

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

**Board Members Attending:** Frank Almaguer, David Cohen, Franklin Moore and Carol Peasley

**Board Members Absent:** David Eckerson, Nancy Pielemeier and Alex Shakow

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

**Committee Co-Chairs Absent:** Bill Anderson, Jim Fox, Marilynn Schmidt and Ann VanDusen

**UAA Executive Assistant:** Ven Suresh

**Meeting Chair:** Carol Peasley

**1. June Minutes and Finance Report:**

The UAA Board approved the Minutes of the June 25 EXCOM meeting.

The June Financial Report is included at Attachment A. Expenses for the spring reception were under budget. Membership contributions have slowed down, typical for this time of the year. It was noted that it is better to receive checks over “Click and Pledge” contributions since the “Click and Pledge” service incurs a 3% transaction fee.

**2. Membership Report:**

There is a need to collate location (city/state/country) information for all members and registered alumni. Requests to provide this information have been sent to all registered alumni in the past with limited success. The existing membership and registered alumni lists with location information will be forwarded to Ven to further update. It was agreed that the UAA will send out individual emails to members and other registered alumni requesting location information. We will also add a location (zip code) column in the membership directory.

### **3. Recruitment of New Board Members**

Fourteen (14) potential candidates have been identified. Five individuals have submitted their CVs and are very interested in being part of the Board. The deadline for submitting names is August 7. The deadline for sending out ballots is September 7, 2015. The Nominations Committee will meet before the end of August to agree on the slate and finalize the ballot.

### **4. 2015 Annual General Meeting**

A draft of the schedule for the October 23<sup>rd</sup> AGM will be circulated to the EXCOM committee. A major theme will be working with the Hill: past and present. The first substantive plenary session will include a discussion with three former members of Congress, moderated by George Ingram. Two concurrent panel discussions are also being planned between 11 am to 12:30 pm. The first one will discuss Hill-Executive branch collaboration on poverty reduction goals and the second one will consider USAID's role in disaster and emergency response management, including interaction with the Hill.

In the afternoon, CGD staff (our hosts) and other participants will present their thoughts on the future of foreign assistance, including recommendations for the new Administration following the 2016 presidential election.

#### Annual Alumni Awards:

A reminder for nominations had been sent out to all alumni. Several nominations have been received. The Awards Committee will meet in August to consider these nominations.

#### Strategic Plan Status Report to the Membership:

The multi-year UAA Strategic Plan is updated every year in January. The current-year Plan is reviewed by the EXCOM in August and September in order to present at the AGM a status report on the organization's Strategic Plan. The structure of the Strategic Plan is aligned with the five EXCOM standing committees. Jim Michel requested that the committee co-chairs send him by July 30 a brief summary of the activities undertaken by the committees so far this year and projected activities for the coming months. He will collate and bring a first draft to the August EXCOM meeting.

### **5. Operating Committee Reports**

Membership:

- There are 40 acceptances for the summer UAA picnic.
- Regional groupings: UAA Admin Assistant has been requested to work on updating location information for the current 870 registered alumni. This will facilitate organizing regional events

Development Issues:

- It was noted that the DACOR session with Bill Hammink, Mission Director in Afghanistan, was well attended. The possibility of inviting other mission directors to serve as future speakers was favorably considered.
- In response to USAID Counselor Susan Reichle's request, the DI Committee is working on the theme of "learning from failure." An initial case study is being prepared. It will subsequently be circulated among EXCOM members prior to submission to USAID.
- Terry Myers will make a presentation at the August 6 DI Committee meeting on how development and foreign assistance fit into national security. There is an opportunity to include questions from discussion of this subject in the next newsletter, with an invitation for alumni to offer comments in the "Perspectives" section of the UAA website.
- Upcoming Development Dialogue Series:
  - September 14, Emmy Simmons on "Transforming Food and Ag Policy: How US decision-making might shape the future of food at a global scale".
  - October 9, Lester Brown on "The Great Transition: Shifting from Fossil Fuels to Solar and Wind Energy".

Public Outreach:

- The USAID authors' bibliography has been completed and is on the website. Efforts to publicize and drive traffic to the bibliography page are underway. SID is hosting a reception on August 12<sup>th</sup>. That will be another opportunity to publicize this new UAA project. Other public opportunities are being considered, including placing an article in the *Foreign Service Journal*.
- DI's "Perspectives" page is also now in the UAA website, giving alumni additional opportunities to comment and reflect on development issues.
- 27 people have signed up for the revived UAA Speakers' Bureau.

USAID Strengthening – Mentoring program:

There is an agreement with five USAID bureau coordinators to launch a new mentor/mentee cohort this year. Bureau coordinators will notify the field in August. Requests for applications for mentoring opportunities will be sent in early September.

In a joint UAA/ USAID meeting, it was noted that, in the past, a few USAID employees who had applied for mentor support did not take the mentoring arrangement seriously. USAID Coordinators have agreed to undertake an early follow up assessment (within 2 months of initiating the match) to determine how the match is progressing and whether it is perceived as helpful to the mentee.

Several alumni who have served as successful mentors in previous cohorts have expressed strong interest in taking on new mentees. These are alumni who have received training, have experience in the field and will provide a solid base for the upcoming cohort. The August UAA newsletter will feature a call for expressions of interest from both seasoned mentors as well as those who will be new to the program. Matching of mentor/ mentee pairs will be completed in October.

AFSA had contacted the Committee to explore ways by which AFSA and the UAA could collaborate on Hill-related issues that could serve to make the foreign affairs affinity groups more effective in carrying out their mandates. This matter will be further discussed with AFSA.

## **6. Other Business and Summary of Decisions**

### Website Developments:

David C. noted that some links in the last newsletter were not properly highlighted, which confused some users. These will be resolved in the next newsletter.

### History of USAID – status report:

So far \$115,000 in pledges have been received from former USAID Administrators, EXCOM members and others. The hope is to get to \$200,000 in pledges before going out in search of institutional supporters. A follow-on message seeking additional support will be sent to all registered alumni in late July.

### Report on Warren Weinstein memorial services:

Carol and Alex went to the Weinstein memorial service in Bethesda representing the alumni community.

### Monthly Newsletter

It was decided to send out the UAA Newsletter on the first Monday of each month. Inputs for the Newsletter should be sent to Ven before the last Monday of the previous month.

### Other updates

- Follow- up email messages were sent to all candidates who were interviewed for the Admin Assistant position.
- OPM Protection of Identity notice has been posted in the UAA website. This deals with the recent hacking of Federal employee files.

## **7. Next meeting**

The next meeting of the EXCOM will take place at TetraTech on Thursday, August 20 from 10:30 am to 12:30 pm.

## **Attachment A: June 2015 Financial Report**

Drafted by Ven Suresh on 8/9/15  
Edited by Frank Almaguer on 8/12/15

**Financial Report of the UAA as of June 30, 2015**

❖ Balance as of end of May 2015	\$15,160.36
• Member contributions received in June	\$ 860.00
• Disbursements for the month:	\$ 1,510.48
○ Web site	\$ 235.36
○ Miscellaneous	\$ 87.12
○ Spring Reception	\$ 1,188.00
❖ End of June balance:	\$14,509.88

Note: UAA savings account balance: \$10,269.70