

Minutes of the July 2014 UAA Executive Committee Meeting
Friday, July 18, 2014
10:30 am – 12:30 pm
TetraTech Offices, Suite 600
1320 N. Courthouse Road, Arlington, Virginia

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

Board Members Not Attending: -0-

Committee Co-Chairs Attending: George Hill, Marilyn Schmidt, Nancy Tumavick and Jerry Wood

Committee Co-Chairs Not Attending: Bill Anderson, Owen Cylke, Paula Goddard and Ann Van Dusen

Executive Assistant: Kristina Short

Meeting Chair: Carol Peasley

NOTE: The regularly scheduled July Meeting of the EXCOM was switched from Thursday, July 17 to Friday, July 18 to accommodate several EXCOM members' scheduling conflicts.

1. Approval of June 2014 Executive Committee (EXCOM) Meeting Minutes

The EXCOM approved the minutes of the June 19, 2014 EXCOM meeting. The minutes are posted on the UAA Website.

2. Finance and Membership Reports

The Finance and Administration Committee reported that as of June 30, 2014, the UAA carried a balance of \$6,956 in its checking account (see **ATTACHMENT A**). This balance takes into consideration all expenses associated with the higher-than-anticipated costs for the Spring Reception at DACOR. This higher cost, in part, was due to the larger than anticipated turnout of USAID guests and fewer than anticipated UAA members.

A summary of the UAA membership and contributions information as of June 30 (see **ATTACHMENT B**) was circulated prior to the meeting.

The pace of membership contributions for 2014 has decreased in recent months, although this is on par with previous summers. The total number of contributing members as of June 30, 2014 (145) is less than the figure for June 2013 (180). This decrease is of concern. The 2014 UAA budget assumed that the UAA would not experience in 2014 the rapid growth achieved in 2013 (approx. \$18,700 in 2013 contributions), but that it would at least match the 2013 levels. The next several events, including the summer picnic and the October AGM, will provide additional opportunities to remind the membership of the annual contribution expectations to maintain the association's ability to carry out a diversified set of activities and programs that meet the demands of its members.

The Membership Committee discussed the state of contributions at their committee meeting on July 17, 2014. Suggestions made at that meeting included sending out a bill to alumni at the start of the calendar year and reaching out to other Washington area development organizations to help identify potential new registrants and members. It was suggested that language used by the UAA ("membership contributions" vs. "dues") might cause confusion.

Next Steps:

1. Kristina will draft a contribution reminder for distribution to alumni who contributed in 2013 but have not done so to-date in 2014.
2. David Eckerson will draft language for USAID/HR to include information on joining the UAA in the paperwork for those departing USAID.
3. A review of the 2014 budget should be included in the August EXCOM meeting agenda.

3. Annual General Meeting (AGM)

AGM Committee members Alex Shakow, David Eckerson, and Nancy Pielemeier met with Susan Reichle, USAID Counselor and several other USAID senior staff to discuss the topics for the proposed panels and the participation of USAID staff in the upcoming AGM. Notes from that meeting were circulated prior to EXCOM meeting. The results of that meeting were summarized as follows:

- USAID expressed enthusiasm for the suggested AGM theme of Innovation and Development in the context of the USAID experience. USAID suggested adding Private Sector engagement as one of the topics for panel discussion.
- USAID suggested that UAA leadership contact individuals at USAID for possible participation in the planning and subsequent involvement with individual panels.
- There was interest in having younger USAID staff attend the AGM. Jacob Grover, (USAID staff member who is associated with the State/USAID Young Professionals Association in Washington, expressed interest in serving as a liaison.

The EXCOM discussed narrowing down topics for panel discussion and agreed on the following:

- The UAA will decide which six panels will be included in the AGM program
- The focus must be on our alumni audience and engaging their interest and participation.

- Once panel topics are agreed on, the AGM Committee Co-Chairs will coordinate with the CGD, who will determine how best to involve its staff.
- Potential panel construction would include two (2) panelists from the UAA, two (2) from USAID and a moderator from the CGD.

Several EXCOM members emphasized that innovation and invention don't happen in isolation and that panels should address, where possible, changes in context of the times in which they were (are) applied.

The EXCOM opted to shelve the topic of Capacity Building/Strengthening for one of the panels as many of the same points can be brought up within other panels. Panel organizers will make a conscious effort build in those concepts in other panels.

Additionally, the EXCOM agreed that panel teams would receive guidelines developed by the AGM Committee for panel structure, framework and themes to include.

The EXCOM agreed on the following six panels and panel organizers:

- **Panel on innovative instruments (Organizer - Ann Van Dusen):** This would incorporate DHS surveys (frequently mentioned by our respondents), FEWS, the logframe, and possibly the USAID leadership in evaluation from the past, as well as the current focus on geospatial analysis and adaptation of the logframe (incorporating complexity awareness, dealing with issues for which development theory and data are inadequate, planning under uncertainty, etc.)
- **Panel on health innovations at scale (Organizers - Nancy Pielemeier with Robert Clay):** Past innovations include ORT (also frequently suggested by our members and the CGD team) and other examples from the recent USAID publication on "50 Years of Global Health." Current focus includes grand challenges and initiatives of the innovation impact in health group in G/Health as well as in the new USAID Lab.
- **Panel on agriculture/livelihoods (Organizers – Emmy Simmons with Bobbie Van Heften):** Past innovations include the “Green Revolution”, extension, credit, and value chain initiatives. The current focus is on drought resistant seeds (in the Lab) and Feed the Future in the Bureau for Food Security.
- **Panel on democracy, human rights, civil society and governance (Organizer – Jim Michel):** Past innovations from Title IX on; current work includes innovation in working in non-permissive environments and work on open government partnerships through the Grand Challenge on Making all Voices Count and the Open Government initiative.
- **Panel on building country innovation capacity (Organizer – Owen Cylke):** Suggested focus on India as a case study in science and technology, then to now.
- **Panel on private sector engagement (Organizers – Frank Almaguer with John Sanbrailo):** This was suggested by USAID as an area in which the Agency can learn

from past efforts, including work in Latin America post-1980. Current work includes that of E3, the Lab, DCA (housing guarantees).

There was agreement that panel organizers will work to recruit participants and report back on the construction of their respective panels at the August EXCOM meeting.

(On other AGM matters, see Section 5.a., under Membership Committee, Next Steps, re. money collections and space limitations at the CGD premises.)

4. Annual Awards to Alumni

The Awards Committee members in attendance reported that ten (10) nominations have been submitted to-date, with a cut-off date for consideration of nominations set for July 31. The Committee Chair, Margaret Carpenter, is assigning individual nominations to each of the Awards Committee members for their detailed examination of each of the nominations, including having a commitment from individual nominees that he or she will attend the 2014 AGM in October. The UAA is prepared to defray transportation and related costs, for up to \$500, for any out-of-town award recipient(s).

The Awards Committee will meet in late August to review the nominations and finalize the process of selecting up to two (2) winners.

5. Operating Committee Updates

a. Membership Committee: The Committee has received encouraging reports from alumni groups in North Carolina and Florida, with expectations that these will emerge as the first UAA chapters outside the DC area.

The Committee discussed ways to use the AGM to encourage more alumni registrations and contributions (in addition to what is discussed in Section 2 above). At the AGM, alumni who have not made contributions in 2014 will be charged \$20 for lunch costs. However, that payment can be used to defray their 2014 contribution if they chose to register and/or make their contribution at that time.

Next Step: The AGM Committee will review with our hosts, the CGD, its policy on money collections in its premises. (It is assumed that invited USAID staff and CGD participants will participate free of charge.) The AGM Committee will also review with CGD space limitations for 1) the plenary session, 2) panel discussions and 3) lunch.

b. Development Issues Committee: On August 1, the CEO of the New Partnership for Africa's Development (NEPAD), Dr. Mayaki, will speak at a Development Dialogue at DACOR. This is one feature of the Africa Development Forum (ADF) initiated by the Development Issues Committee to engage a number of interested organizations in Washington to take advantage of the attention generated by the President's Africa Summit of nearly 50 heads of state in August. There are a number of other events occurring under the ADF auspices.

The Development Issues Committee has prepared observations and recommendations for the USAID and State Department Task Force working on the second (2014) Quadrennial Diplomacy and Development Review. A scheduled meeting of the Committee with USAID/PPL staff to review UAA observations and recommendations did not take place. The Executive Committee approved submission of the written observations and recommendations prepared by the Development Issues Committee and they will be made available to the USAID/State Task Force. The Committee remains engaged on the subject through its participation on the CSIS group looking at the subject.

On Friday, September 26, 2014, USAID's AA for the E3 Bureau, Eric Postel, will talk on "So What Is USAID Doing These Days on Economic Growth?" from 10:00 AM to 12 Noon at the USAID Learning Center, Crystal City, VA.

c. Public Outreach Committee: David Cohen, Nilka Varela and their team were commended for the successful completion and adoption by the UAA Board of the new UAA logo.

d. USAID Strengthening: The report on the status of the mentoring project was all positive. Committee coordination with USAID managers has remained good and USAID coordinators from the various participating bureaus seem to be working well together. Results of the "Survey Monkey" exercise will be out soon.

6. Other Business

a. Website: Recent investments in the UAA website seem to be paying off. Website improvements are noticeable.

b. Nominating Committee: Deadline for finding potential nominees to fill upcoming vacancies on the UAA Board is July 31. To-date, no names have surfaced. EXCOM is urged to identify potential candidates and notify the Committee Chair, Frank Almaguer, as soon as possible.

c. Letter to Secretary Kerry and Administrator Shah on USAID contractors in captivity: The letter is now posted on the UAA website and has been shared by EXCOM members to interested external parties. So far, no response has been received from either State or USAID.

7. Next Meetings:

The August meeting of the EXCOM is scheduled for Thursday, August 21 from 10:30 AM to 12:30 PM at TetraTech in Arlington, VA.

The September EXCOM meeting is scheduled for Thursday, September 18 but may be shifted to Thursday, September 25 if there is a consensus in support of this date change.

Draft Minutes compiled by KS 07/23/2014, 07/24/2014

Draft Minutes completed and edited by FA 07/28/2014, 08/01/14

Attachment A**Financial Report of the UAA as of June 30, 2014**

❖ Balance as of May 31, 2014		\$9,911.08
• Member contributions received in June:		175.00
• Disbursements for the month:		3,130.21
○ Intern:	\$705.00	
○ Web site:	148.00	
○ DACOR Spring Reception:	2,210.50	
○ Miscellaneous	<u>66.71</u>	
❖ End of June balance:		\$6,955.87

Note: UAA savings account balance: \$10,062.00

ATTACHMENT B

UAA Membership and Contribution Summary**June 1, 2014 – June 30, 2014***Includes 2013 Data for comparison***Alumni Registration Summary:**

New Alumni Registrations, June 1 – June 31:	6
Total New Alumni Registrations for 2014 to-date:	44
Total Registered Alumni to-date:	846

Newly Registered Alumni since last report:

Jeff Borns
 Paul Crawford
 Ramsey Day
 Charles Gordon
 Kim Robinson
 William Schauffler

Membership Contribution Summary:

Alumni Contributions, June 1 – June 30:	3
Total Number of new contributors for 2014 – to-date (no 2013 contribution):	31
Total Number Contributors 2014 to date:	145
Total Number of Contributors through June 2013:	180

Total Number of \$100+ Contributors, June 1 – June 30:	0
Total Number of \$100+ Contributors for 2014 to-date:	52
Total Number of \$100+ Contributors through June 2013:	62

Contributions received since last report from:**Friends of the UAA: 0 (0 new *)****Contributing Members: 3 (2 new *)**

Ramsey Day*
 William (Bill) Schauffler *
 Ray van Raalte