

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Friday, December 16, 2016
10:30 AM—12:30 PM

The Executive Committee of the USAID Alumni Association ("UAA") met on Friday, December 16, 2016, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201.

The following UAA directors, committee co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Tish Butler
Juan Buttari
George Hill
Franklin Moore
Carol Peasley
Barbara Seligman

By video link:

John Heard

COMMITTEE CO-CHAIRS:

In person:

Frank Almaguer
John Champaigne
David Cohen
Jim Fox
Steve Giddings
Alex Shakow
Rob Sonenthal

Absent:

Bill Anderson
Jose Garzon
Nancy Pielmeier
Nancy Tumavick
Jerry Wood

ADMINISTRATIVE STAFF:

In person:

Ven Suresh

MEETING CHAIR:

Juan Buttari

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Juan Buttari called the meeting to order at 10:35 a.m., and noted the presence of a quorum.

1. MINUTES.

A motion to approve the minutes of the November 17, 2016, meeting of the Executive Committee ("Committee"), duly seconded, was adopted without objection.

2. FINANCE AND MEMBERSHIP REPORTS.

- George Hill presented the Financial Report as of November 30 (Attachment A).
- There was little activity during the month of November, including contributions of \$350.00, and expenditures of \$1,253.94, leaving a balance of \$8,375.63 at the end of the month. This end-of-month balance is slightly lower than usual, because of the payment of \$1,500 to DACOR (a non-recurring cost), and transfer of \$500.00 into the UAA savings account. But it is roughly equivalent to the balance at this time last year, despite increases in costs (e.g., general liability insurance).
- The Financial Report was approved without objection.
- Frank Almaguer presented the Membership Report as of November 30 .
- Membership figures for 2016 are now higher than for previous years.
- One-third of the registrants at the AGM chose to become members of the UAA at registration.
- We have not yet disaggregated the 2016 membership figures to determine the number of members resident in the D.C. metropolitan area versus the number of non-residents.
- The Committee discussed the feasibility (and cost) of live-streaming meetings held in Washington D.C., at DACOR and elsewhere, and the possibility of holding regional meetings outside the Washington D.C. metropolitan area. It was suggested that UAA could develop the capacity to live-stream in-house; the necessary software is available for a few hundred dollars per year.
- The Membership Report was approved without objection.

3. CDG Town Hall

- Tish Butler and Frank Almaguer reported on the Center for Global Development Town Hall, held on Wednesday, December 7, 2016.
- Carol Peasley will prepare a short piece for the Newsletter on the lifetime achievement award given to Janet Ballantyne.

4. TRANSITION.

The Committee discussed the current status of transition from the Obama Administration to the Trump Administration. The President-elect has not yet named a transition team for USAID, but the transition team at the Department of State includes Trey Hicks, a senior staff member at the Senate Foreign Relations Committee, who has an interest in international development issues.

5. BOARD OFFICERS AND COMMITTEE CO-CHAIRS.

- Ann Van Dusen has stepped down as co-chair of the **Public Outreach Committee**, and has been replaced by John Champagne. Bill Anderson will continue to be identified as the other co-chair until a replacement is found.
- Barbara Seligman is Board liaison for the **AGM Committee**; but there is currently only one co-chair. A second co-chair should be recruited, as the AGM Committee will begin planning the 2017 AGM early in the New Year.
- Carol Peasley volunteered to act as Board liaison for the **Awards Committee**. The Awards Committee currently has no co-chairs. Frank Almaguer noted that an announcement is planned for April 2017 asking members for nominations, including self-nominations. (We also use the nominations as a source for the "Profiles" section of the Newsletter.) Frank will contact possible candidates for the co-chair positions. In the interim, the awards process will be handled by the Membership Committee.

6. **OPERATING COMMITTEE REPORTS.**

A. **Finance and Administration.**

- We have not yet heard from the IRS regarding our appeal of the late fee.
- On recurrent cost process reform, George Hill listed the following recurrent costs:
 - Website — approximately \$750.00/year, including the cost of a webmaster, site maintenance, and registration of the URL.
 - Administrative Assistant (Ven Suresh) — \$17,000/year, with a level of effort of up to 80 hours per month.
 - Insurance (general liability) — \$500.00/year.
 - Preparation of IRS Form 990.
 - Membership service costs.
- Currently the responsibility for recurrent costs rests solely with individual Committee members. George recommended that the Committee develop a system — including a schedule and written procedures — that engages the attention of the Committee as a whole and depends less on individuals. He suggested using Quickbooks or other similar software.

B. **Membership.**

- Frank Almaguer presented the Membership Committee's Draft Budget for 2017.
- In addition to the events listed in the Draft Budget, Frank asked the Committee to consider scheduling an event with the new USAID leadership once it is in place.
- Tish Butler agreed that such an event would be valuable; but questioned whether UAA resources were sufficient to cover the likely costs. George noted that, considering the Draft Budget request for \$17,160, and other recurrent costs, the organization's anticipated income of approximately \$22,000 was already stretched.
- In light of the Membership Committee Draft Budget, the Committee discussed the prospects for organizational income and expenses for the coming year, including—

- Contributions. What membership contribution level will cover the proposed budget, especially considering the 2017 reduction in the contribution level for members residing outside the Washington metropolitan area?
- Expenses. How can organizational expenses be pared? The Committee is looking closely at the AGM budget, especially with respect to the cost of space and catering. In that connection, Barbara reported on the status of her search for meeting space large enough to accommodate the anticipated AGM attendance.
- Income. What are other potential sources of organizational income? The Committee considered seeking foundation grants (although that is likely to compete with the History of USAID project); seeking contributions from non-members; charging for lunch at the AGM; selling advertising space in the Newsletter; and selling baubles, bangles and beads.
- The January Newsletter should be available for distribution during the first week of January.
- An e-mail to the membership, including a message on 2017 contributions and the membership survey (seeking comments on UAA services, the 2016-18 Strategic Plan, and the budget) should also be ready during the first week of January.
- The Committee discussed the attribution of membership contributions received toward the end of the calendar year, and approved the following formulation:

"Contributions are attributed to the year in which they are received, unless the contribution is received on or after December 1st, and the member (i) requests in writing that the contribution be attributed to the following year, and (ii) has already made his/her contribution for the current year."

- The Committee discussed "lifetime memberships" as a possible source of additional income. Carol noted that offering a lifetime membership (presumably, at a level significantly higher than the annual membership contribution) implies a commitment by the organization to stay in business long enough to make the higher contribution worthwhile. The Committee agreed to prepare a recommendation on the feasibility of lifetime memberships, and on an appropriate level of contribution.
- The Committee plans to establish a subcommittee on UAA membership for Foreign Service Nationals that will define the terms of membership and the services to be offered, with the goal of issuing a solicitation for FSN members at USAID Missions.
- It is important for the UAA to have an on-line presence — e.g., on Linked-In, Facebook and similar sites — that is regularly updated, because regular updates generate traffic and interest. Tish Butler agreed to take responsibility for updating the UAA's Linked-In page.
- Notices for Winterfest will be sent out in January .

C. Development Issues.

Steve Giddings reported on behalf of the Development Issues Committee.

During the past year, the Development Issues Committee has met just about every other month to discuss a topic of interest to the members, with an invited guest speaking to the group for an hour or so followed by open discussion. The broad overall theme has been "aid

modalities" and, as such, the Committee has invited guests from the Millennium Challenge Corporation, the USAID's Development Credit Authority, the private sector contracting community, and USAID's Policy Planning and Learning Bureau. The Committee has invited USAID's Learning Lab to our next meeting — hopefully toward the end of January — and has started a book club, which gets together for a structured lunchtime discussion every other month about a book or article of interest to the membership.

D. History of USAID.

Alex Shakow reported on behalf of the History of USAID Committee.

- The History of USAID is a two-year effort that is projected to require approximately \$300,000 to complete, roughly twice what has been raised thus far, although we are still interested in pursuing private foundation funding.
- The project still lacks an author we are trying to identify an historian, retired journalist, or consultant with a strong background in the field.

Carol Peasley reported on the USAID oral history project being carried out the ADST cooperative agreement:

- The cooperative agreement covers transcription and other direct costs; UAA time is provided without cost.
- The project has been identifying FSNs to interview.
- Interviews were conducted with Kelly Kammerer and Bob Lester.
- AA/LPA Jim Bever is the project's USAID counterpart.

E. Public Outreach

- John Champagne, newly appointed co-chair of the Public Outreach Committee, described his background and experience, and his approach to public outreach — *i.e.*, to assist USAID/LPA in explaining the importance of foreign assistance to the general public, and to combat distrust of information from official sources. He plans to work with LPA and private organizations such as AFSA, to identify public information and education opportunities, and will start by canvassing current activities in the field.
- Carol Peasley suggested including a question on interest in public outreach activities in the membership survey schedule for distribution in early January.

F. USAID Strengthening.

John Heard, Tish Butler and David Cohen reported on the mentor training that took place on Thursday, December 15.

G. AGM Committee

Nancy Pielmeier will convene the AGM Committee in January to begin preparations for the 2017 AGM.

7. **Other Business.**

There was no other business.

8. **Next Meeting.**

The next meeting of the Executive Committee is scheduled for Thursday, January 19, 2017, from 10:30 a.m. to 12:30 p.m., at the offices of Tetra Tech Inc.

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The meeting was adjourned at 12:30 PM.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

January 17, 2017
Date

Attachments:

- A Financial Report of UAA as of November 30, 2016
- B. 2017 UAA Draft Budget — Membership Committee

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF NOVEMBER 30, 2016**

• Balance as of end October, 2016		\$ 9,279.57
• Member contributions received in November		\$ 350.00
• Disbursements for the month:		\$ 1,253.94
○ AGM Travel reimbursements incl. Ms. Irwin, Mr. Atwood and the Vitales	\$ 982.30	
○ AGM gratuities	\$ 80.00	
○ Web site	\$ 65.00	
○ Misc. Bank Charges	\$ 126.64	
• End [November] balance:		\$ 8,375.63

NOTE: UAA savings account: Balance \$15,286.44

ATTACHMENT B

**2017 UAA DRAFT BUDGET
MEMBERSHIP COMMITTEE**

Annual General Meeting

- October 2017 AGM – assumes that the CGD site remains unchanged plus 5% inflation:

	<u>Actual 2016</u>	<u>2017 estimate</u>
○ CGD space	\$ 3,976	\$ 4,175
○ Catering services, inc. gratuities	6,529	6,855
○ Alumni awards	146	150
○ Awardees & speakers travel	982	1,030
○ Miscellaneous	<u>0</u>	<u>100</u>
➤ Total AGM:	\$ 11,633	\$ 12,310

Membership Committee Social Activities

	<u>Actual 2016</u>	<u>2017 estimate</u>
• Winterfest (February) <u>Note:</u> 2016 budget was for \$2,200; Kept low due to generosity of the host (D. Eckerson) Attendees expected: 70	\$ 872*	\$ 1,500
• Spring reception (May/June) At DACOR. Attendees expected: 90	2,712	2,850
• Summer picnic (July/Aug.) Est. 80 attendees; location TBD	<u>475</u>	<u>500</u>
➤ Total Social Activities:	\$ 4,059	\$ 4,850

**Total Membership Committee budget request for 2017
AGM + social activities:**

\$17,160