

Minutes of the UAA Executive Committee Meeting
Thursday, October 15, 2015
10:30 AM – 12:30 PM
TetraTech Offices
1320 N. Courthouse Road, Arlington, VA

Board Members Attending: Frank Almaguer, David Cohen, Franklin Moore, Carol Peasley, Nancy Pielemeier and Alex Shakow

Board Members Absent: David Eckerson

Committee Co-Chairs Attending: George Hill, Jim Michel, Marilyn Schmidt and Nancy Tumavick

Committee Co-Chairs Absent: Bill Anderson, Jim Fox, Jerry Wood and Ann VanDusen

UAA Executive Assistant: Ven Suresh

Meeting Chair: Alex Shakow

1. Minutes:

The September draft Minutes were considered and approved.

2. Finance and Membership Reports:

The September Financial Report is at **Attachment A** of these Minutes.

As in the prior two years, this year's membership contributions to-date continue to increase. See **Attachment B** for comparative year-to-year data through September 2015. Many contributors are paying at the 'Friends of UAA' level – above the established levels to become and retain UAA membership. However, additional efforts should be considered to expand the number of contributors – with a target of 300 by the end of 2015.

Ven, George H. and David C. will continue efforts to up-date and maintain up-to-date the various statistical and membership reports, including the alumni and membership directories and monthly contribution reports.

3. Election of new Board members:

143 online votes have been received so far. In addition, members will be allowed to vote through paper ballots during the morning segment of the AGM. The results will be announced during the afternoon session of the AGM.

4. 2015 Annual General Meeting (AGM)

- AGM Committee Chair Nancy Pielemeier reported that there are over 100 alumni registered. It is estimated that number of participants, including speakers and guests, will be close to the maximum number of 150. Draft copies of the agenda and bios on speakers were shared with the EXCOM. These will be distributed at the AGM and posted on-line.
- Ven will print agenda copies for the AGM. He will also print ballots for those who chose to vote in person and bring clip ID cards for AGM attendees. In addition, a volunteer “sign up” sheet will be available for those who wish to volunteer their time with one or more of the UAA committees.
- Nancy Tumavick reviewed the logistics for food catering and other logistics.
- Since there are going to be panel discussions only, there is no requirement for projection of discussion content.
- EXCOM members were asked to help with physical arrangements at the venue for the AGM (CGD) on October 22nd at 1:00pm. Margaret Carpenter will also be assisting.

- Note takers were confirmed. They were asked to share their notes with Frank A. soon after the AGM. Similar to the past two years, a detailed AGM report will be put up on the UAA website.
- Carol Peasley announced the names of the two award recipients. It was noted that it was challenging to get nominations for awards. It was agreed that the process for getting nominations should start early in the year, with more proactive efforts to get as many nominations as possible.
- Three online quotes have been received for event insurance (1-day liability coverage) ranging from \$125 to \$201. One phone quote was received at \$85; however, adequate information was not provided in the phone quote. This is a new requirement of the host, CGD. George H. was authorized to purchase the insurance.

4. Operating Committee Reports

- **Development Issues** – The upcoming Development Dialogue series will continue. On November 9th the topic will be “Is Family Planning Assistance Needed in the 21st Century?” On Dec 4th, Steven Radelet will speak about his new book “The Great Surge: The Ascent of the Developing World.”
- **USAID Strengthening:** 38 mentoring requests have been received; many from Global Health. Currently, we have only half the number of mentors that the UAA needs. Efforts will be made to recruit more mentors.

5. Other Business

- It was recommended that the need for periodic legal services be considered on retainer or *pro-bono* basis at the next EXCOM meeting.
- Newsletters and profiles archives are up on the website and updated through October.

- David C. reported that use of the UAA website continues to grow.
- The next EXCOM meeting is scheduled for November 19, 2015, subject to any revision of meeting dates that the new Board chooses to make.

Attachment A: September 2015 Financial Report

Attachment B: UAA Member Contributions: 2013-2015 to-date

ATTACHMENT A

Financial Report of the UAA as of September 30, 2015

❖ Balance as of end August, 2015		\$15,664.43
• Member contributions received in September	\$ 1,950.00	
• Disbursements for the month:	\$ 1,338.10	
○ Admin. Ass't	\$ 645.00	
○ Web site	\$ 45.00	
○ Web master	\$ 450.00	
○ Miscellaneous	\$ 198.10	
❖ End September balance:		\$16,276.33

Note: UAA savings account balance: \$10,272.26

UAA Member Contributions in 2013, 2014 & 2015 to-date
Updated as of October 14, 2015

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>Difference</u> (2015 vs. 2014)
January	\$7,075	\$6,130	\$6,135	+\$ 5
February	3,225	1,300	3,695	+ 2,395
March	1,250	975	2,325	+ 1,350
April	1,055	2,550	2,125	- 425
May	2,041	1,195	1,710	+ 515
June	975	175	860	+ 685
July	825	1,000	1,170	+ 170
August	675	2,075	1,375	- 700
September	775	1,900	1,950 **	+ 50
October	3,170	3,865		
November	190	645		
December	230	225		
Totals:	\$17,636	\$22,035*		

* 25% increase in contributions in 2014 vs. 2013.

** \$21,345 collected as of the end of September 2015 vs. \$17,300 as of end of September 2014, a 23% increase for the first 9 months of 2015 vs. 2014.