

**Minutes of the UAA Executive Committee Meeting**  
**Thursday, January 15, 2015**  
**10:30 am – 12:30 pm**  
**TetraTech Offices**  
**1320 N. Courthouse Road, Arlington, VA**

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

**Committee Co-Chairs Attending:** George Hill, Jim Michel, Marilyn Schmidt, Nancy Tumavick, Ann Van Dusen and Jerry Wood

**Committee Co-Chairs Not Attending:** Bill Anderson, Owen Cylke and Jim Fox

**Executive Assistant:** Kristina Short

**Meeting Chair:** Alex Shakow

**1. Approval of Minutes from the December 18, 2014 Executive Committee (EXCOM) Meeting:**

The minutes of the December 18, 2014 meeting of the EXCOM were approved with minor revisions.

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

The December 31, 2014 Finance Report is included as Attachment A of this report.

Attachment B provides a month-by-month comparison of contributions received in 2013 and 2014. It highlights the significant (almost 25%) increase in contributions in 2014 vs. 2013. Part of this increase in the amount of contributions received in 2014 is due to the number of alumni who contribute in excess of the suggested amounts and become “Friends of the UAA”.

Attachment C includes the December membership and contributions summary for December 2014.

The EXCOM reviewed procedures for including alumni in the web directory and Constant Contact and requested a revision of current procedures to ensure that all alumni who have made a contribution (hence, becoming a contributing member) are listed in both the web-based “registered alumni” directory and in the Constant Contact distribution list of contributing members. Moving forward, contribution acknowledgements will include a note that personal information (i.e., email address and phone number) will be included in the online registered

alumni directory and to contact [office@usaidalumni.org](mailto:office@usaidalumni.org) if the individual wishes to opt out of having that information listed.

USAID Human Resources agreed to provide the UAA alumni recruitment form to those separating from the Agency and to scan any forms received to [office@usaidalumni.org](mailto:office@usaidalumni.org). The process, however, has had some early glitches. David Eckerson volunteered to speak once again with USAID HR regarding the process by which that office shares information about the UAA with retiring USAID staff. He will also confer with AFSA on their procedures for sharing information with retiring Foreign Service Officers.

The EXCOM decided that, for 2015, the UAA Newsletter will be issued monthly (vs. the current practice of bimonthly newsletters) and it will be issued on the last calendar day of each month.

The EXCOM asked the Executive Assistant to compile and circulate an updated Membership Summary for the 2014 calendar year and an updated registered alumni list.

**Next steps:**

- 1) Kristina will circulate to the EXCOM the final list of those who contributed in 2013 but not in 2014.
- 2) Kristina will circulate within the EXCOM a complete listing of registered alumni, after “scrubbing” the list for name duplications, those whose current whereabouts is unknown and those who have died since the name first appeared on the list.
- 3) Kristina will send to Alex, Frank and George the final record of 2014 contributors

**3. 2015-17 Strategic Plan and 2015 Budget Approval:**

Jim Michel requested any last minute changes to the 2015 Committee Goals and activities in the 2015-2017 Strategic Plan by COB on Friday, January 16, 2015.

David Eckerson moved to approve 2015 budget as presented by the Secretary/Treasurer. Nancy Pielemeier seconded the motion and the UAA budget for 2015 was approved pending any revisions necessary due to Strategic Plan revisions or new Committee project proposals.

The approved UAA budget for 2015 appears as Attachment D of this report.

**4. 2014 Annual General Meeting:**

Kristina will recirculate the 2014 AGM survey results to EXCOM members for review. Carol Peasley volunteered to summarize the survey results into report for posting on the UAA website.

**5. Report on 2015 AGM Planning Meeting on January 12, 2015:**

Nancy Pielemeier circulated a summary of the current status of 2015 AGM planning prior to the EXCOM meeting. Planning is ahead of schedule, with the 2015 AGM confirmed for Friday, October 23, 2015 at the Center for Global Development (CGD), where the highly successful 2014 AGM was held. This date will be added to the UAA Calendar

The tentative theme for the 2015 AGM is “Building a new consensus for development and the role of foreign assistance.” Discussion will center on critical issues facing the Administration and Congress. It was suggested to include a discussion of the anticipated September 2015 United Nations decisions on the Post-2015 development agenda.

The AGM Committee will continue to develop the contents of the next AGM and will seek to involve USAID staff and UAA alumni feedback in the process. See Attachment E for note from the planning meeting of the AGM Committee.

**Next steps:**

- 1) Kristina will send Nancy P. any feedback from the membership survey that pertains to the 2014 AGM.
- 3) Anyone with initial thoughts on the proposed substance of the 2015 AGM should send those to Nancy P.
- 2) Kristina will include a brief note in the January 31, 2015 Newsletter on the proposed date of the 2015 AGM, as well as proposed theme.

**6. Operating Committee Updates:**

**Membership Committee:**

The Committee is preparing to search for a new Co-chair to replace Owen Cylke, who had to step down from that position.

Upcoming events of interest include:

- Winterfest on February 7, 2015
- Spring Reception – May 2015. Alex Shakow has graciously offered his residence for this event
- UAA Summer Picnic – Tentatively scheduled for July 25th/26th

The Committee decided to table discussion of expanding membership eligibility to institutional contractors. It also decided that, upon the death of a UAA registrant, the widow or widower will be retained on the registration list and will continue to be invited to UAA events should they so choose.

**Next Step:** Executive committee members should send any thoughts on potential themes for the Spring Reception to Nancy Tumavick.

**Development Issues:**

As reported last month, the Committee has volunteers willing to develop programmatic activities focused on four issues of interest for 2015:

- Climate change
- Effective donor engagement and local ownership
- Economic growth
- Institutional capacity development

The Committee will meet on January 29 to discuss progress on all themes.

**Next Step:** Thoughts on possible speakers or themes to be developed should be sent to Jim Michel.

### **Public Outreach:**

The Committee reported that the contract for the bibliography project is in progress and the projected date of completion is April 2015. The committee requested that the January 31, 2015 UAA Newsletter include a notice calling for any alumni with publications to send information to John Pielemeier at: [jpielemeie@aol.com](mailto:jpielemeie@aol.com)

The Committee is continuing to work with the USAID Legislative and Public Affairs Bureau (LPA) to help them engage with alumni on public affairs and speaking opportunities.

Ann Van Dusen reported that she would be writing an article for an upcoming edition of the DACOR bulletin. She asked EXCOM members to send her information on any specific current initiatives that should be promoted and may be of interest to DACOR members.

Spring 2015 Committee goals include:

- Bringing in new members to participate in Public Outreach activities.
- Continued development of the Oral History Project, for which ADST has agreed to interview at least five USAID alumni as part of their 2015 program. Carol Peasley will talk to Susan Reichle during week of Jan. 19 to receive a progress update.

History of USAID project: Alex Shakow reported that both Henrietta Fore and Peter McPherson have expressed interest in the project, and Nancy Birdsall, President of the Center for Global Development, has also offered her support.

### **Strengthening USAID:**

The Committee reported that the 4<sup>th</sup> cohort of mentors/mentees is now active. The cumulative number of mentorships stands at 61, of which 42-43 are still active, with inactive pairing primarily comprised of those who have come to the end of the mentoring period. The Committee noted positive interactions with their counterparts at USAID and has received positive feedback on professional development services provided to the Agency by the UAA.

Moving forward, the USAID Learning Center will be doing webinars with mentees around the world and the Agency has expressed a desire to have the UAA involved in USAID's upcoming Deputy Directors' training activities.

## **7. Other Business:**

**a. Website development:** David Cohen reported that alumni obituaries previously found in the "Forum" section of the UAA website will now be included in a unique section of the site, with new entries flagged. The website also now provides a "Books and Papers" section for alumni publications.

**b. Alan Gross/Warren Weinstein:** Alex reported that the letter sent by the UAA urging for the US to pursue the release of Alan Gross and Warren Weinstein has been sent to Mr. Gross through his lawyer.

**c. Upcoming events:** EXCOM members were also reminded that the "E3" Bureau Open House will take place on January 21, 2015. The EXCOM members who participated in the January 14, 2015 USAID ceremony for SFS/SES retirees praise the event, at which UAA Co-Chair Carol P. and Board Member Denise R. had major speaking parts.

## **8. Next Meeting:**

The February meeting of the Executive Committee will take place on Thursday, February 19, 2015 from 10:30 am – 12:30 pm at TetraTech.

## **Attachments:**

- A. Financial Report of the UAA for December 2014
- B. UAA Member Contributions in 2013 and 2014
- C. UAA Membership and Contributions Summary for December 2014
- D. 2015 UAA budget as approved on Jan. 15, 2015 by the EXCOM
- E. 2015 AGM Planning Meeting Notes

Drafted by KS; edited by FA 1/26/15 & 2/4/15

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

❖ Balance as of end November, 2014		\$5,459.46
• Member contributions received in Dec.	\$ 225.00	
• Disbursements for the month:	\$ 271.52	
○ Miscellaneous	\$ 32.64	
○ Web site	<u>238.88</u>	
❖ End December balance:		\$5,412.94

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Note: UAA savings account balance as of 12/31/14: \$10,264.58

ATTACHMENT B

**UAA Member Contributions in 2013 and 2014**

	<u>2013</u>	<u>2014</u>	<u>Difference</u>
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
November	190	645	+ 455
December	230	225	- 5
<b>Totals:</b>	<b>\$17,636</b>	<b>\$22,035</b>	<b>+ \$4,399 (+24.9% increase from 2013)</b>

**UAA Membership and Contributions Summary  
December 1 – 31, 2014**

*Includes 2013 Data for comparison*

**Alumni Registrations Summary:**

New alumni registrations, Dec. 1 – Dec. 31:	10
Total new alumni registrations for 2014 to-date:	77
Total registered alumni to-date:	866

**Newly registered alumni since last report:**

Michael Gould  
Kamden Hoffmann  
John Holley  
Bryan Kurtz  
Nancy Pressa  
Lois Richards  
Aaron Shoresman  
Joan Steiger  
Christie Sunwoo  
Guliya Yessengali

**Membership Contributions Summary:**

Alumni contributions, Dec 1 – Dec 31:	1
Total number of new contributors for 2014 - to-date (no 2013 contribution):	47
Total number of contributors for 2014 – to-date:	229
Total number of contributors through Dec 2013:	238
Total number of \$100+ contributors, Dec 1 – Dec 31:	1
Total number of \$100+ contributors for 2014 to-date:	78
Total number of \$100+ contributors through Dec 2013:	78

**Friends of the UAA**

Denise Rollins

**2015 UAA Budget**

As approved by the UAA Executive Committee at its January 15, 2015 meeting.

**A. Projected 2015 Income:**

• Projected 2015 member contributions	\$23,150 *
• Available carry-over from 2014:	<u>5,400</u> **
➤ <b>Projected 2015 income:</b>	<b>\$28,550</b>

**Assumptions:**

\* Collections in 2014 from member contributions totaled \$22,035. Assuming an increase of 5% in membership contributions in 2015, total collections for 2015 could reach \$23,150.

\*\* As of 12/31/14, the UAA had cash assets of approx. \$15,700, including \$10,300 in an interest-earning savings account at LFCU and \$5,400 in its checking account. The EXCOM will try to maintain its savings account balance at about \$10,000 to cover unforeseen costs, including new or expanded activities. Tapping the savings account balance requires explicit EXCOM approval.

**B. Committee budgets:**

• Finance and Administration (page 2)	\$15,640
• Annual General Meeting (page 2)	\$ 6,000
• Membership (page 3)	\$ 5,900
• Public Outreach (page 4)	\$ 1,200
• Strengthening USAID (page 5)	\$ 500
• Development Issues (page 5)	<u>\$ 2,000</u>

**TOTAL:** **\$31,240**

**Projected income:** **28,550**

**SURPLUS/DEFICIT:** **\$ 2,690 \***

\* Projected deficit will be covered either from higher-than-anticipated revenues and/or by tapping the LFCU savings account.

**SEE DETAILS IN SUBSEQUENT PAGES**

**2015 Budget  
Finance and Administration**

- Office Manager: 60 hours per month X 12 months: \$10,800
  
  - Web costs:
    - Webmaster \$2,500
    - Constant Contact @ \$45 per month 540
    - **NEW:** Review/ redesign of the website Home Page 500
    - Audio upload system 3003,840
  
  - Cost of providing for direct deposit services for contributors  
(at current level) 1,000
  
  - **Total F & A Committee:** **\$15,640**
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**2015 Budget \*  
Annual General Meeting**

- October 2015 AGM – assumes the CGD site:
  - Catering services \$4,900
  - Alumni awards 200
  - Alumni travel to receive awards 800
  - Miscellaneous 100
  
- **Total AGM:** **\$6,000**

\* **Note:** based on 2014 experience.

**2015 Budget  
Membership Committee**

• Winterfest (February 7) (Max. 70 people at Eckerson's residence, est. for catered refreshments)	\$2,200
• Mission Director Round Table Discussion (March/April) (Crystal City Learning Center)	-0-
• Foreign Embassy Development Discussion (March/April) (UAA contribution to afternoon refreshments)	500
• Spring reception (May/June) (Max 90 people at Shakow residence, est. or catered refreshments)	2,600
• Summer picnic (June/July) (Est. 80 at location to be determined, est. for site rental and drinks)	600
➤ <b>Total Membership Committee:</b>	<u><b>\$5,900</b></u>

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**Below-the-line Membership Committee requests:**

- none at this time

**2015 Budget  
Public Outreach Committee**

- **NEW:** 80 hours of research assistant help to prepare a bibliography and track down USAID alumni-authored documents which the USAID Resource Center has agreed to house at the Center: \$1,200

➤ **Total Public Outreach Committee:** **\$1,200**

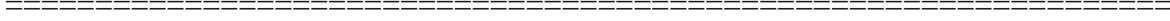
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**Below-the-line Public Outreach Committee requests:**

- none at this time

**2015 Budget  
Strengthening USAID Committee**

- Verbal request:
  - Allocate \$ 500



**2015 Budget  
Development Issues Committee**

- Verbal request: \$2,000
  - Allocate \$2,000

## ATTACHMENT E

### UAA 2015 AGM Planning Meeting Notes – 1/12/2015

Attending: George Laudato, Carol Peasley, Nancy Pielemeier, Alex Shakow, Bobbie Van Heften

#### Logistics

The AGM will take place on Friday, October 23, 2015 at CGD. It was noted that there is a need to allow sufficient time for discussion on the business of the UAA. Also noted was the importance of involving a broad group of members in preparing for the meeting, as was done last year with great success, by having members of the Executive Committee each take responsibility for the organization of a panel.

#### Objectives

- To stimulate member interest in further involvement in the UAA
- To involve current USAID staff and create awareness among them of UAA's potential to support the Agency
- To contribute to the ongoing dialogue on US foreign assistance

#### Program theme

A lively discussion resulted in a provisionally entitled theme of “Building a New Consensus for Development (or Foreign Assistance?).” The AGM Committee looks forward to additional input for development of the theme that will come from the two upcoming January events featuring George Ingram and Jon Sanbrailo.

Initial thinking on the program suggests that the first panel session would focus on lessons learned from past major initiatives involving both the Hill and USAID, such as

- The Percy amendment on women in development (c 1973)
- The Basic Human Needs legislation (date?)
- The Child Survival directive and response (1985?)
- The creation of the Development Fund for Africa (1986?)

How were these initiatives developed? What was the interaction between the Hill and the Agency? What are lessons learned from the development and implementation of these approaches?

The second panel session would focus on three critical questions for the future of foreign assistance that could inform legislation and/or provide input for candidates in the upcoming 2016 election. (An additional objective/outcome of the meeting would be to mobilize UAA to provide further input (in the form of policy papers, etc.) into the 2016 political campaign policy discussions. The focus of the “critical questions” has not yet been fleshed out.

#### Keynote speaker

Someone with experience on the Hill and in the Agency would be ideal. Henrietta Holsman-Fore was suggested.