

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
January 19, 2017
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
Carol Peasley
Barbara Seligman
Nancy Tumavick

By video link:

John Heard
George Hill

COMMITTEE CO-CHAIRS:

In person:

David Cohen
Jim Fox
Steve Giddings
Jerry Wood

Absent:

Bill Anderson
Jose Garzon
Franklin Moore
Nancy Pielmeier
Alex Shakow
Rob Sonenthal

ADMINISTRATIVE STAFF:

In person:

Ven Suresh

MEETING CHAIR:

Tish Butler

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Tish Butler called the meeting to order at 10:30 a.m., and noted the presence of a quorum.

1. MINUTES.

A motion to approve the minutes of the December 15, 2016, meeting of the Executive Committee ("Committee"), duly seconded, was adopted without objection.

2. FINANCE AND MEMBERSHIP REPORTS.

- a) George Hill presented draft UAA 2017 budget (Attachment A).
- b) The budget will be revised and presented at the February 16, 2017 meeting.
- c) Nancy Tumavick presented membership statistics.
- d) Securing membership renewals is a top priority.
- e) UAA was not successful in securing foundation funding for the History Project. We are proceeding with a less costly – most likely, multi-author – approach.
- f) UAA received high praise for its mentorship support from outgoing Africa Bureau officer, Ryan Washburn.

3. 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.

4. BOARD OFFICERS AND COMMITTEE CO-CHAIRS.

- Carol Dabbs will replace Frank Almagauer as co-chair of the **Membership Committee.**
- Bette Cook has been approached about serving as co-chair for the **Awards Committee.**

5. OPERATING COMMITTEE REPORTS.

A. Finance and Administration.

- George Hill presented the UAA Draft Budget comparing 2016 actuals with 2017 estimates (Attachment A).
- UAA actual expenditures for 2016 totaled \$26,497. 2016 revenue totaled approximately \$22,000 and included approximately \$7,000 in carry over. The 2017 draft budget does not include projected committee expenses. Even without these expenses, the projected budget exceeds 2016 revenue plus 2016 carry over.
- The group agreed to revisions to the draft 2017 estimates, including:
 - Reducing the estimate for AGM space to \$2000-2500 from \$4,175.

- Reducing the estimate for the Spring Reception to \$1000-1500 from \$2,850.
- Committee chairs should submit any 2017 budget needs to George as soon as possible.
- George will rework the draft 2017 budget and share in advance of the next Committee meeting.

B. Membership.

- Nancy Tumavick reported membership increased from 316 in 2015 to 341 in 2016; 130 of the 341 contribute at least \$100 per year (i.e., at the level of Friends of UAA). Nancy T emphasized that UAA needs to increase its membership and pull in more revenue.
- The alumni directory lists 956 individuals; a similar number is on the constant contact list. Many people are getting UAA benefits but not paying for them. The group discussed options for enhancing the benefits of membership, including charging non-members to attend DACOR events (or charging them more than members; DACOR events are now available at no charge).
- Nancy Tumavick underscored the importance of getting members to renew; 79 individuals who paid dues in 2015 did not renew in 2016. Only 15 individuals had paid their 2017 dues by the date of the meeting. The Membership Committee will send out reminders about dues renewal at the end of February.
- Foreign Service National membership. Carol Peasley will focus on options for increasing FSN membership. UAA will not constitute a new committee to address this issue.
- The Committee discussed the prospects for increasing organizational income and expenses for the coming year, including—
 - Contributions. Continuing to grow membership and to get current members to renew.
 - Expenses. UAA's biggest expenses are rental of the AGM space and catering services for the AGM. The AGM committee is exploring less costly options, including meeting space at the Public Welfare Foundation which would be available for approximately \$1,000 compared to the nearly \$4,000 UAA paid for the CGD space in 2016. Alex will also explore getting lower rate with the new CGD CEO.
 - Income. The committee discussed introducing the possibility of charges for services for non-members (e.g., admission charges for DACOR events). On the plus side, such fees would help differentiate member benefits and produce a small income stream. On the negative side, they would be difficult to administer and might affect attendance at DACOR events. Although to be confirmed, DACOR would likely discourage UAA from taking measures that might reduce attendance at UAA events.
- The Committee discussed the current requirement that individuals invited to join UAA's Linked-In group should have at least 18 months of experience working for USAID. The Committee could not identify downsides to removing the eligibility requirement. Also,

related to the LinkedIn site, David Cohen suggested linking to EXONET to expand outreach to FSNs who may be interested in becoming UAA members.

- The UAA Newsletter is all set with profiles through May 2017. Committee members are encouraged to identify individuals, preferably individuals who have retired or been away from USAID for several years, who might be featured in future profiles.
- There are a number of upcoming membership events:
 - Winterfest, February 11, 2017: 48 individuals responded. Nancy T will send out a reminder following the meeting.
 - Springfest: Alex Shakow agreed to host. Springfest will take place on May 21, 2017.
 - Annual Picnic: Tish will reserve July 22, 2017 for the UAA picnic at Fort Hunt.

C. Development Issues.

Steve Giddings reported on behalf of the Development Issues Committee.

Harry Bader, Acting Executive Director of the U.S. Global Development Lab agreed to speak at the next Development Issues Committee meeting. His presentation continues the theme of exploring different development modalities, including more experimental ways of organizing development assistance efforts.

Juan Buttari mentioned that he heard an excellent presentation at the 2016 annual meeting of the American Economics Association on the interrelationship between democracy and economic growth. Juan will follow up to see if a well-known scholar who specializes on transition economics may be interested in presenting at a UAA-sponsored event.

D. History of USAID.

Carol Peasley reported on behalf of the History of USAID Committee.

- Despite entreaties by Nancy Birdsall, the William and Flora Hewlett Foundation declined to fund the History of USAID project.
- The History Committee will meet to explore less costly options for compiling the history, for example, having different authors write chapters of the history.
- The History Committee is back in touch with John Norris, a possible author of the history.
- CGD has agreed to publish the history and to house the author(s), once identified. CGD has also agreed to manage contributions to finance the project; as of this meeting, \$160,000 has been pledged. The History Committee will investigate whether CGD will charge a fee for this service.

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

- Ten oral histories have been completed, including four for Foreign Service Nationals (FSNs).
- Based on interviews already conducted and those that are planned, FSNs will represent 40 percent of the interviews. The project would like to increase non-FSN interviews so FSNs represent 20 percent of the interviews.
- USAID requested interviews be conducted with staff who worked in Afghanistan, Iraq, anti-Apartheid South Africa and South Sudan.
- Alex Shakow, Carol Peasley, John Pielemeier, and Ann van Dusen are conducting the interviews.

E. Public Outreach

No items were reported out for Public Outreach.

F. USAID Strengthening.

Jerry Wood reported on activities of the USAID Strengthening Committee.

- UAA is supporting 33 mentor-mentee pairs; 13 of the mentees are in the Africa Bureau; approximately eight are in Global Health, and five are in the Latin America and Caribbean Bureau.
- Ryan Washburn, who coordinated the program for the Africa Bureau and is now posting to Indonesia, praised the program in a recent email: "I'm so glad I could play a small part in having so many from the Africa Bureau participate in this program over the past two years. For both the active and retired FSOs, this is a terrific program to foster a frank dialogue and opportunity to teach and learn."
- The Committee is actively recruiting recent retirees to become mentors.

G. AGM Committee

The next meeting of the AGM will take place from 2-3:30 following Jonathan Addleton's presentation at DACOR on February 10, 2017.

6. Other Business.

- The UAA website saw an increase of 20 percent in use in 2016 compared to the previous year. The number of hits to the website following release of the December 2016 newsletter was two hits shy of the UAA record. Also of note, the website feature, "Where are they now?" was removed because of difficulties gathering updated information.

- UAA recommended organizing a development debate to take place in spring 2017. Either the Development Issues or AGM Committee will take the lead on this item.

Next Meeting.

The next meeting of the Executive Committee is scheduled for Thursday, February 16, 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,

Barbara Seligman
Secretary

Date

Attachments:

A -UAA Draft Budget – Working Estimates for Discussion (2016/2017 comparisons)

Attachment A.

| UAA DRAFT BUDGET - Working Estimates for Discussion (2016/2017 comparisons) | | |
|--|--------------------|----------------------|
| BUDGET PURPOSE | Actual 2016 | Estimate 2017 |
| Membership Committee | | |
| CGD Space | \$3,976 | \$4,175 |
| Catering Services | \$6,529 | \$6,855 |
| Awardees and Speaker Travel | \$982 | \$1,030 |
| Alumni Awards | \$146 | \$150 |
| TOTAL AGM | \$11,633 | \$12,210 |
| MEMBERSHIP SOCIAL | | |
| Winterfest | \$872 | \$1,500 |
| Spring Reception | \$2,172 | \$2,850 |
| Summer Picnic | \$475 | \$500 |
| TOTAL: MEMBERSHIP SOCIAL | \$3,519 | \$4,850 |
| UAA Administrative Costs | | |
| Administrative Assistant | \$7,324 | \$8,000 |
| Website: Webmaster (Don Abalos) | \$1,350 | \$1,500 |
| Constant Contact and Site Registration* | \$1,233 | \$1,100 |
| Bank Charges** | \$938 | \$950 |

| | | |
|--|-----------------|-----------------|
| Liability Insurance Policy Premium | \$500 | \$525 |
| TOTAL ADMINISTRATIVE BUDGET | \$11,345 | \$12,075 |
| | | |
| ALL TOTALS | \$26,497 | \$29,135 |
| * Includes one-time charges for SoundCloud, etc. | | |
| **Transfirst transfers of Click-and-Pledge contributions | | |