

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

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on Thursday, March 15, 2018, at 10:30 a.m., 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 following UAA directors, committee co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Chris Crowley
George Hill
Nancy Tumavick

Absent:

Franklin Moore
Barbara Seligman
Tish Butler

By telephone

John Heard

COMMITTEE CO-CHAIRS:

In person:

David Cohen
Bette Cook [joined in progress]
Carol Dabbs
Steve Giddings
Carol Peasley
Alex Shakow
Rob Sonenthal
Jerry Wood [joined in progress]

Absent:

John Champagne
Jim Fox
Jose Garzon
Nancy Pielemeier

ADMINISTRATIVE STAFF:

By telephone:

Ven Suresh [joined in progress]

MEETING CHAIR:

Nancy Tumavick

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Nancy Tumavick 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 February 15, 2018, meeting of the Executive Committee, with the possible addition of information from Tish Butler about Public Outreach, was duly seconded, and adopted without objection.

2. **FINANCIAL AND MEMBERSHIP REPORTS.**

A. **Financial Report.** George Hill delivered the Financial Report for the month of February 2018. (Attachment A):

- Contributions received in February (\$3,125.00), less disbursements (\$2,111.51), left an end-of-month balance of \$29,892.67.
- George had recently made a quarterly disbursement of \$25,000 for the History of USAID Project — \$20,000 for author John Norris and \$5,000 for John's assistant.
- George will include in the Financial Report information on the deposits, disbursements and balance of the History of USAID Project sub-account at LFCU, starting with the Financial Report for March.

B. **Membership Report.** Carol Dabbs delivered the Membership Report and Contributions Summary for February 2018 (Attachment B).

- There were 4 new *alumni registrations* during February, for a total of 988 — an increase of 3% over the number of registrations through February 2017.
- Thirty-one *contributions* were received in February, raising the total number of contributions received for 2018 to 175 — an increase of 8% over the number of 2017 contributions received through February 2017.
- The number of 2018 *contributions of \$100 or more* through February was 73 — a slight decline from the previous year, when 79 such contributions were received through February 2017.

[Bette Cook joined the meeting.]

- Ven Suresh is in the process of identifying the 58 individuals who contributed in 2016 but not in 2017. We plan to contact these individuals, and encourage them to re-enlist.

At the suggestion of Alex Shakow, Ven will circulate a list of the once (and future) contributors to the Committee; any Committee member who knows someone on the list will be asked to write a personal note.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.

A. Executive Committee Retreat.

Chris Crowley reported that the Committee's first choice to act as facilitator will not be available on the Committee's preferred dates.

The Committee then considered whether a facilitator was necessary for a successful retreat. After discussion, the consensus was that an experienced facilitator with knowledge of USAID would be quite helpful — for example, in getting the participants to address key organizational issues that UAA insiders, for one reason or another, have thus far hesitated to confront. Accordingly, the Committee identified a second candidate, with USAID and non-USAID experience and first-rate credentials. Chris was authorized to contact the candidate, to determine his interest and availability during for the first week of June.

The Committee then discussed:

- Participants. In addition to the members of the Committee (18), and the facilitator (1), the Committee considered inviting a number of UAA founders and former members of the UAA Board.
- Time. The preliminary consensus was to schedule the retreat for more than half-day, though perhaps not for a full day. A final decision on this question will depend on the number and availability of the participants, and the agenda.
- Venue. Although the final decision will depend on the number of participants, the preliminary choice was the Population Reference Bureau conference room. Other possibilities are Tetra Tech and PADF.
- Agenda. Chris will prepare a first draft of questions to guide the facilitator, with Alex providing an initial round of comments.

B. 2018 Annual General Meeting

Chris Crowley (on behalf of Barbara Seligman) reported on the results of the AGM Committee's February 27 meeting:

- There is tentative agreement that the AGM will consist of three sessions: the first on the History of USAID project, featuring a discussion with John Norris; the second, on fragility and resilience; and the third on the future of the UAA,

based on the results of the Committee retreat. It may also be prudent to reserve time for an address by the Administrator.

- The February 27 meeting focused on the panel on "fragility." In terms of subject matter, Jim Michel's CSIS report provides a basis for the discussion. The committee must still decide on the panelists. Should there be representatives from the Department of State and/or the Department of Defense? And which stakeholders from outside the government should be represented? Think tanks? Contractors? Non-governmental organizations? Jim Michel has prepared a note to the committee suggesting a possible approach.
- Alex Shakow cautioned that, given the time normally allotted to each session, the panel should probably consist of no more than three panelists and a moderator — although in theory the time could be extended to accommodate an additional panelist. (For example, the meeting could adjourn at 4:30 rather than 4:00.)
- Alex has been in touch with the Center for Global Development to identify a discussant for John Norris during the History of USAID session.

[Jerry Wood and Ven Suresh joined the meeting.]

C. 2018 Member Survey.

Carol Dabbs reported that she has collected all the relevant data from the 2018 Member Survey, and can send the data set of names of respondents interested in UAA committee and other activities to the EC. A draft of her report should be ready by the beginning of next week, which she plans to send to the EC for comments. We will include a summary of the report and a link to it on the UAA website in the April Newsletter.

D. 2018 Budget.

George Hill reported that the final 2018 budget is in process, and that he will send it to the EC.

E. Meeting with Administrator.

Nancy Tumavick reported that—

- A meeting with the Administrator Green is scheduled for April 6 at 11:00 a.m.
- Tish Butler has prepared a proposed agenda for the meeting, which she will soon circulate to the Committee for comment so that the proposed agenda can be delivered to the Administrator's office by March 23 — that is, two weeks in advance of the scheduled meeting. However, the purpose of the meeting will be

to raise the Administrator's awareness of the UAA and its activities, not to follow a specific agenda.

- The UAA delegation would include the Co-Chairs (Chris Crowley and Nancy Tumavick), Tish Butler (Public Outreach), and David Cohen (USAID/UAA Mentoring). Carol Peasley suggested that the UAA delegation also include Alex Shakow, to represent the History of USAID Project, one of the UAA's most important activities.
- Tish is also preparing a list of USAID staff who might be interested in participating in the meeting, and will circulate the list to the Committee for comment.

The Committee consensus was that, at the meeting itself, the UAA delegation should make it clear to the Administrator that the UAA's goal is to be useful to USAID, and that the organization and its members are volunteers, and are not seeking USAID business or any other private advantage. We should also take the opportunity to propose follow-up meetings with other USAID senior staff (e.g., USAID/HR).

4. OPERATING COMMITTEE REPORTS.

A. Membership.

Carol Dabbs reported on the activities of the Membership Committee.

- Jim Bever has drafted a proposal on how to recruit FSN. Comments on the proposal from the MC are due on March 26.
- The MC has identified one of the two co-chairs to be responsible for the profiles section of the Newsletter — Barbara Bennett — but is still looking for a second co-chair. Barbara has agreed to handle the work by herself for the moment.
- We already have a profile ready for the April newsletter, and a good prospect for the May newsletter.

On upcoming membership activities:

- The Spring Reception is scheduled for Sunday, May 20 at the home of the Alex Shakows.
- The Annual Summer Picnic is scheduled for Fort Hunt Park in Alexandria, Virginia, on Sunday, September 8.

B. Development Issues.

On behalf of the Development Issues Committee, Steve Giddings reported that—

- On April 5, the DI Committee will host a discussion on the free press and "fake news" with Jeanne Bourgault, President of Internews, an international NGO that supports the development of free press and other media outlets worldwide.
- The discussion with David Warsh, author of a book on USAID's program in the post-Soviet Russia, and the controversial role of Harvard University, has been postponed until May.
- The DI Committee has not yet approached USAID/PPL to propose renewal of the annual PPL/UAA meeting, but plans to raise the issue at the upcoming retreat.

Alex Shakow noted the following upcoming UAA/DACOR Development Dialogues:

- On March 28, Nancy Wilson, President and CEO of Relief International will speak on "Practicing Development in Fragile Locations – Experiences from the Field."
- On April 16, Jim Michel will discuss "Fragility – Implications for Peace, Security, and Sustainable Development", based on his recent CSIS report.

C. Public Outreach.

Nancy Tumavick reported on the activities of the Public Outreach Committee, based on notes provided by John Champagne:

The UAA public outreach team reached out to the USAID Foreign Service Center, Human Capital and Talent Management (Dinah Zeltser, Deputy Director) and the External Outreach and Strategic Recruitment Office (Lynn Kirkland) for guidance on targeting minority groups as potential audiences. Mss. Zeltser and Kirkland put the team in touch with USAID Development Diplomats in Residence James Watson (Morehouse College) and Alfred Nakatsuma (California State University, Long Beach), both of whom were enthusiastic about drawing on UAA members in their briefings on USAID's mission and USAID careers. The team will be following up with Messrs. Watson and Nakatsuma shortly.

D. USAID Strengthening

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

- The Bureau coordinators have contacted the 18 mentees in the field to solicit their questions and concerns in anticipation of a webinar to be conducted on

March 29 by Neal Levine, who also led the mentor training program in December. The USAID Learning Center is providing technical support.

- The program has expanded its reach; there are now a number of mentees serving for the first time in senior positions, including FS-1 and SFS.

E. Awards.

Bette Cook presented the Awards Committee's analysis of comments in the 2016 and 2017 AGM evaluations on alumni awards, and the committee's recommendations for two changes in approach:

First, the committee recommended that (i) the categories of service be broadened to include leadership excellence, including contributions to intellectual development and implementation, and (ii) both retirees and their spouses or partners, who are members of UAA, be eligible for awards. The Committee consensus was to adopt this recommendation.

Second, the committee recommended that special recognition be established for outstanding service to the UAA.

After discussion, the Committee consensus was against establishing a formal system of recognition for service to the UAA. Such recognition is more appropriately decided on a case-by-case basis by the Co-Chairs, and announced during the business session of the AGM, rather than during the alumni awards.

Bette also reported that there are now 7 members on the Awards Committee, including Bette Cook (chair), Carol Peasley, Nancy Pielemeier, Dianne Tsistos, Elzadia Washington, Larry Garber (new), and Margaret Healey (new), with Carol Dabbs as a non-voting member *ex officio*.

F. History of USAID.

Alex Shakow reported that—

- The next meeting of the Advisory Committee with John Norris is scheduled for April 2.
- John has been meeting the schedule set forth in his contract. (In fact, he has already read all of the oral histories in the ADST collection, and has arranged to review all new oral histories as they are completed.

5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

A. Website.

David Cohen responded to a major spam attack on the website by changing the "contact us" e-mail address.

6. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Wednesday, April 18, 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.

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The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Rob Sonenthal
Assistant to the Secretary

Date

Attachments:

- a. UAA Financial Report as of February 28, 2018
- b. UAA Membership and Contributions Summary, February 1–February 28, 2018

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF FEBRUARY 28, 2018***

• Balance as of end January 2018		\$ 28,879.18
• Member contributions received in February 2018		\$ 3,125.00
• Disbursements for the month:		\$ 2,111.51
○ Picnic site rent	\$ 475.00	
○ Bank charges	\$ 419.61	
○ Winterfest	\$ 817.90	
○ Mentors lunch	\$ 334.00	
○ Web—Constant Contact	\$ 65.00	
• End February 2018 balance:		\$ 29,892.67
	* * * *	
UAA savings account balance		\$ 15,505.59

* Not including funds earmarked for the History of USAID Project.

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

February 1, 2018 – February 28, 2018

(includes 2017 data for comparison)

Alumni Directory Registrations:

New alumni registrations, February 1 – February 28:	4
New associate members, February 1 – February 28:	0
Total new registrations, February 1 – February 28:	4
Total new registrations for 2018 through February 28:	8
Alumni whose names were removed in February:	0
Total registered alumni through February 28, 2018:	988
Total registered alumni through February 28, 2017:	962

Newly directory listings in February 2018:

- Vincent Sanfuentes
- Neil Levine
- Kay J Freeman
- Kamiar Khajavi

New registered associate listings in February 2018:

- None

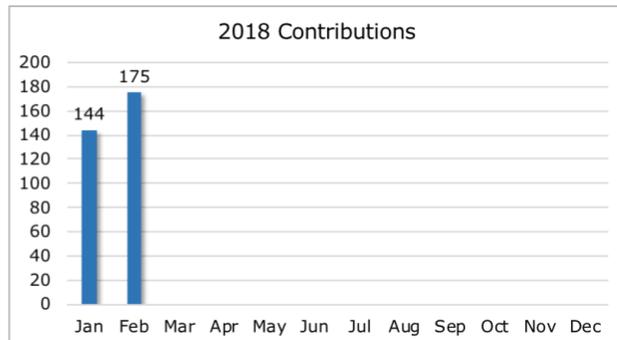
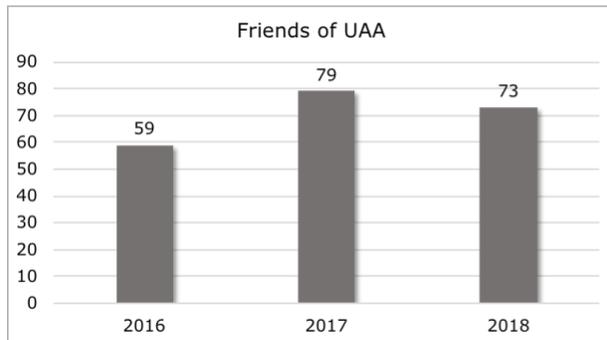
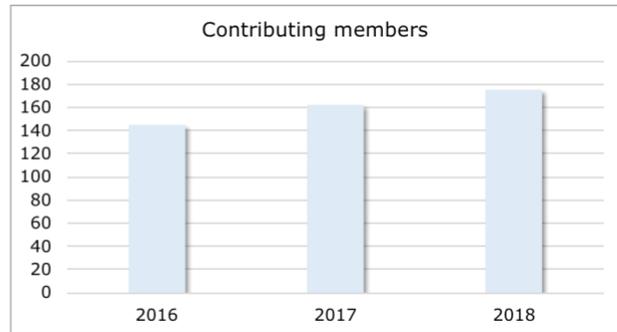
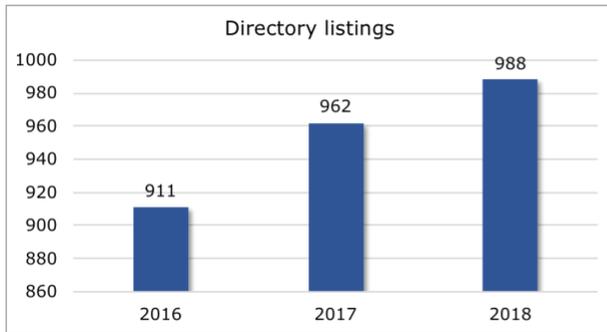
Alumni whose names have been removed: deceased / unsubscribed:

- None

Membership Contributions Summary:

Alumni contributions, February 1 – February 28:	31
Total number of contributors for 2018 through February 28:	175
Total number of contributors through February 2017:	162
Total number of \$100+ contributors, February 1 – February 28	13
Total number of \$100+ contributors for 2018 to February 28:	73
Total number of \$100+ contributors through February 2017:	79
Number of new contributing members, February 1 – February 28:	2
Total number of new contributing members for 2018 till February 28:	4

Comparison over the years as of end February:



Contributions received in February 2018:

Friends of UAA: 13

Margaret Carpenter
 David Cohen
 Carol Dabbs
 David Eckerson
 Paula Feeny

Stephen Giddings
 Linda Gregory
 Haven North
 Barbara Seligman
 David Shear

Donald Soules
 Katherine Taylor
 Janice Weber

Contributing Members: 16

Robert Archer
 William Benjamin
 Carl Derrick
 William Elliott
 William Johnson
 Dennis Knecht

Mike McGahuey
 Cressida McKean
 Mary Norris
 Patrick Rader
 Ronald Ridker
 Joan Silver

Arthur Silver
 Paul Vitale
 Jerry Wood
 Moenes Youannis

New Contributing Members: 2

Kay J Freeman

Neil Levine