

Minutes of the UAA Executive Committee
Thursday, April 16, 2015
10:30 AM - 12:30 PM
TetraTech Offices, 1320 N. Courthouse Road, Arlington, VA

Board Members Attending: Frank Almaguer, David Cohen, Carol Peasley and Nancy Pielemeier

Board Members Absent: David Eckerson and Alex Shakow

Committee Co-Chairs Attending: George Hill, Jim Michel, Nancy Tumavick and Ann Van Dusen

Committee Co-Chairs Absent: Bill Anderson, Jim Fox, Marilyn Schmidt and Jerry Wood

UAA Executive Assistant: Absent

Meeting Chair: Carol Peasley

1. Minutes of the March 26, 2015 Executive Committee Meeting (EXCOM)
Minutes:

The UAA Board reviewed and approved the Minutes of the March EXCOM meeting.

2. Finance and Membership Reports:

The March Financial Report (see **Attachment A**) continues to show year-to-year growth in membership contributions. The contributions received in March (\$2,325) exceed by a significant amount what was received in March 2014 (\$975). Contributors through March 31, 2015 totaled 127 (vs. 113 to this date in 2014).

The March Membership Report at **Attachment B** also shows that in addition to the increased number of contributors, the number of \$100+ contributors through March 2015 had increased to 46 (vs. 31 to-date in 2014). These figures are noteworthy because there has not been a special appeal so far this year for early contributions. Presumably these figures reflect greater alumni interest in the programs and activities of the UAA.

George H. reported that reconciliation of membership contributions for 2014 and through early 2015 is essentially complete. The challenge from now on is ensuring that “Click and Pledge” records are reconciled frequently to ensure that all contributions received are

matched regularly with individual contributors and that these contributors receive an acknowledgement on a timely basis.

Next steps: George and the Administrative Assistant will continue to work closely to regularize this record-keeping process, including ensuring that the alumni registry and the membership list are similarly updated on a monthly or more frequent basis.

3. Recruitment of New Board Members:

The EXCOM discussed the urgency of appointing a replacement for Denise Rollins for the period ending October 2015. It also discussed the process for recruiting candidates for the five Board seats that will be competed in October (four for two-year terms and one for a one-year term).

Next steps:

- EXCOM members were asked to help identify and recruit a candidate for appointment to the Board effective immediately. Names of possible candidates should be shared with the Co-Chairs as soon as possible.
- A notice encouraging members to identify candidates for the Board seats opening in October has been published in the website. A message on the same subject will be included in the next Newsletter and in a separate e-mail to the membership.

4. Recruitment to Fill the Administrative Assistant Position:

The EXCOM received the news that Kristina Short will be leaving us soon to accept a fulltime position. Kristina served the UAA for almost four years and was a valuable asset to the UAA during a period of rapid institutional growth. The EXCOM expressed its appreciation for her work and plans to recognize her in an appropriate way. The EXCOM gratefully accepted Kristina's offer to help out with essential tasks over the next few weeks and to help orient the person hired to fill this position.

Frank has drafted a job announcement, including an updated job description for the position. Carol appointed an *ad hoc* committee made up of herself, Frank, George and David Cohen to identify and interview candidates and make a selection recommendation to the Board.

The EXCOM concluded that the contract for the next Administrative Assistant would specify up to 70 hours per month (vs. the current up to 60 hours) in recognition of the significantly expanded activities of the UAA and the growing expectations of EXCOM members and the UAA standing committees for administrative support.

Next steps:

- EXCOM members were asked to review the draft job description and desired qualifications and to provide comments to Frank urgently.
- No later than the week of April 20, the job description will be finalized and published in appropriate venues. EXCOM members should engage their sources to help identify candidates by no later than Friday, May 1.
- The *ad hoc* committee will aim to have a recommendation for the Board by the time of the May EXCOM meeting.
- EXCOM members were asked to identify priority tasks over the coming month. Carol will meet with Kristina to ensure that all priorities are addressed during the transition period.

5. Meeting with the Acting USAID Administrator:

Carol informed the EXCOM that it is likely that Acting Administrator Alfonso Lenhardt will seek a meeting with members of the EXCOM for half an hour on April 28. The agenda will be set by USAID. Carol polled EXCOM members to see who would be available. Jim identified legal considerations for USAID's attention if this meeting were to evolve into recurring get-togethers.

Next steps:

- We will await a formal request for a meeting from the Administrator's Office.
- Carol will share with Counselor Susan Reichle the legal issue raised by Jim for USAID's consideration.

6. 2015 Annual General Meeting (AGM) Planning:

Nancy P., Chair of the AGM Committee, reported continued enthusiasm for the topics being considered as panel discussion themes for the 2015 AGM. The proposed panel on lessons learned from past experiences in gaining Hill support for major USAID initiatives may count on the participation of two former congressmen: Jim Kolbe (R, AZ) and Matt McHugh (D, NY). The current thinking is to engage them in an interview format. Another panel, which has strong USAID interest, would focus on the goal of eliminating extreme poverty by 2030. The panel would explore lessons on past initiatives in related themes (e.g., the creation of the Development Fund for Africa and Child Survival initiatives, as well as the 1970's "New Directions" and the current Water/ Sanitation legislation). A third panel may focus on USAID's experiences in responding to natural and man-made disasters. Examples may include the USAID response to the Mitch hurricane disaster in the late '90s and the recent experience in tackling the Ebola epidemic.

Nancy also reported that our AGM host, the Center for Global Development (CGD), is encouraging us to invite young professionals, including from the Hill, as well as USAID and CGD, to expose them to international development issues.

7. Operating Committee Reports:

Membership

The Committee is working with Marilyn Merritt to recruit potential members from the AAAS community, most of whom served with USAID for at least 18 months and are, therefore, eligible for membership status. The objective is not only to register them but also to recruit them to become members.

Nancy T. urged that the following subjects receive priority in the coming days: a) message to the alumni community reminding them of the May 31 Reception at Alex's, which requires RSVP; b) message to the alumni community seeking nominations for the 2015 Alumni of the Year awards, and c) finalizing and issuing the April 30 Newsletter.

Public Outreach

Ann Van Dusen and John Champagne will be meeting with USAID's LPA staff members in the coming days to follow up on the discussion that took place on March 23 between several EXCOM members and senior USAID staff (see **Attachment C**). LPA has expressed particular interest in having the UAA identify speakers to address careers with USAID and in international development, with particular emphasis on reaching out to under-represented population groups in the USAID workforce.

Ann reported that the compilation of USAID authors and books, being led by John Pielemeier, is almost finished. The EXCOM will soon need to decide how this bibliography will be shared. This matter will be the subject of further discussion at a future EXCOM meeting.

Ann also expressed a desire that the next Administrative Assistant focus attention on the uses of UAA social media tools (e.g., LinkedIn, Facebook), which at this point are an underutilized resource with limited alumni access.

Finally, Ann and Bill Anderson will meet to develop ideas for strengthening alumni participation in the work of this committee.

Development Issues

Jim reported that the DI Committee had an excellent turnout at its last meeting. It was noted that including the discussion of specific issues on meeting agendas has been popular with participants. Jim also called attention to the recently scheduled May 11 Development Dialogue at DACOR featuring Dr. Lilian Pintea of the Jane Goodall Institute. He noted that this is another example of scheduling events at the DACOR-Bacon House on Monday mornings. These events, recently approved by DACOR, do not involve lunch and DACOR provides a convenient setting. As a result, it is likely that the Monday morning Development Dialogues may displace entirely the "Friday Forums" at the USAID Learning Center in Crystal City.

Jim also mentioned that some DI participants have expressed an interest in preparing individual short papers addressing DI Committee topics in the UAA website as perspectives for comment. The EXCOM expressed support for further review of the issue with an eye toward further expanding the use of the website as an important resource for our alumni community.

Strengthening USAID

David Cohen noted that the Mentoring Program was able to respond to two recent urgent requests from USAID for mentoring services for specific mentees. The fact that USAID turned to this UAA service for support and that the UAA was able to respond quickly reflects well on the program and on the positive relationship that this project has fostered between USAID and the UAA.

8. Other Issues:

Website

David Cohen reported that the contract with VIMEO for video services was allowed to expire. There has not been much interest among our website audience for this service. Audio services will continue. David also reported that the trend of month-to-month increased usage of our website, as measured by “hits,” continues, reflecting broad interest in the expanding contents of the website. Our website manager, Don Abalos, has developed “back up” instruments in case of a “crash” of our site.

History of USAID – status report

Discussions continue on both the substantive and financial requirements of this project. Ideas on how the history of USAID could best be structured continue to be discussed among the various interested alumni and affinity groups, such as CGD. The initiative is reaching the point where it may be desirable to request pledges of financial support, including from the alumni community. These ideas will be further discussed in the coming weeks. In the meantime, Alex continues to refine the proposal, which will be circulated more broadly in the coming weeks.

USAID Contracting

Jim Michel mentioned that there is interest within the DI Committee in identifying a role for the UAA in engaging USAID on its contracting procedures, which many find excessive and overly complicated. This perhaps could involve a project similar to the mentoring project in which former USAID contracting officers could help USAID identify ways of simplifying its contractual procedures. This matter will be a subject of future discussion.

9. Future EXCOM Meetings:

The next regular meeting of the EXCOM will take place on May 21 at TetraTech in Arlington from 10:30 AM to 12:30 PM.

Subsequent meetings of the EXCOM are scheduled for June 18, July 16, Aug. 20 and Sep. 17.

Attachments

- A. Financial Report for March 2015
- B. Membership Report for March 2015
- C. Summary of the USAID senior staff/ UAA meeting of March 23, 2015

ATTACHMENT A

Financial Report of the UAA as of March 31, 2015

❖ Balance as of the end of February 2015	\$12,585.96
• Member contributions received in March	2,325.00
• Disbursements for the month:	1,525.93
○ Executive Ass't. - 2 Months:	\$1,237.50
○ Miscellaneous	110.93
○ Web site	45.00
○ UAA printing	207.76
❖ End of March balance:	\$13,385.03

Note: UAA LFCU savings account balance: \$10,267.17

ATTACHMENT B

UAA Membership and Contributions Summary
March 1, 2015 – March 31, 2015
Includes 2014 Data for comparison

Alumni Registrations Summary:

New alumni registrations, Mar. 1 – Mar. 31:	10
Total new alumni registrations for 2015 to-date:	19
Total registered alumni to-date:	876

Newly registered alumni since last report:

Illona Countryman
 Paul Holmes
 Abid Hussain
 Tim Resch
 Georgia Sambunaris

Membership Contributions Summary:

Alumni contributions, Mar 1 – Mar 31:	27
Total number of new contributors for 2015 - to-date (no 2014 contribution):	29
Total number of contributors for 2015 – to-date:	127
Total number of contributors through Mar 2014:	113
Total number of \$100+ contributors, Mar 1 – Mar 31:	14
Total number of \$100+ contributors for 2015 to-date:	46
Total number of \$100+ contributors through Mar 2014:	31

Contributing Members (15; 7 new)**

C. Stuart Callison
 Illona Countryman **
 Frank Hardy Denton**
 Carl Derrick
 Carol Grigsby
 Paul Holmes**
 Raymond King
 Jim Kunder**

Charles Llewellyn
Paul Mulligan**
Viviann Petterson
Georgia Sambunaris**
Joseph Stepanek**
Charles Stephenson
Rob Thurston

Friends of the UAA (14; 5 new)

Donald Brown **
Morrie Blumberg
Leslie Curtin **
Robert Dakan
Carol Dabbs
Michael Deal
Curtis Farrar
James Govan **
Raymond Martin
Don Pressley**
Ken Smith
Paul Thorn
Kiertisak Toh
James Walker**

ATTACHMENT C

Copy of the e-mail message dated March 27, 2015 from Carol Peasley, on behalf of the UAA Executive Committee, to USAID Counselor Susan Reichle as follow up to the UAA/ USAID leadership meeting on March 23 at the Ronald Reagan Building.

Dear Susan,

Thanks very much for organizing the Monday meeting with senior USAID staff. We very much appreciated the chance to meet with you, Carla Koppell, Chuck Cooper, Patricia Rader, and Jacob Grover.

We will follow-up with appropriate USAID staff, but some actions may require your help, so we have summarized below our understanding of the major conclusions and actions coming out of the meeting.

1. **Communication** – in order to institutionalize communication with the UAA, especially regarding USAID outreach to partner organizations for consultation, we recommend that USAID add the UAA Co-chairs to your distribution lists: cochairs@usaidalumni.org. Since individual bureaus may have separate invitation/distribution lists, perhaps you or the Acting Administrator could suggest that the bureaus take this action to add the UAA to their “partner” lists.
2. **Public Outreach** – we have noted the calendar of key events that Chuck Cooper outlined, and we will do all we can to help support these efforts. One of Chuck’s colleagues has already reached out to Ann Van Dusen, Co-chair of our Public Outreach Committee, so we are confident that collaboration will improve.

Three specific follow-up actions were identified:

2. The UAA will provide links to USAID’s “content hubs” so that alumni speaking publicly on development issues might draw upon existing USAID materials. This will need to be coordinated with LPA;
3. The UAA will canvass its membership to determine individuals who would be prepared to do career talks at universities, especially minority serving institutions. We recommend that someone in the Office of Human Capital and Talent Management contact us to discuss institutions you would like to target. We would then advise alumni of this opportunity and then coordinate next steps with O/HCTM; and
4. The UAA welcomes the opportunity to work with LPA on the upcoming April Global Poverty event on the National Mall, including publicizing it to our network, as well as outreach to our members to request materials and volunteers.

3. **New USAID Staff** – You mentioned the 200 new hires in 2015 and the potential for some additional mentoring opportunities. Given how well the existing mentoring process is working, we suggest that O/HCTM contact the UAA’s Strengthening Committee to discuss ways in which we can provide support through existing mechanisms.

4. **History Initiative** – the UAA will keep USAID informed about our fund raising efforts. As we identify potential foundation funding, we may ask USAID to contact the foundation to encourage its support. If this project does get off the ground, we will come back to USAID for help in accessing documents and other material in USAID’s files.

We also discussed two important inputs to the broader history effort:

3. The UAA-sponsored Bibliography of Publications written by former USAID employees will be completed later this spring. We will provide the bibliography to USAID for its use, as well as make the bibliography available on our website. You mentioned the possibility of a “launch event” at USAID. We would be pleased to work with you on this and will advise when the bibliography is completed.
4. The UAA remains committed to expanding the number of USAID oral histories, but we now believe that ADST will not be able to complete the task without some additional financial support from USAID. This would enable ADST to expand the number of interviewers – and especially to use interviewers with international development experience. That would ensure that relevant development experience is better captured in the oral histories. The UAA is prepared to work with you to expand this oral history effort.

5. **Informal “Sounding Board”** – the UAA provided a short write-up on how such an informal group could be organized, remembering always that its usefulness to Ambassador Lenhardt would determine how often the group might meet and what issues would be on the agenda. You indicated he might be interested in such a meeting prior to his first overseas travel as USAID Administrator.

6. **UAA 2015 Annual General Meeting** – We briefly discussed the proposed 2015 AGM theme: "Building a New Consensus of Development and the Role of Foreign Assistance," and the idea of linking examples of past interaction between USAID and Congress that led to major initiatives with development issues of current interest (and with future development). Jake Grover agreed to review the proposed program, share with others, and give us feedback. We look forward to active participation of USAID staff on the panels and will invite USAID young professionals to attend the meeting, as we did last year.

Thanks again for all of your help.

Carol and the entire USAID Alumni Community