

**DEC. 12, 2014 DRAFT**

**Minutes of the UAA Executive Committee Meeting  
Thursday, November 20, 2014  
10:30 am - 12:30 am  
TetraTech Offices  
1320 N. Courthouse Road, Arlington, Virginia**

**Board Members Attending:** Frank Almaguer, David Cohen, David Eckerson, Carol Peasley, and Alex Shakow

**Board Members Not Attending:** Nancy Pielemeier

**Committee Co-Chairs Attending:** Jim Fox, George Hill, Jim Michel and Nancy Tumavick

**Committee Co-Chairs Not Attending:** Bill Anderson, Owen Cylke, Marilyn Schmidt, Ann Van Dusen and Jerry Wood

**Executive Assistant:** Kristina Short

**Meeting Chair:** Carol Peasley

**Observer:** Denise Rollins attended the meeting as an observer. Her term on the UAA Board begins December 1, 2014.

**1. Approval of the October 2014 EXCOM Meeting Minutes:**

The draft Minutes of the October 16, 2014 Executive Committee (EXCOM) meeting were reviewed and approved for posting on the UAA website.

**2. Report on Finances and Membership:**

See **Attachment A** for the October financial report, which includes a breakdown of the 2014 Annual General Meeting costs. George Hill and Frank Almaguer reported that the Association is running ahead of 2013 in terms of revenue (see **Attachment B**).

Overall, contributing membership and contribution amounts are on par with Fall 2013 numbers, despite the fact that the number of contributions in early 2014 lagged behind the number of contributions made in early 2013. See **Attachment C**.

The EXCOM agreed that a call for contributions for 2015 would be sent to registered alumni in January 2015. This message will be followed by personalized solicitations in February 2015, as necessary.

**Next step:** Kristina will circulate the January 2015 call for membership contributions for feedback and revisions by the EXCOM.

### **3. Election of Officers:**

The EXCOM approved the 2014-2015 assignments for Board members, including officers and committee liaisons. It also approved the designation of Committee Co-chairs. The 2014-2015 Executive Committee will be composed as follows:

#### **Officers of the 2014-2015 UAA Board:**

- **Board Co-Chairs:** Carol Peasley and Alex Shakow
- **Treasurer/Secretary:** Frank Almaguer

#### **Board Member Liaisons to the standing committees for 2014-2015:**

- **Membership:** David Eckerson
- **Development Issues:** Alex Shakow
- **Public Outreach:** Carol Peasley (nominated and accepted post-meeting)
- **Strengthening USAID:** David Cohen and Denise Rollins
- **Finance & Administration:** Frank Almaguer

#### **Committee Co-Chairs for 2014-2015:**

- **Membership:** Nancy Tumavick and Owen Cylke
- **Development Issues:** Jim Michel and Jim Fox
- **Public Outreach:** Bill Anderson and Ann Van Dusen
- **Strengthening USAID:** Jerry Wood and Marilyn Schmidt
- **Finance & Administration:** George Hill

In addition, Executive Committee members volunteered to undertake the following lead responsibilities for 2015 and these designations were approved with appreciation:

- **Annual General Meeting:** Nancy Pielemeier
- **Awards:** Carol Peasley

**Next step:** Kristina and David Cohen will update the Executive Committee information on the website.

### **4. 2015 Budget Preparation:**

EXCOM members reviewed the process for formulating and approving the UAA annual budget. In previous years, the budget has been approved in February based on feedback and discussion received in December and January.

**Next steps:**

- Survey of Members to Identify Priorities: Carol Peasley will update last year's survey, which will then be distributed to alumni o/a November 30, 2014. This will include a link to the draft Strategic Plan for 2015-2017 to solicit comments and feedback.
- Strategic Plan Update: Committees were requested to draft a plan for programmatic activities in 2015 and develop a budget for discussion at the December 2014 meeting.
- EXCOM members were asked to submit their budget proposals to Frank Almaguer before the December meeting.

**5. 2014 Annual General Meeting:**

The EXCOM conducted a 2014 AGM recap, including feedback received from alumni.

**Lessons Learned:**

- CGD venue was very well received and EXCOM accepted the informal offer from CGD to host the event once again next year.
- Various suggestions on logistics, including registration process and lunch arrangements, were offered and will be taken into consideration in preparation for the 2015 AGM.
- Video and other electronic needs will require additional consideration prior to the next AGM, including expanded capability in the use of video and power point, as well as wireless microphones for panel discussions.

David Cohen is working on the creation of an AGM section in the website. Audio of the event will be available on the website.

**2015 alumni awards:**

The Membership Committee relayed concerns about continuing the annual awards pioneered at the 2014 AGM in the absence of dedicated leadership, such as the one exhibited by Margaret Carpenter, who will not be available to organize and spearhead a 2015 awards program. The EXCOM concluded that the awards portion of the AGM was very well received and that the program merits continuation. Carol Peasley volunteered to chair the 2015 Awards Committee and Frank Almaguer volunteered to assist with organizing the effort to solicit nominations. Additional details of the awards program will be discussed at the December meeting.

### **Next Steps:**

1. Alex Shakow will confirm with Casey Dunning at CGD the desire of the UAA to schedule the 2015 AGM at the CGD on Friday, October 23, 2015.
2. Kristina will send to participants who requested a copy of the “USAID Agriculture 50 Year Report” the link for the electronic version of the report.
3. Frank will send David Cohen papers from panels for posting on the UAA website.

### **6. Operating Committee Updates:**

#### **Membership:**

- The committee received approval to budget a February 2015 alumni social event and will request an additional \$1,200 in 2015 to cover alumni awards.
- The Committee proposed that the UAA Newsletter be standardized beginning in 2015. The EXCOM agreed that the UAA would put out a monthly newsletter for 2015 on the last calendar day of each month.
- The Membership Committee will assist in sending out personalized emails in January 2015 to solicit contributions.
- The Committee will consider the issue of expanding membership categories in future meetings.

#### **Development Issues:**

- Alex Shakow has lined up additional speakers for events to be held during the next several months at DACOR and at the USAID Learning Center. The Committee is waiting on confirmation on whether Carlos Pascual is available to speak on December 17, 2014 at DACOR.
- The EXCOM received a summary briefing on the new QDDR now in its final drafting stages by State and USAID.
- On behalf of Tom Fox, Alex requested that anyone who knows alumni with background and interest in climate and the environment to get in touch with him. Several alumni were suggested by EXCOM members, and a request for expressions of interest will be placed in the upcoming newsletter and on the UAA website.

#### **Public Outreach:**

- Carol Peasley has spoken with Nancy Pielemeier and Ann Van Dusen about the bibliography project. A request for funds to undertake this project will be included in the UAA budget for 2015.

- Carol attended a meeting with Susan Reichle and ADST at the Diplomacy Center offices to discuss the undertaking of the oral history project. She reported that ADST has agreed to do five additional oral histories of USAID individuals as part of their regular series. Susan is encouraging ADST to draft and submit a proposal to USAID to expand the number of alumni to be interviewed for the project. ADST has expressed interest in having UAA involvement, but has not provided specifics of what that involvement might entail.
- Ann Van Dusen and Bill Anderson have been working to reorganize Speakers Bureau.
- Alex Shakow requested and received approval to continue pursuing the USAID History project. Peter McPherson has emphasized the importance of this project and is personally committed to providing some financial support. Nancy Birdsall, President of CGD, has offered CGD as the home for the USAID History project and as publisher of the final product. Alex and Carol P. will continue discussions focused on bringing the project into being.

### **Strengthening USAID:**

- David Cohen reported that the mentoring program is moving forward with next group of mentors. The goal was to add 10 mentors in this phase but the program has been able to add 20. 16 pairings are already made, and the remaining four will be done by the last week of November.
- The goal of conducting training for mentors in December has been pushed to January. The program will proceed with a preparatory webinar with mentees on December 5, 2014, followed by initial introduction of mentors and mentees.
- David Cohen reported on a request from USAID's Human Resources Office to help conceptualize a new training program for incoming first-time deputy mission directors. A meeting will be held at the USAID Training Center on December 3, 2014.

### **7. Next Meetings:**

The December 2014 meeting of the UAA Executive Committee will take place on Thursday, December 18, 2014 from 10:30 am - 12:30 pm at TetraTech's offices in Arlington, Virginia.

The EXCOM also agreed to maintain current EXCOM practice of meeting on the third Thursday of every month from 10:30 AM to 12:30 PM, as follows:

- Jan. 15
- Feb. 19
- Mar. 19
- April 16
- May 21
- June 18
- July 16

- Aug. 13
- Sep. 17
- Oct. 15

The target date for the next Annual General meeting is Friday, October 23, 2015.

**ATTACHMENTS:**

- A. Financial Report for October 2014
- B. Monthly contribution comparisons for 2013 and 2014
- C. Membership and Contributions Summary

Prepared and edited by KS & FA

**Financial Report of the UAA as of October 31, 2014**

❖ Checking acct. balance as of Sep. 30, 2014:	\$8,617.51
• Member contributions received in October	\$3,865.00 *
• Disbursements for the month:	\$6,516.45
○ Alumni awards	\$175.80
○ Web site:	45.00
○ Miscellaneous	91.11
○ Assistant (for Aug. & Sept.)	1,316.25
○ AGM catering	4,888.29
❖ October 31, 2014 checking acct. balance:	\$5,966.06
➤ UAA savings account at LFCU as of 10/31:	\$10,264.58

## Notes:

- \* The UAA had relatively high member contributions in October, which has become the norm around AGM time (see Membership Report for October).
- **2014 AGM expenses** to-date:
 

○ Alumni travel (to receive awards)	\$719.20
○ Alumni awards	175.80
○ Catering	<u>4,888.29</u>
▪ Total:	\$5,783.29 **

\*\* This figure may go up marginally when miscellaneous expenses (e.g., name tags and other supplies), as well as Executive Assistant compensation for extra hours worked are calculated. The original budget for 2014 AGM-related expenditures of \$2,700 was based on the assumption that the AGM would take place at the Wilson Center. While the UAA had no rental costs in 2014 (which was a *pro bono* contribution of the CGD), catering costs were significantly higher than in 2013 attributable to using one of CGD's standard caterers and to the increased number of attendees. In addition, the cost of the new alumni awards program was not considered in the original 2014 budget.

**Member contributions for January thru October 2013 and 2014**

	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>Difference</u></b>
January	\$7,075	\$6,130	- \$ 945
February	3,225	1,300	- 1,945
March	1,250	975	- 275
April	1,055	2,550	+ 1,495
May	2,041	1,195	- 846
June	975	175	- 800
July	825	1,000	+ 175
August	675	2,075	+ 1,400
September	775	1,900	+ 1,125
October	3,170	3,865	+ 695
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<b>Totals:</b>	<b>\$17,216</b>	<b>\$21,165</b>	<b>+ \$3,949</b>

**UAA Membership and Contributions Summary**  
**October 1, 2014 – October 31, 2014**  
*Includes 2013 Data for comparison*

**Alumni Registrations Summary:**

New alumni registrations, August 1 – August 31:	9
Total new alumni registrations for 2014 to-date:	64
Total registered alumni to-date:	853

**Newly registered alumni since last report:**

Alan Berg  
Lois Bradshaw  
Regina Dennis  
Frank Denton  
Mary Kilgour  
Kenneth Lanza  
Craig Nordby  
Roz Sika  
Sharon Van Pelt

**Membership Contributions Summary:**

Alumni contributions, Sept 1 – Sept 30:	23
Total number of new contributors for 2014 - to-date (no 2013 contribution):	46
Total number of contributors for 2014 – to-date:	225
Total number of contributors through Oct 2013:	236
Total number of \$100+ contributors, Oct 1 – Oct 31:	8
Total number of \$100+ contributors for 2014 to-date:	76
Total number of \$100+ contributors through Oct 2013:	78

**Contributions received since last report from:**

**Friends of the UAA: 8 (0 new \*)**

Terrence Brown  
Buddy Dodson  
Bob Jordan  
Peter Kimm  
George Laudato  
Marilyn Schmidt  
Barbara Turner  
Linda Whitlock-Brown

**Contributing Members: 15 (2 new \*):**

Bob Berg  
Craig Buck  
Richard Burns  
Tish Butler  
Paul Isenman  
Pamela Mandel  
David Mein  
Harry Petrequin  
Diane Ponasik  
Robert Posner \*  
Tony Pryor \*  
John Sanbrailo  
Bastiaan Schouten  
Douglas Sheldon  
Joseph Van Meter