

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, September 21, 2017
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association (the "UAA") met on Thursday, September 21, 2017, 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
George Hill
Carol Peasley
Barbara Seligman

Absent:

John Heard
Franklin Moore

COMMITTEE CO-CHAIRS:

In person:

David Cohen
Carol Dabbs
Jim Fox
Steve Giddings
Nancy Pielemeier
Jerry Wood

Absent:

John Champagne
Betty Cook
Jose Garzon
Alex Shakow
Rob Sonenthal
Nancy Tumavick

ADMINISTRATIVE STAFF:

Absent:

Ven Suresh

MEETING CHAIR:

Carol Peasley

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Carol Peasley 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 August 17, 2017 meeting of the Committee, duly seconded, was adopted without objection.

2. FINANCE AND MEMBERSHIP REPORTS.

1) Finance. George Hill delivered the Financial Report for August 2017. (See Attachment A.)

- George noted that, while financial activity was slow in August, it has picked up significantly in September. Specifically, since Alex Shakow's call for USAID History project pledges in late August, the UAA has received \$142,425 from about 75 contributors (out of a total of about 130 pledges.)
- Alex Shakow and Jim Michel plan to discuss the USAID History Project contract with John Norris, expecting that the costs will be lower than if Mr. Norris were contracted by the Center for Global Development.
- George also noted that the UAA may need to review the impact of managing a large fund (over \$200,000) on our IRS reporting requirements.
- In response to the August discussion noting that George was the only Board member with signatory authority on the USAID History Project sub-account, Tish Butler confirmed that she has been added to that account at Lafayette Federal Credit Union—in addition to her possession of a credit card for the main account.
- Finally, George also noted that he recently renewed the UAA's liability insurance, to be effective October 1, 2017.

2) Membership. Carol Dabbs called the Committee's attention to the UAA Membership and Contributions Summaries for August 2017 (See Attachment B).

- The total number of registered alumni through August 31 was 973 — an increase year-over-year in August and somewhat closer to the goal of 1000. She noted that the AGM surge might bring us to our goal for the year.
- In terms of contributors, our numbers increased from 275 to 332 — or 34% of registrants (up from 29% a year ago).
- Carol also noted that Kim Lewis, Director of USAID's Human Capital and Talent Management Office, has recently agreed to include the updated UAA brochure on the USAID retirement website and volunteered to encourage her retirement counselors to promote awareness of the UAA for impending retirees.

3. CURRENT PLANNING ISSUES.

A. Annual General Meeting.

1) Panels.

Nancy Pielemeier updated the Committee on preparations for the panel discussions to be presented at the Annual General Meeting, scheduled for November 3, 2017:

- a) Plans for the two morning panels on commercial partnerships (moderated by Jim Michel) and university partnerships (moderated by Tag Demment) — are “well under control”. The afternoon panel (moderated by Scott Morris of CGD) is being shaped by CGD to feature discussions of the current, multiple proposals for USAID redesign.
- b) The UAA has extended an invitation to Mark Green, the new USAID Administrator, to participate in the afternoon session, along with a request to meet with the Administrator prior to the AGM. Tish Butler will follow-up with the Administrator’s schedulers and the Agency Counselor (Tom Staal) to confirm the actions and timing.

2) Logistics.

- a) Carol Dabbs noted that Nancy Tumavick is awaiting the caterer’s proposal for the AGM food plans and confirmed the location (CGD) and time (November 2 from 9 am – 4 pm). The UAA set-up committee will have access to CGD from 2-3 pm on November 2, and our caterers will be able to enter the CGD offices at 7:30 am on the morning of the AGM. An audio-visual contact at CGD has been identified to work with David Cohen.
- b) An AGM announcement will be sent to UAA members by October first, urging all to register. It will also be highlighted on the UAA website with a "Save the Date" message and featured in the October 9 newsletter.
- c) The Board consensus was that only Tish Butler, Carol Peasley, and Nancy Pielemeier will invite external guests to the AGM, to avoid the confusion of last year. They requested that a list of last year's outside attendees.
- d) Nancy reported that she had contacted the director of the USAID young professionals program to invite up to 10 young professionals to attend the AGM. Others to be invited include Tom Staal (USAID Counselor), the mentoring program coordinator, those joining UAA's meeting with the Administrator, and ADST (Mark Talbert).

- c) Session notetakers were identified, including Tish Butler, Barbara Seligman, Carol Peasley, Jim Fox and possibly others from the Development Issues Committee. Barbara Seligman will then compile these notes into an overall report on the AGM.

B. UAA 2017-2019 Strategic Plan.

Carol Peasley is updating the UAA Strategic Plan 2017-2019 for posting on the UAA website by October 1. Committee leads are encouraged to get progress reports to Carol as soon as possible.

C. Board Nominations.

On behalf of the Nominating Committee ("NC"), Carol Peasley reported on the preparations for the upcoming UAA Board elections, noting two openings (in addition to the three incumbents running for second terms) and interest expressed by four candidates. The NC reviewed all expressions of interest and identified a slate of highly qualified members to be included in an email message/ballot for UAA members to vote on in the near future. The Board also confirmed the option of offering candidates not chosen for the Board a position on one of the Board's committees. Carol Dabbs will add a question in the annual member survey to seek members' views on the current election process.

4. OPERATING COMMITTEE REPORTS.

A. Finance and Administration.

[See Paragraph 2.A above.]

B. Membership.

Carol Dabbs reported that—

- The Summer Picnic rescheduled for Saturday, October 7, will be announced twice to members through notices on September 18 and 29. As of September 18, 27 members plus guests had registered; we expect more in response to these notices. George Hill agreed to provide opening remarks on behalf of the Board.
- The October Newsletter will be issued on October 9, rather than the first Monday of the month, in order to include information about and photos from the picnic.
- Sarah Clark has joined the Membership Committee to assist with conducting surveys. She is preparing a draft of the 2017 AGM evaluation survey, and suggests a separate sample survey for those who did *not* attend. (Carol Peasley suggested that such a survey could be added to the Membership survey in January.)

- David Cohen suggested adding a question to the annual survey to assess how many members actually watch the AGM video (since the 2016 AGM video had few watchers.)
- The Membership Committee is still seeking a coordinator for an FSN recruitment strategy.
- Finally, Carol Dabbs indicated that the Membership Committee has begun discussion of expanding access to our recently established Associate Member category, so as to enable interested retirees from the State Department and other foreign affairs groups like FCS, FAS and Peace Corps to participate in this status, but does not yet have a recommendation for the Board. Discussion ensued providing additional input for the Committee.

C. Development Issues

- Jim Fox reported that the next meeting of the Development Issue Committee, focusing discussion on the various foreign aid reform proposals and the private sector. On the latter, specifically, John Simon will be speaking on his work with venture capital groups for start-up businesses in Africa.

D. USAID Strengthening

Jerry Wood reported on the early stages of launching Cohort 7 of the Mentoring Program.

- Jerry has sent letter to members asking for expressions of interest to participate, and will have a follow-up, succinct paragraph in the next newsletter. He is working with the USAID Coordinators in each of the five bureaus to message their Mission constituents (no later than October 9) with applications for field staff due back in Washington (no later than November 10.)
- The most critical step of the program is that of vetting and matching applicants by Bureau Coordinators and the UAA—which should be completed by November 23. Following that will be training for both mentors (week of December 11) and mentees (week of December 17). The maximum number of matches will be 20 pairs. This is in addition to any ongoing mentoring established in 2017. He will be meeting tomorrow with Gary Juste, the new DAA in HCTM, to brief him on the program.
- Finally, Jerry is also looking for both a new mentor trainer and possibly a new Committee co-chair (depending on Jose Garzon's availability from his new location of Kosovo.) One strong candidate for mentor training/coaching may be Neil Levine, who Jerry will contact shortly.

E. Other Business

1) Board Meeting Location.

Barbara Seligman proposed consideration of alternating the location of future UAA Board meetings between the current TetraTech offices in Virginia and that of the Population Reference Bureau (PRB) in Washington, DC. It was decided that the new Board should take this up after gathering more information from ExComm members.

2) Sanbrailo Retirement.

Carol Peasley advised the Board that, despite John Sanbrailo's impending retirement from the PanAmerican Development Foundation (PADF), the UAA will still have access to the PADF Board Room for planning sessions as confirmed by the new director—Katie Taylor. It was suggested that a message of appreciation for all of John Sanbrailo's contributions to the UAA be included in the next newsletter.

3) Ballantyne Memorial.

Carol Peasley noted that Dan Runde of CSIS has asked for UAA collaboration in planning and carrying out a panel session to honor the work and legacy of recently deceased member, Janet Ballantyne. It will not be a formal co-sponsorship but rather active support in planning and participation.

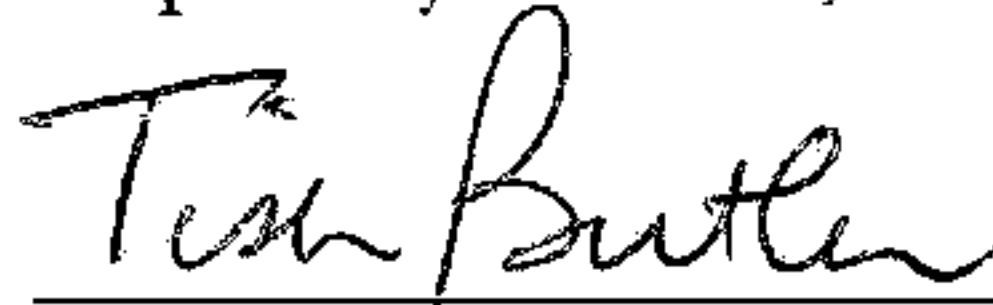
5. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, October 19, 2017, from 10:30 a.m. to 12:30 p.m., at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201.

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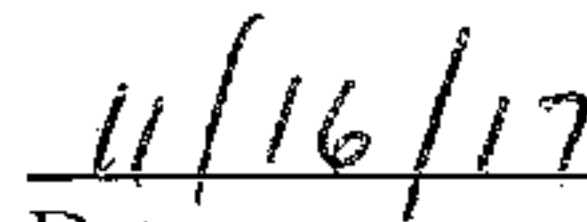
The meeting was adjourned at 12:30 p.m.

Respectfully submitted,



Tish Butler

Acting Assistant to the Secretary



Date

Attachments:

- A UAA Financial Report as of August 31, 2017
- C UAA Membership and Contributions Summary, August 1–August 31, 2017

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF AUGUST 31, 2017**

• Balance as of end July 2017		\$ 22,934.46
• Member contributions received in August 2017		\$ 300.00
• Disbursements for the month:		\$ 307.71
○ Bank charges	\$ 242.71	
○ Web site—Constant Contact	\$ 65.00	
• End August balance:		\$ 22,926.75
NOTE: UAA savings account balance		\$ 15,322.87

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

August 1, 2017 – August 31, 2017
(includes 2016 data for comparison)

Alumni Directory Registrations:

New alumni registrations, August 1 – August 31:	4
New associate members, August 1 – August 31:	0
Total new registrations, August 1 – August 31:	4
Total new registrations for 2017 through August 31:	27
Alumni whose names were removed in August:	0
Total registered alumni through August 31, 2017:	973
Total registered alumni through August 31, 2016:	938

Newly directory listings in August 2017:

- Gary Leinen
- Kate Alexander
- Richard Whelden
- Barbara de Zalduondo

New registered associate listings in August 2017:

NONE

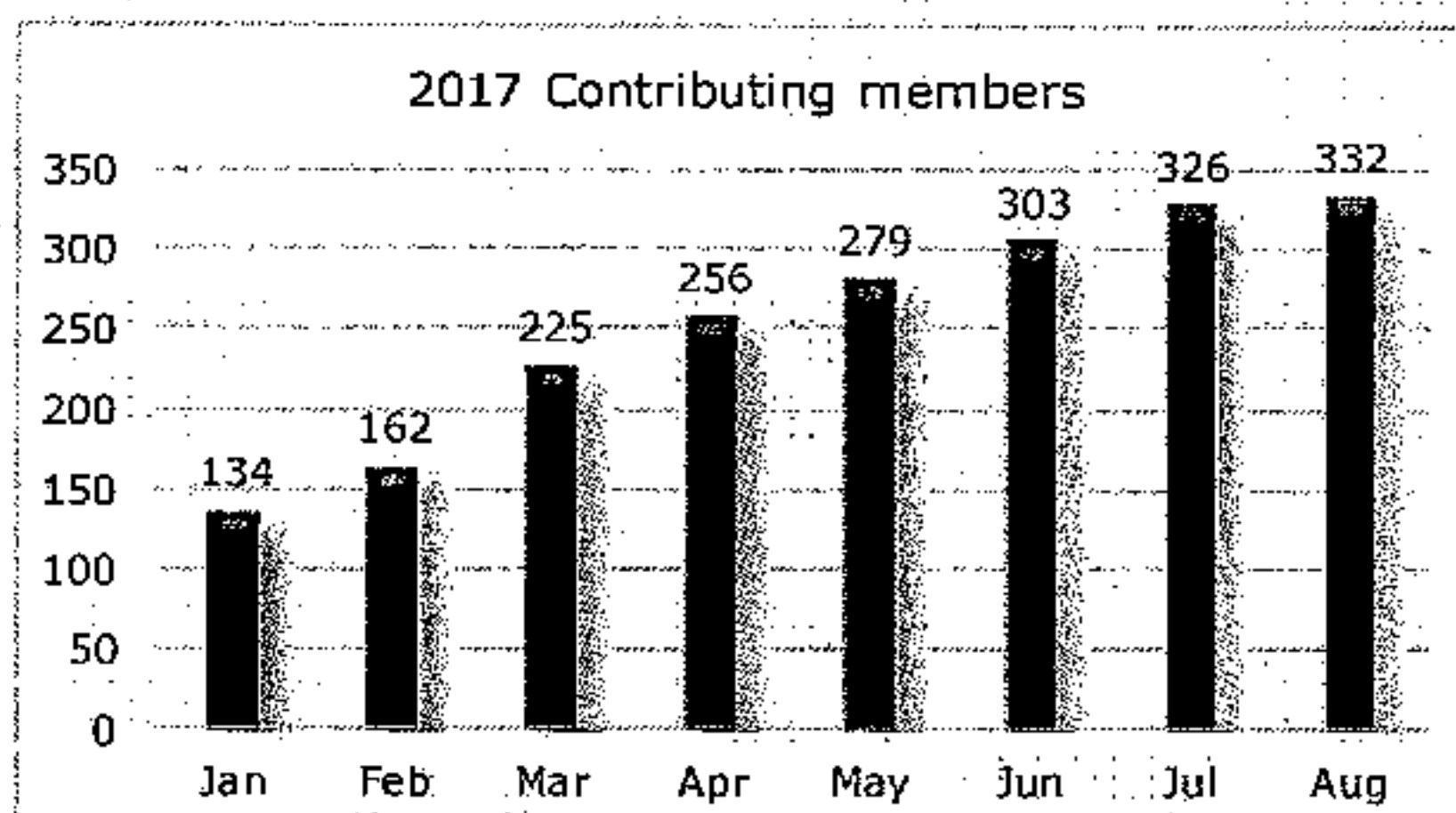
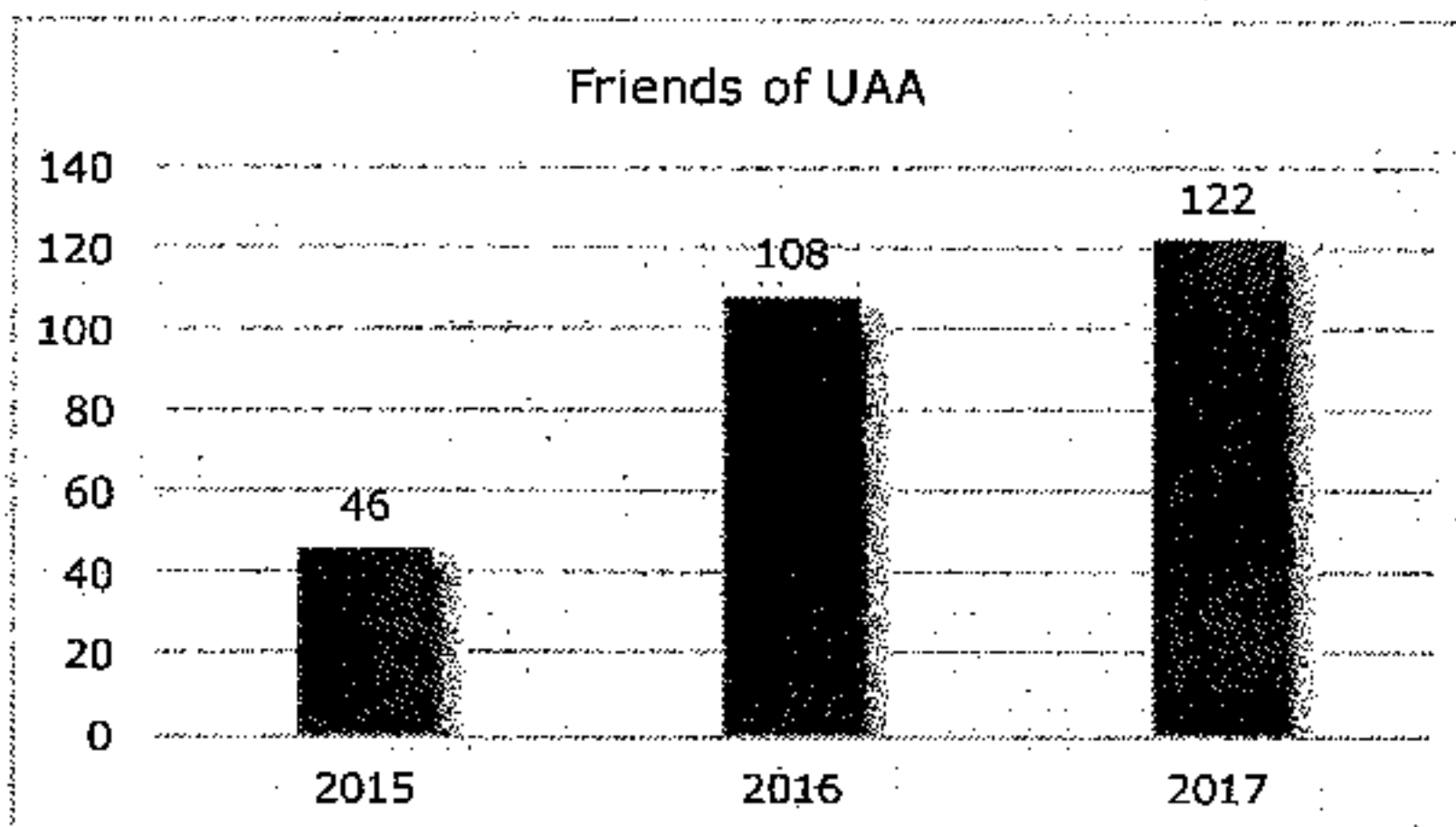
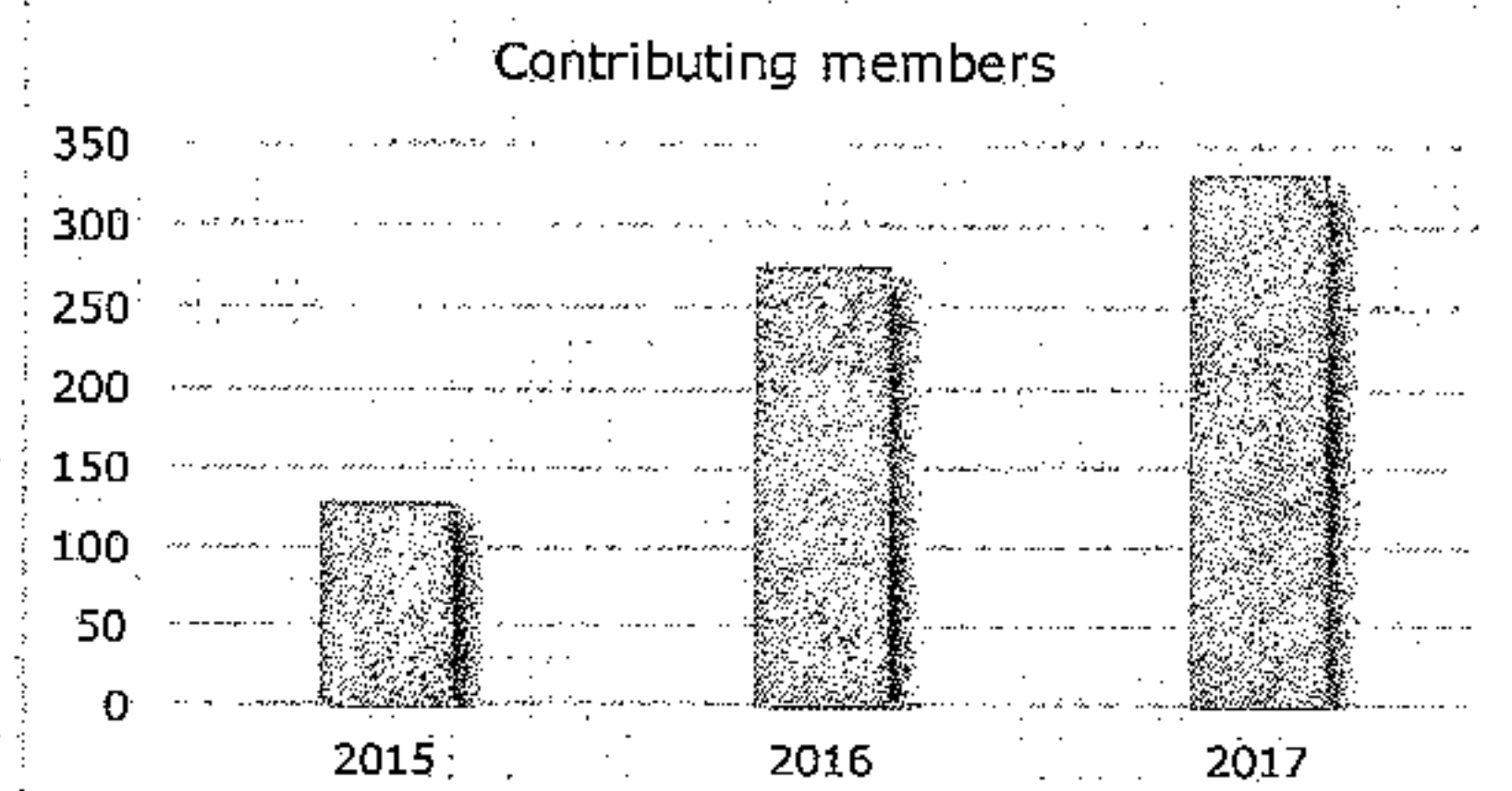
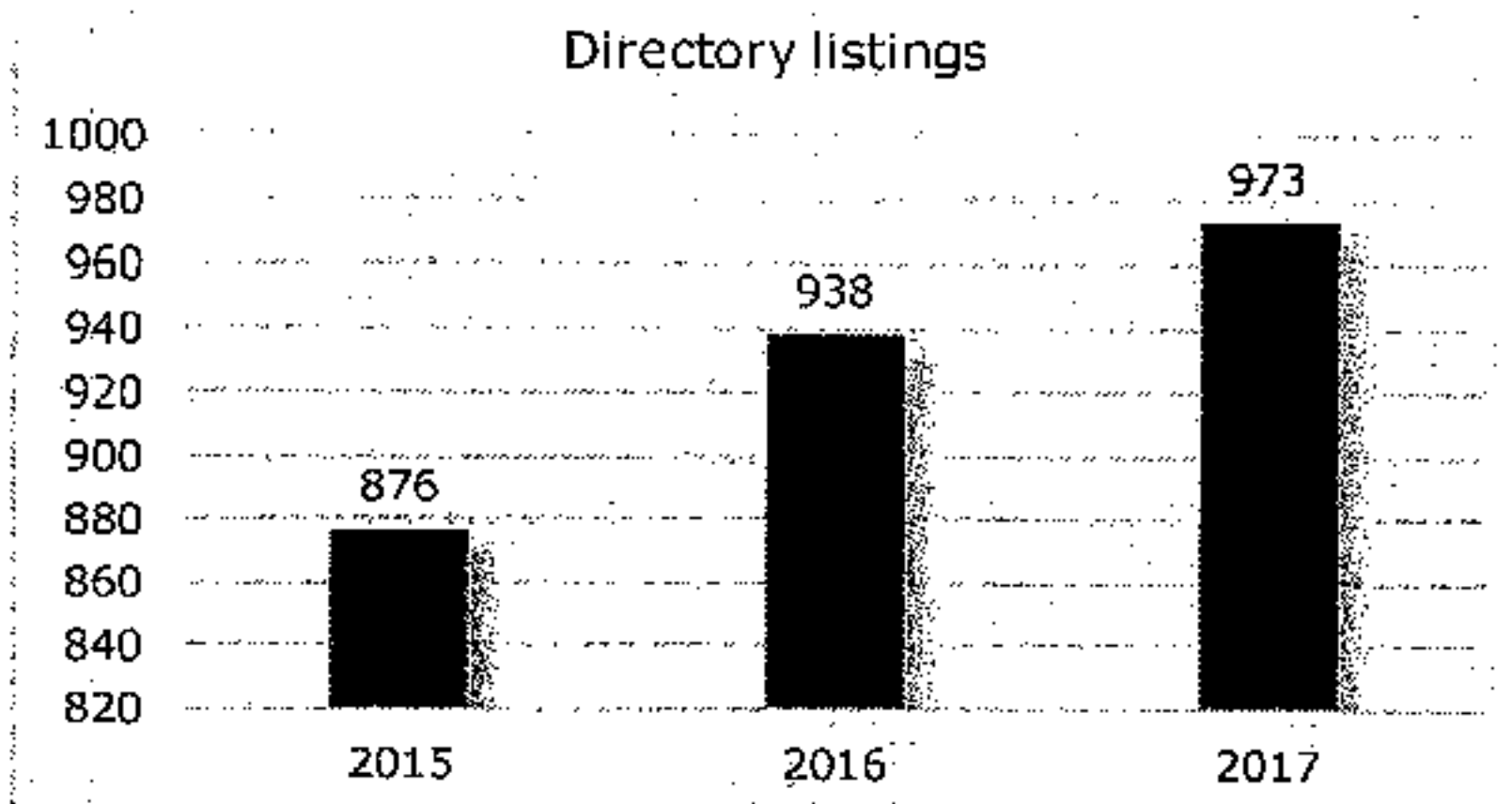
Alumni whose names have been removed: deceased / unsubscribed:

NONE

Membership Contributions Summary:

Alumni contributions, August 1 – August 31:	6
Total number of contributors for 2017 through August 31:	332
Total number of contributors through August 2016:	275
Total number of \$100+ contributors, August 1 – August 31:	1
Total number of \$100+ contributors for 2017 to August 31:	122
Total number of \$100+ contributors through August 2016:	108

Comparison over the years as of end August:



Contributions received in August 2017:

Friends of UAA: 1

Constance Collins

Contributing members: 5

John Olsen

Neil Levine

Jerome Wolgin

Kathleen Hansen Conroy

Julie Klement