcoming Spring Reception and the other activities of the Social Events Committee.

- Spring Reception at DACOR-Bacon House, May 29th at 3:00 pm
 - The committee has received RSVPs for the Spring Reception from 112 people to attend in person, and another 68 to attend on-line.
 - The cost of the event is likely to exceed what was originally budgeted, but the overrun can be covered by funds from elsewhere in the committee budget.
 - A panel to discuss "The Road Ahead: Paths Forward for Global Health and Humanitarian Assistance" will include Jim Kunder, Raj Kumar, and Richard Parker, moderated by Susan Reichle.
 - A lesson learned from previous receptions in the garden at Bacon House: people with questions and comments for the panel should use a microphone so that on-line attendees can hear.

- While they are cordially welcome, we have no specific means to reach former USAID employees who have returned to the DMV from overseas.
- The Summer Picnic is scheduled for Saturday, September 6. The committee is coordinating with Clinton White to assure the attendance of local FSNs.
- The committee is considering a self-paid event at Wolf Trap over the summer

C. Mentoring.

Denise Rollins reported that Melissa Frances reached out to known career coaches among UAA retirees and is collecting their CVs with an eye to the possibility of such a coaching program for the recently retired or reduced-in-force former USAID employees.

D. Public Outreach.

Miles Toder and Christine Sheckler reported on the POC's efforts on behalf of returning FSOs.

- It is not yet clear how many returnees there will be, or where they will settle. We're trying to get a general idea from Mission Directors and DMDs.
- Sharon Epstein has been seeking sponsors to welcome FSOs returning from overseas at the airport where they first arrive in the U.S.
- According to Miles, the Florida chapter plans to greet USAID staff returning to Florida from abroad, and hopes to integrate the returnees into the UAA alumni network.
- Christine Sheckler reported that alumni in California are prepared to offer advice and resources to returnees looking for work. They expect 60-70 to arrive from overseas.
- Roberta Mahoney emphasized the need for UAA to develop a communications network connecting USAID alumni in the DMV, regionally and nationally. To date, communications have largely been from UAA to overseas staff (via Mission Directors and Deputy Mission Directors), with less communication among overseas staff.

E. Development Issues.

Alex Shakow reminded the ExCom members that, on Monday, May 19, George Ingram is scheduled to speak at a UAA/DACOR Development Dialogue.

5. **OTHER BUSINESS.**

A. The schedule of upcoming meetings:

- Board: Thursday, June 5.
- ExCom: Thursday, June 19.
- Board: Thursday, July 3
- ExCom: Thursday, July 17

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

- Spring Reception – May 29, 2025, 3:00-5:30 at DACOR Bacon House

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 by unanimous vote. The meeting was adjourned at 12:05 p.m.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Approved: July 17, 2025.

Attachments:

- A. UAA Financial Report as of April 30, 2025, v2.
- B. UAA 2025 Operating and History Budget Report through April 2025.
- C. UAA Membership/Registrants Report, December 1, 2024--April 30, 2025

ATTACHMENT A

UAA FINANCIAL REPORT AS OF APRIL 30, 2025

(U.S. Dollars)

	Balance 03/31/2025	Deposits	Disburse- ments	Balance 04/30/2025
UAA Operations Account				
Checking Account	10,985.55	2,010.57	113.46	12,882.66
Savings Accounts	85,852.63	256.80	0.00	86,109.43
Total Operations Member Acct	96,838.18	2,267.37	113.46	98,992.09
UAA History Project Account				
Checking Account	924.22	0.00	0.00	924.22
Savings* Accounts	50,793.07	150.20	0.00	50,943.27
Total History Project Member Acct	51,717.29	150.20	0.00	51,867.49
UAA Total Bank Accounts				
Checking Accounts	11,909.77	2,010.57	113.46	13,806.88
Savings* Accounts	136,645.70	407.00	0.00	137,052.70
Total LFCU Accts	148,555.47	2,417.57	113.46	150,859.58

* Includes both Main Savings and Premier Savings Accounts

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ATTACHMENT B

2025 OPERATING AND HISTORY BUDGET REPORT THROUGH APRIL 30, 2025

[illegible]

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	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	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	425	6,619		
Administrative Costs									
Systems Manager	21,550	875		3,500		4,375	17,175		
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	352	748		
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	2,048	352	\$25 check returned in April	
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	234	66		
Sub-Total Administrative Costs	29,625	1,511	1,338	3,838	253	7,153	22,472		
Contingency	1,500	0	0	0	0	0	1,500		
EXPENDITURES TOTAL	67,625	1,936	1,338	5,644	253	7,578	58,241		
REVENUE MINUS EXPENDITURES	-25,729					32,266			
UAA 2025 HISTORY PROJECT BUDGET									
Estimated Revenue*, **									
Interest on savings accounts (recorded when paid)	1,459	549	139	155	150	994	466		
Royalties on <i>Enduring Struggle</i> (recorded when received)	256	0				0	256		
Sub-total, History Project Revenue	1,715	549	139	155	150	994	722		
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	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.									

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ATTACHMENT C

UAA MEMBERSHIP/REGISTRANTS REPORT DECEMBER 1, 2024--APRIL 30, 2025

(includes comparative data for December 1, 2023—April 30, 2024)

REGISTRANTS

A. New registrants: April 2025	62
B. New associate registrants: April 2025	0
C. Registrants and Associates removed: April 2025	2
D. All registrants (A+B-C): April 2025	60
E. Total 2025 registrants: Dec. 1, 2024 - April 30, 2025	1500
F. Total 2024 registrants: Dec. 1, 2023 - April 30, 2024	1310
G. 2024 Registrant growth/reduction (E-F)	190

MEMBERS

H. New contributing members: April 2025	6
I. Renewing contributing members: April 2025	23
J. Total contributing members (H+I): April 2025	29
K. Total 2025 contributors as of: April 2025	464
L. Total 2024 contributors as of: April 2024	313
M. 2025 "Friends" minimum \$100 as of: April 2025	223
N. 2024 "Friends" minimum \$100 as of: April 2024	138
O. 2025 contributor growth/reduction (K+/-L).	151
P. % of contributor growth/reduction	48%

2 renewing contributing members paid repeat contributions in April. The total contributions received in April are 31.