

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, January 16, 2025
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, January 16, 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

Roberta Mahoney	Denise Rollins	Oren Whyche-
Chris Milligan	Ken Yamashita	Shaw
Tony Pryor		

Absent

Tony Chan

OFFICERS/COMMITTEE CO-CHAIRS

Present

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

Absent

Bette Cook
Margaret Neuse
Dottie Rayburn
Christine Sheckler

SENIOR ADVISORS

Present

Nancy Tumavick (Communications)	Jim Bever (Public Outreach) ^[2]
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Absent

Miles Toder
(Regional Outreach)

WEBMASTER

Present

Stu Callison

Absent

SYSTEMS MANAGER

Absent

MEETING CHAIR

Ken Yamashita

^[1] These minutes are based on decision notes from the meeting taken by Alex Shakow and Carol Peasley of the History of USAID/ADST Committee, and comments on early drafts from Denise Rollins and Carol Dabbs. The assistance of these ExCom members is gratefully acknowledged. [RBS]

^[2] Joined in progress.

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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) Alex Shakow, on behalf of the History of USAID/ADST Committee, would be recording the decisions reached during the meeting; and (iii) at the February 20 ExCom meeting, the Social Events Committee would be responsible for recording decisions.

1. MINUTES.

A motion to adopt the draft minutes for the ExCom meeting of December 19, 2024, 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 December 2024 (Attachment A), and to the 2024 Budget Report through December 31, 2024 (Attachment B). Carol noted, in particular, that—

- As of the end of December, the total balance of all UAA accounts at LFCU was \$126,694.13, a decrease of approximately \$3,000 from the balance as of November 30.
- Disbursements during December from the Operations Account included a contribution to the U.S. Global Leadership Council, payment of monthly compensation and a year-end bonus to the System Manager, and payment of fees for tax preparation, Click & Pledge fees, and Constant Contact. A disbursement of \$5,000 from the History of USAID Account was made to American University for the USAID archive program.

B. Newsletter.

Nancy Tumavick reported that the next newsletter is scheduled for publication on **Monday, February 3**. Materials for the newsletter must therefore be received by close-of-business on **Monday, January 27**. Nancy also noted that—

- Barbara Bennett needs a volunteer to partner with her and take responsibility for preparing two alumni profiles for the newsletter this year.
- The Systems Manager will be traveling from January 26 to February 16, but will continue handling UAA work as needed. The only difference might be occasional delays due to being in a different time zone.
- Nancy's annual communications information session will take place on January 31 at 11:00 a.m. — principally for new Board and ExCom members, but everyone is welcome.

C. Membership Statistics.

Terry Brown reported on UAA membership statistics.

- As of January 31, the number of dues-paying members for 2025 is currently 19% below the number at the same time in 2024.
- With this in mind, Terry will prepare a note for the February newsletter, and a stand-alone email, reminding past and potential members to renew their memberships.

3. **ISSUES.**

A. January Board Meeting.

Ken Yamashita reported on the key decisions taken at the January 2 Board meeting:

- There are four Board vacancies to be filled at the 2025 Annual General Meeting, two for members eligible for a second term, and two for members completing their second terms. Ken invited ExCom members to consider competing for those vacancies.
- The Board considered how to fill vacant Board and ExCom positions:
 - UAA Secretary. Roberta Mahoney will explore whether the Board needs to find someone to fill the office of Secretary, or whether the Secretary's principal duties — such as supervising preparation of the Annual Report and the Implementation Strategy — have been taken over *de facto* by the Co-Chairs.
 - Board Liaisons. Roberta will serve as Board liaison for both the AGM and Public Outreach Committees. She will forward a full list of current Board liaisons to Nancy Tumavick and Stu Callison for publication/posting.

Roberta recommended that Board define more clearly and issue guidance on length-of-service assumptions for various UAA Board and Committee roles. This was left to mutual agreement between the Board and each Committee Chair in the approved core process, Guidance on UAA Committees.

B. Mentor Training.

Ken thanked Denise Rollins and Sharon Pauling for their excellent work organizing the mentor training session that took place yesterday [Wednesday, January 15]. Denise and Sharon, in turn, thanked the prospective mentees, including ExCom members, who participated in the session, and noted that a webinar for prospective mentees was in progress this morning.

C. Florida FSRA Meeting Update.

Roberta reported on plans for a UAA meeting as an adjunct to the Florida Foreign Service Retirees Association meeting in March, being organized by Miles Toder. She may attend the meeting in person, and possibly Beth Hogan as well.

4. **COMMITTEE REPORTS.**

A. Public Outreach.

Beth Hogan reported on the activities underway at the UAA chapter in Florida, under the leadership of Miles Toder, our Special Advisor for Regional Activities, and Alan Van Egmond. She noted the chapter's ongoing engagement with affinity organizations — in particular, the Foreign Service Retirees Association

("FSRA") of Florida. Chapter representatives are attending FSRA Florida's annual general meeting in Sarasota today and tomorrow and held a nearly four-hour meeting of chapter members and prospective members. A follow-up meeting is planned for tomorrow (Friday, March 21) to be attended via Zoom by Roberta Mahoney and Tony Pryor on behalf of the Board, and by co-chairs from the POC, the SEC and the MemCom—unfortunately, neither Miles nor Tony Chan will attend.

The Florida chapter plans to organize meetings at FSRA's next conference, scheduled for March 20 and 21 at Florida International University in Miami.

Beth will see to it that Florida chapter activities are timely added to the UAA Calendar and posted to the Alumni Groupings section of UAA website, and will keep the Social Events Committee informed in case there are opportunities for social events in connection with future meetings.

[Jim Bever joined the meeting.]

B. Membership.

Terry Brown stressed that the MemCom needs a second co-chair. Membership is down a bit from last year. He will prepare both a newsletter article and a stand-alone email message for early transmission.

C. Development Issues.

Steve Haykin and Alex Shakow noted 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.
- Thursday, February 7, DDD event at DACOR with Dr. Charles Pannenberg on The Severe Impacts of a Plastics Pandemic.

The DIC is now working on its schedule for March, and could use volunteers to help identify topics and speakers. Gail Spence recommended disaster preparation be considered.

D. Mentoring.

On behalf of the Mentoring Committee, Denise Rollins reported that—

- Cohort 14 currently has 66 mentees, down from the original 80, and 57 mentors (some mentors have agreed to take on more than one mentee).
- The mentees come from the following bureaus:

SLG	19
Africa	23
Global Health	14
Asia	<u>9</u>
TOTAL	65

- The agency has not yet designated the LAC and ENE Bureau employees as priority participants.
- The mentor training session held on January 15, was attended by 55 prospective mentors, and was highly successful. Thirty-eight prospective mentees are participating in this morning's online training webinar.
- Denise will collect and distribute materials from the training sessions, along with "thank-you notes," to the participants. She will prepare an article on the training sessions, complete with photos, for the upcoming newsletter.
- The formal mentoring period is 6 months, but mentors and mentees can choose to continue their relationships.

Roberta Mahoney suggested that the FS/GS issue (currently, only FS employees participate as mentees in the Program) be raised with the incoming Administration, stressing the importance of FS/GS relationships and coordination to USAID effectiveness. (Oren Whyche-Shaw noted that offering mentoring to GS employees could make UAA more attractive to GS retirees. Tony Pryor pointed out that this could help us be seen as a USAID-wide group, not just FS.) Joy wondered if, given the number of mentees who have dropped out, the Program might add mentees from LAC or E&E, and/or some FSOs in DC. The ensuing discussion centered on whether the Program should be open to GS, FSNs and, more broadly, to all agency bureaus on a "first come, first served" basis rather than being limited to selected bureaus.

E. Awards.

Activities will commence soon, with the review of the Awards program materials.

F. History of USAID/ADST.

Alex Shakow reported that there's nothing new regarding the history project activities.

Carol Peasley reported that USAID's oral history agreement with ADST is scheduled to end on March 31. A total of 56 oral histories have already been posted to the internet, with another 13 still in process. Approximately 25% of the oral histories are by AD or GS employees. A final report will be sent on/about March 15.

G. Social Events.

Karen Freeman reported on behalf of the Social Events Committee.

- The committee is prepared to rent DACOR Bacon House or commercial space for Winterfest 2025, if necessary, but would still prefer to hold the event in a private home, if one can be identified.
- Space for the Summer Picnic was reserved at Fort Hunt Park in Virginia, for September 6, the Saturday after Labor Day, as in the recent past.

H. Annual General Meeting.

Steve Wingert reported that, last week, the AGM Committee held its first meeting to prepare for the 2025 AGM.

- The committee reviewed 47 responses/comments submitted after the 2024 AGM. Those responses/comments were positive; in particular, the change from full day to partial day received a strong endorsement. He acknowledged that there are multiple opinions about start and end times.
- The committee has decided to defer consideration of an AGM theme until the new Administration is in place and we can identify what issues are timely. Until then, the committee plans to meet monthly.

Alex Shakow has already asked CGD to reserve its conference facility for Thursday, October 30. However, the committee is prepared to consider holding the AGM on a Friday (i.e., October 31) rather than a Thursday, in which case we'll ask Alex to get back to CGD to request the change, Karen Freeman noted that the SEC would normally prefer the AGM to be held on a Friday rather than a Thursday, to facilitate planning for a weekend social event. Ken recommended that the Board leave this decision to the AGM Committee.

5. OTHER BUSINESS.

A. Ken Yamashita reported that the agency is interested in UAA participation (Board or ExCom) at the Senior Leadership Seminar for DMDs and Country Reps, scheduled to take place at FSI around the second and third weeks of March. In particular, Jim Bever is looking for former MDs to speak at the seminar. Jim and Chris Milligan will follow up.

B. The presence of DMDs and Country Reps in Washington offers a good opportunity for UAA to organize a no-host get-together.

C. Ken Yamashita reminded the ExCom of the wildfires in and around Los Angeles, and the natural disasters in Florida and North Carolina, and asked whether UAA members might be able to use their special skills (e.g., in disaster relief) to assist the victims? We might also devote an AGM panel to the possibility of UAA assistance within the U.S. Chris plans to circulate an email on the subject.

D. Ken Yamashita brought up the question of whether some or all Board or EC meetings should be in person.

E. A special ExCom session will be held during the week of February 10 to review the UAA policy on public advocacy. Ken Yamashita will make the arrangements; Jim Bever will invite Chris Crowley and Terry Myers, and possibly others, to join the ExCom members who were involved in drafting the current policy. Joy pointed out that Rob's availability for this meeting is also critical.

F. Rob Sonenthal noted that two ExCom members still need to sign and submit a written Acknowledgment of the UAA ethics and conflict-of-interest policy. He will follow up with a private request to each.

G. The schedule of upcoming meetings:

- Board: **Thursday, February 6.**
- ExCom: **Thursday, February 20.**
- Board: **Thursday, March 6.**
- ExCom: **Thursday, March 20.**
- Board: **Thursday, April 3.**
- ExCom: **Thursday, April 17.**

H. 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 by unanimous vote. The meeting was adjourned at 11:30 am.

Respectfully submitted,



Robert Sonenthal
Assistant Secretary

Approved: September 18, 2025.

Attachments:

- A. UAA Financial Report as of December 31, 2024.
- B. UAA 2024 Operations and History Project Budget Report (through December 31, 2024).

ATTACHMENT A

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

(U.S. Dollars)

	Balance 11/30/2024	Deposits	Disburse- ments	Balance 12/31/2024
UAA Operations Account				
Checking Account	8,628.79	1,111.42	3,918.26	5,821.95
Savings Accounts	64,998.39	0.00	0.00	64,998.39
Total Operations Member Acct	73,627.18	1,111.42	3,918.26	70,820.34
UAA History Project Account				
Checking Account	3,924.22	5,000.00	0.00	8,924.22
Savings* Accounts	51,949.57	0.00	5,000.00	46,949.57
Total History Project Member Acct	55,873.79	5,000.00	5,000.00	55,873.79
UAA Total Bank Accounts				
Checking Accounts	12,553.01	6,111.42	3,918.26	14,746.17
Savings* Accounts	116,947.96	0.00	5,000.00	111,947.96
Total LFCU Accts	129,500.97	6,111.42	8,918.26	126,694.13

* Includes both Main Savings and Premier Savings Accounts

1/14/2025

ATTACHMENT B

UAA 2024 OPERATIONS AND HISTORY PROJECT BUDGET REPORT
(through December 31, 2024)

[illegible]

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 Comm.	5,410	0	561	0	0	0	0	0	0	0	0	214	0	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	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 October 15 or later)	1,000												1,000	1,000	0	
Sub-Total, Public Outreach Committee	7,000	0	0	0	0	0	0	0	1,000	1,000	0	849	1,000	3,849	3,151	
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 Events Comm.	8,050	425	0	2,076	0	0	0	4,192	0	-225	0	0	0	6,468	1,582	
Administrative Costs																
Systems Manager	21,125		4,375				5,250			5,250		3,500	2,750	21,125	0	Nov 16-Dec 15 & year-end bonus (\$1,000)
Website: Web Master	1,200													0	1,200	
Domain Hosting	1,001	144					573				84	200		1,001	0	
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	89	2,166	-66	
Liability Insurance	500									500				500	0	
D & O Insurance	750													0	750	
Tax Preparation	725												725	725	0	
Office Supplies, mail costs, parking to collect mail at DACOR	300	3	0	1	1					0				6	294	
Sub-Total Administrative Costs	29,344	603	5,038	252	154	166	6,535	129	296	5,989	478	3,895	3,564	27,099	2,245	
Contingency	481													0	481	\$1,000 to Systems Manager
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	4,564	44,087	20,948	
REVENUE MINUS OPERATIONS EXPENDITURES	-22,232	5,839	5,986	427	739	1,059	-4,510	-3,853	2,229	-4,414	-3,795	-4,468	-3,189	-7,950	-14,282	
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	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												5,000	5,000	0	
Sub-total, History Project Expenditures	5,500	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000	500	
*History Project funded by specific donations in prior years; no expected revenue other than interest and royalties on sales of <i>The Enduring Struggle</i> .																

01/13/2025