

Minutes of the UAA Executive Committee
May 15, 2014
10:30 am – 12:30 pm
TetraTech Offices
1320 N. Courthouse Rd., Arlington, VA

Board Members attending: Frank Almaguer, David Cohen, David Eckerson, Jim Michel, Nancy Pielemeier and Alex Shakow

Board Member not attending: Carol Peasley

Committee Co-Chairs attending: Owen Cylke, Paula Goddard, Marilyn Schmidt and Nancy Tumavick, Jerry Wood

Committee Co-Chairs not attending: Bill Anderson, George Hill, and Ann Van Dusen

Executive Assistant: Kristina Short

1. April Executive Committee Meeting Minutes:

The minutes of the April 2014 Executive Committee Meeting were approved with minor revisions.

2. Finance and Membership Reports:

a. Finance Report:

The treasury report on the UAA accounts as of April 30 was circulated to EXCOM members prior to the meeting (see **ATTACHMENT A** of these Minutes). Some expenses associated with the upcoming May UAA Spring reception at DACOR are included in the April finance report.

b. Membership Report:

The UAA Executive Assistant circulated the membership report for March 2014 prior to the meeting (see **ATTACHMENT B**).

Registered Alumni: Nine new alumni registered with the UAA in April 2014, bringing the number of alumni newly registered in 2014 to 29 and the total number of registered alumni as of April 30 to 831.

Contributing Members: 28 alumni made their annual membership contribution in April, bringing the total number of 2014 contributing members to 127. 18 of those 50 alumni contributed at the \$100+ level, bringing the number of \$100+ contributors in 2014 to 50.

Alex and Owen raised the issue of opening up membership to those who are (or were) contract employees with organizations that engage in business with USAID. As this item requires more in-depth discussion with respect to what criteria could be used to determine membership and the broader question of who and what the UAA should represent, it will be placed on the agenda for June.

Next Steps:

1. Owen Cylke will circulate electronically thoughts on the issue prior to the June EXCOM.
2. Paula will talk to Nancy T. about the history of the current criteria for membership and to ask that this issue be placed in the Membership Committee's agenda prior to the next EXCOM.

3. May 18 Spring Reception:

Arrangements have been made with DACOR for the UAA Spring Reception on Sunday, May 18. Weather permitting, the reception will be held on the patio. Invitees will include visiting Mission Directors and other senior USAID staff.

Event Program:

- Nancy Pielemeier and Nancy Tumavick will finalize arrangements.
- The Co-Chairs will make brief remarks at the reception.
- The UAA is expecting Administrator Shah to attend. If he does attend, he will be asked to make a few remarks. If the administrator cannot attend, Susan Reichle will make brief remarks.
- The Co-Chairs will raise the issues of the UAA awards, the AGM agenda and the upcoming election of three Board members.

4. Oral History Status Update:

David Eckerson spoke to Larry Garber (DAA/PPL). David E. continues to reach out to both Tony Prior and Alexis Blundel on the issue of USAID support on the UAA project to incorporate more USAID alumni in the FSI/ADST Oral History program.

5. 2014 Annual General Meeting (AGM):

The 2014 AGM logistics are on target. The UAA has cemented arrangements with the Center for Global Development (CGD) to utilize its new space at no cost to the UAA. The AGM date has been confirmed: Friday, October 24, 2014. The AGM Committee is in touch with caterers.

Event Program:

- The UAA has solicited input from alumni for ideas on innovation in development, the theme of this year's AGM. The AGM Committee has discussed the chosen theme with the CGD, which is enthusiastically supportive.
- Alex S. suggested that the UAA think of putting together a packet with 10-12 most significant innovations that made a difference in development. This would highlight the history and importance of innovation to USAID throughout its history.
- The EXCOM reaffirmed that the AGM program will cover both past and present innovations, show how innovation is part of the USAID institutional culture, and something to celebrate and take pride in.

A meeting of the AGM Program Committee will take place on May 29. Participants are expected to include George Laudato, Alex Shakow, David Eckerson, Nancy Pielemeier, Carol Peasley and any other volunteers.

6. Annual Award(s) to Alumni:

Margaret Carpenter, chair of the ad hoc Awards Committee, requested to bring to the Board's attention that there have not yet been many submissions. The nominating procedure was clarified to note that members of the UAA Board could nominate individuals whereas those on the nominating sub-committee (Margaret C., Frank A., David E., Carol P., Diane Ponasik) cannot.

The EXCOM also clarified that nominations should be based on what individuals have done **after** USAID (development-related or not) and not based on their USAID service.

Several suggestions were made about how to solicit more nominations:

Let the Awards Committee know of any individuals who may qualify,

Reach out to FSNs,

Relax the deadline to have "Expression of interest" by July 1, but not require the full submission at the time, and

Extend the deadline for formal submissions until July 31 to allow for more nominations

Next Steps:

1. Margaret will draft and Kristina will make copies of a handout detailing the award for distribution at the UAA Spring Reception

7. Committee Updates**a. Development Issues Committee:**

The first new UAA/DACOR Development Dialogue with Charles Kenny was a success. The

new procedural experiment at DACOR for a buffet light lunch (and at lesser cost) worked well. Leadership at DACOR is interested in exploring other flexible options for attracting more participants, including panel discussions with increased audience engagement. The “3 D” theme was suggested as a possibility for this type of format. Alex Shakow will be participating in the May 23 DACOR Program Committee meeting and will update the EXCOM on those deliberations.

Owen Cylke updated the EXCOM on the 4th panel of the Urban Series. An Urban roundtable is now under review, to include a broad range of organizations with an interest in urban issues.

The Beth Cole “Friday Morning” session will be used as springboard for additional sessions focused on the 3 D’s.

The Development Issues Committee is working with PPL to systematize the process for UAA participation in the review of draft USAID policy papers.

2014 Africa Development Forum:

- A Committee has been formed to organize this summer’s Africa Development Forum to coincide with the August Africa Presidential Summit in Washington. The committee has built a working relationship with the Society for International Development (SID). Events will be held beginning three weeks before and one week after Africa Summit
- The Development Issues Committee will work to recruit additional organizations, including universities, to hold as many different events as possible, aiming for 10 events. It will be e-mailing 50 organizations in DC to invite them to participate in the forum. Committee members will also reach out to those organizations that may be willing to host an event.
- The Development Issues Committee would like to acknowledge the effort of Steve Giddings and David Shear to organize this forum.

b. Membership Committee:

- The Committee asked to add Dave Eckerson to the Membership Committee e-mail list
- Anne Dammarell has requested that EXCOM members send her additional alumni profiles.
- Margaret Carpenter relayed a need to draw more attention to the Alumni Awards.
- The Committee is in need of a volunteer to manage the summer picnic.

Regional activities: Don Soules is going back to those who were involved in regional meetings to see how they are going. Don has e-mailed Kristina for contact information for these individuals.

Dave Eckerson had a conversation with the Director of USAID/HR about including a note in all Agency retirement packets on the UAA. Under this arrangement, newly retired USAID alumni

names would be given to the UAA unless they “opt out.” David E. will provide more information when it becomes available.

c. Public Outreach Committee:

Although no representatives were in attendance, the Public Outreach Committee relayed that the UAA logo development is in progress, with a prototype to be available in the next month.

An individual was selected to handle the UAA Bibliography project (to catalogue all books and other works done by alumni), but the hourly rate requested was too high. One option considered was to increase the budget for this project. Another was to defer until the next academic year in hopes of attracting a student.

Next Step: Nancy Pielemeier will reach out to Ann Van Dusen to discuss budget and options.

d. Strengthening USAID Committee:

Marilynn will contact Paula Goddard regarding a date and space at TetraTech for the next Committee meeting. The Committee continues to look for more members for the mentoring program, particularly those with specific geographic interests.

The Mentoring Program is beginning to follow up on the March group of mentor/mentees and will be contacting mentors and bureau coordinators to discuss any feedback. In addition, the committee continues to follow-up on the November group of mentors and mentees.

Next Steps: Jerry Wood will send notes to Nancy Pielemeier on the mentoring program for remarks at the Spring Reception.

8. Other Business:

a. Foreign Affairs Day

David Eckerson represented UAA at Foreign Affairs Day at the State Department on May 2, 2014. Alex has requested clarification from State regarding who from AID is eligible to attend and who is not.

b. Appointment of nominating committee:

The Executive Committee appointed Frank Almaguer, David Eckerson and Alex Shakow as the nominating committee for Board elections. (They are all current Board members who are not running for re-election in 2014.) The nominating committee was authorized to put forward the same number of candidates as there are openings, but will remain free to consider other options, considering the number and qualifications of members expressing an interest in serving on the Board. The committee will have the responsibility of ensuring as far as possible that the slate of candidates is representative of the USAID alumni community.

9. June Executive Committee Meeting:

The June meeting of the Executive Committee will take place on Thursday, June 19, 2014 from 10:30 – 12:30 at TetraTech’s offices in Arlington. Alex will be Acting Secretary for June meeting as Frank will be out of town that day.

Upcoming EXCOM meetings: July 17, August 21, September 18 and October 16.

Attachment A: April 2014 Treasury Report

Attachment B: April 2014 Membership Report

Compiled by KS on 5/20/2014

Edited by KS on 5/21/2014

Edited by FA on 5/23/14

ATTACHMENT A

Financial Report of the UAA as of April 30, 2014

❖ Balance as of March 31, 2014		\$11,017.96
• Member contributions received in April:		\$2,550.00
• Disbursements for the month:		\$2,632.40
○ Intern:	\$ 648.75	
○ Web site:	283.45	
○ DACOR deposit	1,180.00	
○ Fort Hunt	475.00	
○ Miscellaneous	<u>45.20</u>	
❖ End April balance:		\$10,935.56

Note: UAA savings account balance as of 4/30/14: \$10,059.52

ATTACHMENT B

UAA Membership and Contribution Summary
April 1, 2014 – April 30, 2014
Includes 2013 Data for comparison

Alumni Registration Summary:

New Alumni Registrations, April 1 – April 30:	9
Total New Alumni Registrations for 2014 to-date:	29
Total Registered Alumni to-date:	831

Newly Registered Alumni since last report:

Lucie Cantsilieris
Peter Delp
Carole Douglis
Thomas Johnson
Janet Kerley
Mikell O'Mealy
Gloria Roces
Bonnie Walter
Jason Wright

Membership Contribution Summary:

Alumni Contributions, April 1 – April 30:	28
Total Number of new contributors for 2014 – to-date (no 2013 contribution):	22
Total Number Contributors 2014 to date:	127
Total Number of Contributors through April 2013:	141
Total Number of \$100+ Contributors, April 1 – April 30:	18
Total Number of \$100+ Contributors for 2014 to-date:	50
Total Number of \$100+ Contributors through April 2013:	50

Contributions received since last report from:**Friends of the UAA: 13 (1 new *)**

William Anderson
Priscilla del Bosque
Buddy Dodson
Curtis Farrar
Duff Gillespie
Peter Kimm
Peter Kranstover
Thomas Johnson *
Joseph Lombardo
Bastiaan Schouten
Dianne Tsitsos
Barbara Turner
John Westley

Contributing Members: 15 (3 new *)

Peter Boynton *
Clifford Brown
George Carner
Melanie Chen
Kathleen Conroy *
Michael Deal
Jim Dempsey
Lance Downing
Gilbert Jackson
Jerry Jordan
Thomas Rishoi
Irving Rosenthal
David Steinberg *
Sy Taubenblatt
Ronald Venezia