MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, February 15, 2018
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on Thursday, February 15, 2018, at 10:30 a.m., at the offices of the Population Reference Bureau, 1875 Connecticut Avenue N.W., Suite 520, Washington D.C. 20009.

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

BOARD MEMBERS:

In person:
  Chris Crowley
  George Hill
  Franklin Moore [joined in progress]
  Barbara Seligman
  Nancy Tumavick

By telephone
  Tish Butler
  John Heard

COMMITTEE CO-CHAIRS:

In person:
  Carol Dabbs [joined in progress]
  Steve Giddings [joined in progress]
  Alex Shakow
  Rob Sonenthal

Absent:
  David Cohen
  John Champagne
  Bette Cook
  Jim Fox
  Jose Garzon
  Nancy Pielemeier
  Jerry Wood

ADMINISTRATIVE STAFF:

By telephone:
  Ven Suresh

MEETING CHAIR:
  Chris Crowley

* * * * *
Chris Crowley called the meeting to order at 10:40 a.m., and noted the presence of a quorum.

1. MINUTES

A motion to approve the minutes of the January 18, 2018, meeting of the Executive Committee, duly seconded, was adopted without objection.

2. FINANCIAL AND MEMBERSHIP REPORTS.


- Member contributions for January totaled $11,275, and expenses were $174.33, leaving an end-of-month balance of almost $30,000 — the largest end-of-month balance for January in UAA history.
- If past experience holds, George expects another bump in contributions around May 2018, and still another just before the Annual General Meeting scheduled for October.

The Committee then discussed a draft table prepared by Rob Sonenthal on "UAA Responsibilities" (Attachment C), listing (i) the UAA's financial tasks, (ii) the Committee member(s) to whom those tasks have been delegated, and (iii) the minutes in which the decisions to delegate are recorded. The Committee confirmed the existing delegations of authority listed in the draft table, with the changes and clarifications highlighted in Attachment D.

[Carol Dabbs joined the meeting.]


- There were 4 new alumni registrations during January 2018, an increase of 2%, and 2 new contributing members.
- We received 144 member contributions in January 2018, 10 more than in January 2017, an increase of 7.5%.
- The number of member contributions of $100 or more decreased from 64 (48% of contributions) in January 2017 to 60 (42% of contributions) in January 2018.

Tish Butler asked the Committee to clarify its position regarding the steps to be taken if and when the Committee learns that a member or registrant has died. After discussion, the Committee consensus was:
(1) When the Committee learns that a member and/or registrant has died, his/her name will be removed from the membership list and the alumni directory.

(2) If the deceased member/registrant’s spouse is an Associate Member, or if the Committee has contact information for a non-member spouse, then, after a decent interval, one of the Board Chairs will contact the spouse (i) to encourage Associate Members to continue their membership, or (ii) to alert non-member spouses that they are eligible for Associate Membership.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.

A. Executive Committee Retreat.

Nancy Tumavick called the Committee’s attention to a draft proposal that she circulated in advance of the meeting proposing an Executive Committee retreat. (See Attachment E.) The purpose of the retreat would be to examine UAA’s current status and future direction — where we are and where we are going — in anticipation of a session to be held at the 2018 Annual General Meeting at which those questions will be put to the membership. The retreat would include the members of the Board and the Committee and, possibly, representatives of USAID, the National Peace Corps Association, and/or AFSA. It would be run by an experienced facilitator familiar with USAID.

[Franklin Moore joined the meeting.]

After discussion, the Committee consensus was that (i) a retreat would be extremely useful; (ii) it should take place in the late May or early June, depending on the availability of a facilitator, so that its analysis and recommendations are available well in advance of the October AGM; and (3) the topics to be discussed would include, but not be limited to, those identified in Nancy’s draft, with an emphasis on organizational vision rather than housekeeping.

Chris Crowley will approach a facilitator and propose, in descending order of preference, Thursday, May 17 (originally the date of the Committee’s May meeting), Thursday, June 7, and Friday, June 8.

Five Committee members agreed to help formulate the retreat agenda — Alex Shakow, Carol Peasley, Chris Crowley, John Heard, and Nancy Tumavick — but they were encouraged to call on other Committee members for assistance.
4. OPERATING COMMITTEE REPORTS.

A. History of USAID.

Alex Shakow reported that—

- John Norris is progressing steadily with his research.
- The next meeting of the Advisory Committee is scheduled for April to review John's chronology.
- The project has now received over $200,000 from more than 150 donors.
- The AC's recent request for volunteer assistance from people who live near one of the presidential libraries that will figure in John's research has not yet elicited a response. But the AC will consider contacting possible volunteers proactively.

[Alex Shakow left the meeting.]

B. Public Outreach.

Tish Butler and John Champagne met with Tony Barclay of the National Peace Corps Association, and plan to meet with the folks at Association for Diplomatic Studies and Training (ADST) who are responsible for public outreach. In addition, the POC is waiting for USAID to circulate a package of materials designed for use in the Hometown Diplomat program; we expect to participate in the program.

[Carol Peasley, Ven Suresh, and Tish Butler left the meeting.]

5. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES (CONT'D).

A. Meeting with Administrator Green.

Tish Butler reported that a follow-up invitation was sent to the Administrator, noting the various issues that the Board is prepared to discuss at the proposed meeting.

B. Annual General Meeting.

Barbara Seligman reported that—

- The next meeting of the AGM Committee will be on February 27.

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[1] The Committee considered these topics out of sequence in light of the need for reporting Committee members to leave the meeting.
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- Nancy Pielemeier has agreed to stay on as co-chair of the AGM Committee through the 2018 AGM.
- The AGM Committee expects to organize three panel discussions for the 2018 AM — (i) "USAID in a fragile world"; (ii) a discussion with John Norris on the History of USAID project; and (iii) a discussion of the current status and future of UAA, informed by the findings and recommendations of the Executive Committee retreat.
- The AGM Committee has found the manual on AGM logistics, developed by Nancy Pielemeier, to be extremely helpful in its planning; and suggests that the manual be more widely available.

C. **AGM Surveys.**

Carol Dabbs reported that—

- Drafts of the report based on the 2017 AGM evaluations, and the report based on the Non-Attendee Survey, have now been distributed to the Committee. Carol asked for comments by February 23.
- Forty-nine attendees responded to the 2017 AGM survey, compared to 46 responses in 2016. But the 2017 responses were somewhat less enthusiastic, except about the alumni awards.
- We received only 15 responses to the Non-Attendee Survey. The reasons cited for non-attendance were almost all personal, and were not related to date, time or location.

D. **Member Survey.**

Carol Dabbs added that—

- We received 134 responses to the 2018 Member Survey, far more than last year, when there were 88 responses, and more even than in 2014 (128 responses). A draft report on the survey should be available before the next Committee meeting.
- A proposal for the July mini-survey, as discussed at the January meeting, should be ready for review and comment at the April meeting.

6. **OPERATING COMMITTEE REPORTS (CONT'D).**

A. **Finance and Administration.**

[See Paragraph 2.A above.]

- George Hill noted that proposed budgets for 2018 have been received from all committees except for Development Issues. He is using $1,000 as a placeholder until he hears from the DI Committee.
Rob Sorenthal reported on e-mails he received from someone claiming to be Nancy Tumavick, and requesting that he arrange payment to a vendor in Wisconsin. The e-mails were obviously fraudulent, as Nancy was quick to confirm. (In any event, Rob is not authorized to make payments.)

There appears to be no simple way to prevent attempts at fraud — such as this one — that rely on information (for example, Rob's position as co-chair of the F&A Committee, and his e-mail address) that is, and probably should remain, publicly available. However, Committee members should review e-mail traffic critically, particularly requests for payment, and should confirm all such communications with other Committee members, at their regular e-mail addresses.

B. Development Issues

Steve Giddings reported on the activities of the Development Issues Committee.

- The DIC held its first meeting of 2018 on January 25, and heard Katherine Steel, Director of the USAID Office of Energy, discuss Power Africa. Approximately 18-19 people participated.
- The DIC's next meeting will be scheduled for the third or fourth week in March, and will feature either David Warsh, a noted journalist and blogger, and author of a book on USAID's program in the Russian after the fall of the Soviet Union, or Kerim Foda of the Brookings Institution, an expert on emerging markets.
- At the suggestion of Jim Michel, the DIC is considering resuming its annual exchanges with USAID/PPL.

Chris Crowley suggested as a topic for the upcoming retreat: How the UAA identifies development issues for the DIC agenda.

Nancy Tumavick suggested that the DIC also consider arranging "fireside chats" with USAID Mission Directors. Such events are hard to schedule in advance, and need to be coordinated with the UAA/DACOR schedule, but they are generally well attended.

C. Membership.

Carol Dabbs reported on the activities of the Membership Committee:

- There were 51 attendees at Winterfest 2018. Carol thanked the Almagors for a wonderful party.
- The Spring Reception will be held on May 20 at the home of Alex Shakow again this year.
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- George Hill has reserved space at Fort Hunt Park in Alexandria, Virginia, for Sunday, September 8, for the 7th Annual UAA Summer Picnic.
- Carol and Bette Cook will be sending out an e-mail to correct an earlier e-mail mistakenly thanking 2017 contributors for a 2018 contribution.
- The MC has identified one possible co-editor for the Profiles section of the newsletter, and is looking for additional candidates

Carol also addressed questions raised by Alex Shakow at the January meeting:

- Fifty-eight of the 341 contributing members in 2016 did not renew their contributions in 2017, representing a retention rate of approximately 85%. The MC intends to contact these lapsed members, and to encourage them to contribute in 2018.
- Ven Suresh is still trying to determine whether the reduced contribution for non-D.C. members in 2017 had any effect on non-D.C. renewals.

D. **USAID Strengthening.**

John Heard delivered a report on the progress of the 7th cohort of the USAID/UAA Mentoring Program.

- The 7th cohort now consists of 18 mentor/mentee pairs, and is progressing smoothly.
- Neal Levine, who led a mentor training program in December, is preparing a webinar for mentees for next month.

John will prepare a brief summary of the Mentoring Program for the March newsletter, and to leave with the Administrator after he meets with the Board.

E. **Awards.**

Carol Dabbs reported that Bette Cook has pulled together the information on alumni awards from the 2016 and 2017 AGM evaluations. The information will be considered at the next MC meeting. The MC will present its recommended changes, if any, at the next Committee meeting.

7. **OTHER BUSINESS: ADMINISTRATIVE ISSUES.**

A. **Newsletter.**

The next newsletter will be issued on or about March 5. It will include an alumni profile of Charles Moseley, a blurb with photos from Winterfest, a summary of results of the
Members Survey, a teaser about the upcoming 2018 awards program; and updates on the History of USAID Project and the Mentoring Program.

8. **NEXT MEETING.**

The next meeting of the Executive Committee is scheduled for Thursday, March 15, 2018, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201, between 10:30 a.m. and 12:30 p.m.

* * * * *

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

[Signature]

 Rob Sonenthal  
 Assistant to the Secretary  

[Date]

Attachments:

A  UAA Financial Report as of January 31, 2018

B  UAA Membership and Contributions Summary, January 1–January 31, 2018

C  Table: UAA Responsibilities (draft)

D Table  UAA Responsibilities (as revised)

E  Proposed UAA Executive Committee Retreat—Summer 2018 (draft)
ATTACHMENT A

UAA FINANCIAL REPORT
AS OF JANUARY 31, 2018

- Balance as of end December 2017 $17,778.51
- Member contributions received in January 2018 $11,275.00
- Disbursements for the month: $174.33
  - Bank charges $44.33
  - Web—Constant Contact $130.00
- End January 2018 balance: $28,879.18

* * * *

UAA savings account balance $15,326.73
- Savings deposits -- Jan 10 $175.00
- Interest $3.86
TOTAL $15,505.59

† Not including funds earmarked for the History of USAID Project.
ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY
January 1, 2018 – January 31, 2018
(includes 2017 data for comparison)

Alumni Directory Registrations:

New alumni registrations, January 1 – January 31: 4
New associate members, January 1 – January 31: 0
Total new registrations, January 1 – January 31: 4
Total new registrations for 2018 through January 31: 4
Alumni whose names were removed in January: 2
Total registered alumni through January 31, 2018: 984
Total registered alumni through January 31, 2017: 963

Newly directory listings in January 2018:

- David Smith
- Todd Shelton
- Cheryl Kamin
- Alfreda Brewer

New registered associate listings in January 2018:

- None

Alumni whose names have been removed: deceased / unsubscribed:

- Haven North (Deceased)
- Margot Kranz (Deceased)

Membership Contributions Summary:

Alumni contributions, January 1 – January 31: 144
Total number of contributors for 2018 through January 31: 144
Total number of contributors through January 2017: 134
Total number of $100+ contributors, January 1 – January 31: 60
Total number of $100+ contributors for 2018 to January 31: 60
Total number of $100+ contributors through January 2017: 64
Number of new contributing members, January 1 – January 31: 2
Total number of new contributing members for 2018 till January 31: 2
Comparison over the years as of end January:

**Directory listings**

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<th>Year</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<td>Value</td>
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<td>963</td>
<td>964</td>
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**Contributing members**

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<tr>
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<th>2017</th>
<th>2018</th>
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<tr>
<td>Value</td>
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<td>134</td>
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**Friends of UAA**

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<tr>
<th>Year</th>
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<th>2017</th>
<th>2018</th>
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<tr>
<td>Value</td>
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**2018 Contributions**

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<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
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</tr>
</tbody>
</table>

Contributions received in January 2018:

**Friends of UAA:** 60

Anne Aarnes  Frank Almaguer  Jeffery Bell
Barbara Bennett  Katherine Blakeslee  Terrence J Brown
Donald Brown  Letitia Butler  Toni Christiansen
Colette Cowey  Michael Crosswell  Christopher Crowley
Owen Cylke  Robert Dakan  Harriett Destler
Paul Deuster  James Dunlap  Thomas Fox
Cindy Gersony  John Heard  George A Hill
Michael Hirsh  George Ingram  Paul Isenman
Kelly Kammerer  Michael Kerst  Peter Kimm
Mary Knox  Peter Kranstover  Carl Leonard
Denis Light  Shane MacCarthy  Susan Malick
Debra McFarland  Tim Moore  Patricia Moser
Desaix (Terry) Myers  Gary Newton  William Paape
Carol Peasley  Nancy Pielemeier  John Pielemeier
Donald Pressley  Stacy Rhodes  Ernest, Rojas
Alexander Shakow  James Smith  Ken Smith
Erin Soto  David Sprague  Howard Sumka
Dianne Tsitsos  Nancy Tunavick  Ann Van Dusen
<table>
<thead>
<tr>
<th>James Watson</th>
<th>Janice Weber</th>
<th>Mark Wentling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon West</td>
<td>Linda D. Whitlock-Brown</td>
<td>Marilyn Zak</td>
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**Contributing Members: 82**

<table>
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<tr>
<th>Jonathan Addleton</th>
<th>Tim Anderson</th>
<th>Grover Atwood</th>
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<tr>
<td>Victor Barbiero</td>
<td>Dianne Blane</td>
<td>Morrie Blumberg</td>
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<td>Victor Boguslavskyi</td>
<td>Jeff Borns</td>
<td>Pushkar Brahmbhatt</td>
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<td>Theodor Bratrud</td>
<td>Clifford Brown</td>
<td>C. Stuart Callison</td>
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<td>Sarah Clark</td>
<td>Jeffrey Cochrane</td>
<td>Constance Collins</td>
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<tr>
<td>Lewis Conner</td>
<td>Kathleen Conroy</td>
<td>Bette Cook</td>
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<td>Gary Cook</td>
<td>Bruno Cornelio</td>
<td>Thomas Cornell</td>
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<td>Anne Dammarell</td>
<td>Michael Deal</td>
<td>Rose Marie Depp</td>
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<td>Sharon Epstein</td>
<td>Peter Ewell</td>
<td>Larry Garber</td>
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<tr>
<td>Philip Gary</td>
<td>James Gaughran</td>
<td>William Gelman</td>
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<td>John Giusti</td>
<td>William Goldman</td>
<td>Carol Grigsby</td>
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<td>Margaret Healey</td>
<td>Leroy Jackson</td>
<td>Linda Lou Kelley</td>
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<td>Michael Kitay</td>
<td>Joe Kitts</td>
<td>Mary Alice Kleinjan</td>
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<td>Elisabeth Kvitasvili</td>
<td>Bradshaw Langmaid</td>
<td>Ronald Levin</td>
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<td>Charles Llewellyn</td>
<td>Kristin Loken</td>
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<td>Roberta Mahoney</td>
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<td>Alex Newton</td>
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<td>Walter North</td>
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<td>Jon ORourke</td>
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<td>Steven Orr</td>
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<td>Viviann Pettersson</td>
<td>Tom Ray</td>
<td>Allan Reed</td>
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<td>Joy Riggs-Perl</td>
<td>Jerrold Rubin</td>
<td>Joseph, Ryan</td>
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<td>Keneth Schofield</td>
<td>Satish Shah</td>
<td>Todd Shelton</td>
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<td>Rosalind Sika</td>
<td>Steven Sinding</td>
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<td>Glenn Slocum</td>
<td>Jonathan Sperling</td>
<td>David Steinberg</td>
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<td>Clarence Zuvekas</td>
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**New Contributing Members: 2**

- David Smith
- Alfreda Brewer
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<td>Lafayette Federal Credit Union</td>
<td>George Hill</td>
<td>Minutes of January 18, 2018 at 2 [draft]</td>
</tr>
<tr>
<td>— checking and savings accounts</td>
<td>Chris Crowley</td>
<td></td>
</tr>
<tr>
<td>Credit Card</td>
<td>George Hill</td>
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<td>Click and Pledge</td>
<td>George Hill</td>
<td>Minutes of January 18, 2018 at 2 [draft]</td>
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<td></td>
<td>Rob Sonenthal</td>
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<td></td>
<td>Ven Suresh</td>
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<tr>
<td>Check pick-up at DACOR</td>
<td>George Hill</td>
<td>Discussed at March 16, 2017 meeting</td>
</tr>
<tr>
<td>History of USAID Project account(s)</td>
<td>Alex Shakow</td>
<td>See Action of the Board of Directors, ¶ 3</td>
</tr>
<tr>
<td></td>
<td>Carol Peasley</td>
<td>(October 24, 2017); minutes of October 19,</td>
</tr>
<tr>
<td></td>
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<td>2017 meeting.</td>
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</table>

"3. Upon approval by the Advisory Committee of a stage of the Contract work, Mr. Shakow, or Ms. Peasley in Mr. Shakow's absence, is hereby authorized to approve payment to Mr. Norris in accordance with the terms of the Contract."
## ATTACHMENT D

### UAA RESPONSIBILITIES (AS REVISED)

<table>
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<td>Lafayette Federal Credit Union — checking and savings accounts</td>
<td>George Hill, Chris Crowley</td>
<td>Minutes of January 18, 2018 at 2</td>
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<tr>
<td>2</td>
<td>Credit Card</td>
<td>George Hill, Chris Crowley</td>
<td>February 15, 2018</td>
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<td>3</td>
<td>Click and Pledge</td>
<td>George Hill, Rob Sonenthal,</td>
<td>Minutes of January 18, 2018 at 2; George Hill will make arrangements</td>
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<tr>
<td></td>
<td></td>
<td>Ven Suresh</td>
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<td>4</td>
<td>Check pick-up at DACOR</td>
<td>George Hill</td>
<td>Discussed at March 16, 2017 meeting</td>
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<td>5</td>
<td>History of USAID Project account(s) at the Lafayette Federal Credit Union</td>
<td>George Hill, Chris Crowley,</td>
<td>See Action of the Board of Directors, ¶ 3 (October 24, 2017); minutes of October 19, 2017 meeting.</td>
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<tr>
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<td>Alex Shakow, Carol Peasley</td>
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</tr>
</tbody>
</table>

"3. Upon approval by the Advisory Committee of a stage of the Contract work, Mr. Shakow, or Ms. Peasley in Mr. Shakow's absence, is hereby authorized to approve payment to Mr. Norris in accordance with the terms of the Contract."
ATTACHMENT E
Draft Nancy T 2/10/18

Proposed UAA Executive Committee Retreat
Summer 2018

Reason for retreat:

UAA was created on May 27, 2009 so we will be celebrating 10 years of existence next year. It is proposed to review our successes, examine continuing organizational questions, and validate our purpose going forward. Is the continued existence of the UAA as we know it viable, and is there any alternative that is more sustainable. Retreat findings and conclusions will serve as one topic for the Annual General Meeting scheduled for October 26, 2018.

To be determined:

- Who participates (19 Executive Committee Members? Select outsiders?)
- Set a date convenient to most participants (half day adequate?)
- Identify facilitator
- Identify location

Possible topics of discussion:

- Our vision for UAA over the next 5 or 10 years

- Membership
  - Expand categories of eligibility for membership
  - Engage more members as UAA volunteers
  - Attract members in eligible categories e.g. PSCs, PASAs, FSNs, political appointees.
  - Review/revise benefits to Members versus Directory registrants

- Member services and programs
  - Review process of identifying discussion topics for AGM, DACOR, Dev Issues Com
  - Energize Alumni outside the D.C. area
  - Expand UAA advocacy role
  - Engage more fully with USAID
  - Explore new or expanded member services whether social or development issues

Participant selection:
Board of Directors & Executive Committee (19 total)

How many is too many? Possible others: Michel, Carpenter, Almagner, Reickle, Bever, etc.

**Board of Directors**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAA Co-Chair</td>
<td>Nancy Tunavick</td>
<td><a href="mailto:tunavick@aol.com">tunavick@aol.com</a></td>
</tr>
<tr>
<td>UAA Co-Chair; Liaison to History Project and Development Initiatives Committee</td>
<td>Chris Crowley</td>
<td><a href="mailto:chcrowley2003@yahoo.com">chcrowley2003@yahoo.com</a></td>
</tr>
<tr>
<td>Board Member; Liaison to Outreach Committee</td>
<td>Tish Butler</td>
<td><a href="mailto:tish.butler@mac.com">tish.butler@mac.com</a></td>
</tr>
<tr>
<td>Board Member; Treasurer</td>
<td>George Hill</td>
<td><a href="mailto:George260@aol.com">George260@aol.com</a></td>
</tr>
<tr>
<td>Board Member; Liaison to Strengthening USAID Committee</td>
<td>John Heard</td>
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**Committee Co-Chairs**

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<tr>
<th>Committee</th>
<th>Chair</th>
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</thead>
<tbody>
<tr>
<td>Development Issues</td>
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