

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING

Wednesday, April 18, 2018
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on Wednesday, April 18, 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
Tish Butler

Absent:

Franklin Moore
Barbara Seligman
Nancy Tumavick

By telephone:

John Heard

COMMITTEE CO-CHAIRS:

In person:

David Cohen
Bette Cook
Carol Dabbs
Steve Giddings
Carol Peasley
Alex Shakow
Nancy Pielemeier

Absent:

John Champagne
Jim Fox
Jose Garzon
Rob Sonenthal
Jerry Wood

ADMINISTRATIVE STAFF:

Ven Suresh [absent]

MEETING CHAIR:

Chris Crowley

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Chris Crowley 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 March 14, 2018, meeting of the Executive Committee, as revised and distributed by Rob Sonenthal on April 16th, 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 March 2018. (Attachment A):

- Very little activity in March; the end-of-March balance was \$30,414.
- George did not have details at hand for the History Project account, although he believed that he had disbursed \$15,000 to John Norris and John's assistant during March, leaving a balance of approximately \$150,000. Everything on the History Project is moving according to schedule, and all costs are consistent with the contract.
- George will include in the Financial Report specific information on the deposits, disbursements and balance of the History of USAID Project sub-account at LFCU, starting with the Financial Report for April.

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

- There were 4 new *alumni registrations* during March, for a total of 991 vs. 962 at the end of March 2017.
- Fifteen *contributions* were received in March, raising the total number of contributions received for 2018 to 190 vs. a total of 225 at the end of March 2017.
- The number of 2018 *contributions of \$100 or more* through March was 75 — a decline from the total of 96 from January through March 2017.

Chris Crowley spoke about a recent social event at which he spoke to a number of former USAID FSNs who now live in the DC area. All expressed interest in joining the UAA. This prompted a discussion of the work being done by Jim Bever in the Membership Committee to work with the USAID FSN Advisory Council to advise FSNs prior to retirement about the UAA. The Executive Committee discussed various ways in which we could more effectively communicate with the former FSN community to generate greater interest in joining the UAA. The committee agreed to add this topic to the upcoming retreat — and thus encourage discussion of the role of FSNs in the UAA during the 2018 AGM.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.

A. Executive Committee Retreat.

Chris Crowley reported that MSI has agreed to let the UAA Exec Committee to use its large conference room for the planned June 5th retreat. Chris will also finalize arrangements for a facilitator, a former board member who knows the organization well.

The Committee discussed the purpose of the retreat and agreed that it would be to come to agreement on a set of recommendations or options to be presented to the membership at the AGM. Future recommendations, especially regarding eligibility for membership, may require amendment of the bylaws; if so, the Board is given the authority to make those changes. It was agreed that any major changes would be done in consultation with the membership at the AGM.

Alex will prepare brief paper describing the purpose and agenda for the retreat. Chris will then use this, as well as additional input from Nancy T, to finalize an agenda

B. 2018 Annual General Meeting

Nancy Pielemeier reported on the results of the AGM Committee's April 10 meeting:

- There is tentative agreement on the schedule for the AGM; adjournment time has been moved back to 4:30 PM. The initial plenary will be one on "fragility" moderated by Jim Michel with a likely focus on West Africa; the second plenary will be a discussion between Charles Kenny of CGD and USAID History author, John Norris. Next will be lunch, followed by a session with the membership on the future of the UAA and recommendations coming out of the Executive Committee Retreat; election results and awards; and, lastly, remarks from the USAID Administrator. [NOTE: The UAA members who met with the Administrator on April 6th mentioned that he would be invited, and the thank you note to him extended the invitation in writing.]
- Nancy proposed that the results/recommendations coming out of the "retreat" should be shared with the membership in advance of the AGM, so that major pro and con views are known in advance.

C. 2018 Budget.

ACTION: George Hill will present a final 2018 budget for approval at the May Executive Committee meeting.

It was noted that the budget should include costs of lunch for the June 5th retreat.

D. Meeting with the Administrator

Chris Crowley and Tish Butler reported out briefly on the April 6th meeting. It was very cordial. The Administrator spoke about the recently announced organizational and strategic changes in USAID, emphasizing that the working groups had been led by career staff and that they see the changes as relevant and important for the longer term. They are also engaged in major consultation with the Hill and other stakeholders.

The UAA representatives briefed the Administrator on major UAA activities, including the mentoring program, the USAID history project and oral histories, public outreach, the efforts to grow the organization and its membership, and the upcoming AGM. The Administrator was pleased to hear of the activities. Re: the mentoring program, he asked Lauren Russell, LPA, to prepare an article for the next Front Lines – he hopes that this might encourage even greater USAID participation.

This prompted a discussion of the status of Lauren Russell. Apparently, she will be leaving USAID.

ACTION: Someone from the Executive Committee needs to talk with Lauren to determine who will be picking up her portfolio; she has been a valuable contact and we need to ensure a relationship with her successor.

E. 2018 Mini Survey.

Carol Dabbs earlier distributed the relevant data from the 2018 Member Survey. At earlier meetings, the Committee explored the idea of discontinuing the large Member Survey in January, except for the section requesting members to indicate their interests in volunteering for UAA committee activities. Instead, the Committee recommended that the UAA instead move to a system of smaller and quicker surveys. She circulated a draft of Mini Survey Potential Topics with examples of questions that could be used on registration, membership, or events. A mini survey would be short and would avoid open-ended questions that require considerable interpretation and analysis. The committee discussed whether an initial survey should go out prior to the retreat; people agreed that it be sent after the retreat, once we know on what subjects we would like membership input.

ACTION: Deferred until after the Retreat.

4. OPERATING COMMITTEE REPORTS.

A. Development Issues.

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

- On April 5, the DI Committee hosted 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 "Book Club" has been rejuvenated under the leadership of Stu Callison; they will have an April 25 session with John Mellor re: his latest book on agricultural development.
- On May 17, the DI Committee will host a discussion with David Warsh, author of a book on USAID's program in the post-Soviet Russia, and the controversial role of Harvard University.
- In June, the DI Committee expects to schedule a meeting with Devex.

Steve also noted that the committee had previously met with PPL leadership to talk about potential collaboration, e.g., in getting UAA comments on the draft USAID policy paper on eliminating extreme poverty. The Exec Committee agreed that Steve should reach out to current PPL leadership to try to set up a meeting.

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

- On May 21, Larry Heilman will speak at DACOR as part of the UAA "authors" series on his book about USAID in Bolivia.
- On September 14, Rick Barton will speak at DACOR on U.S. post-conflict efforts and his new book, "Peace Works."

Alex then spoke about DACOR's effort to increase its membership; he urged Executive Committee members to consider joining DACOR, noting the strong partnership we have forged with them and the significant support they provide to us. This prompted a discussion of whether the UAA should make a contribution to DACOR. A resolution to contribute \$1,000 to DACOR was made and seconded; the board approved the recommendation.

ACTION: Alex will indicate to DACOR leadership that the UAA Board wishes to make a contribution to the DACOR-Bacon House Foundation for the House Preservation Fund.

B. Public Outreach.

Tish Butler reported on the activities of the Public Outreach Committee, noting that co-chair, John Champagne, remains very active in teaching OLI courses on international

development. Tish and John will be talking with USAID's two Development Diplomats in Residence next week to discuss ways in which these officers, based in San Diego and Atlanta, can reach out to and collaborate with USAID alumni in those areas. Howard University has asked for speakers and mentors for a group of Howard students studying international development. Tish will be reaching out to members via the newsletter. Tish and John will also be meeting with AFSA to discuss potential collaborative activities in public outreach

C. USAID Strengthening

John Heard delivered a status report on the progress of the 7th cohort of the USAID/UAA Mentoring Program. Unfortunately, the planned webinar with mentees in the field did not happen. John did send out a message to all mentors, asking them to report on the early stages of their work with Cohort 7 participants. All seems to be going well with all but one mentee.

D. Awards

Bette Cook reported that the announcement for 2018 awards was sent out in the April newsletter. She urged folks to help identify good candidates. The deadline for nominations is the end of July.

E. USAID History Project

Alex reported that all is on track and that there is nothing to report beyond what was included in the April newsletter.

F. Membership.

Carol Dabbs briefly reported out on a few additional matters concerning the Membership Committee. First, she had distributed the massive Excel Sheet with a summary of results from the most recent member survey to Committee co-chairs and offered assistance if desired in identifying their volunteers. Second, she reported out on the early acceptances for the May 20 Spring Reception at the home of the Shakows. The Committee agreed that it will want to invite some key USAID officers to the reception.

ACTION: Carol Dabbs will survey the Exec Committee to get names of USAID officers to be invited. She will then send on to them email invitations (copy of the announcement to go out in late April).

Third, she noted that Lloyd Feinberg will be profiled in the May newsletter.

5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

A. Website.

David Cohen noted that he will be traveling for three weeks. If items need to be posted to the website, he asked that they be sent to him immediately. When he is out, Ven will also be able to post items.

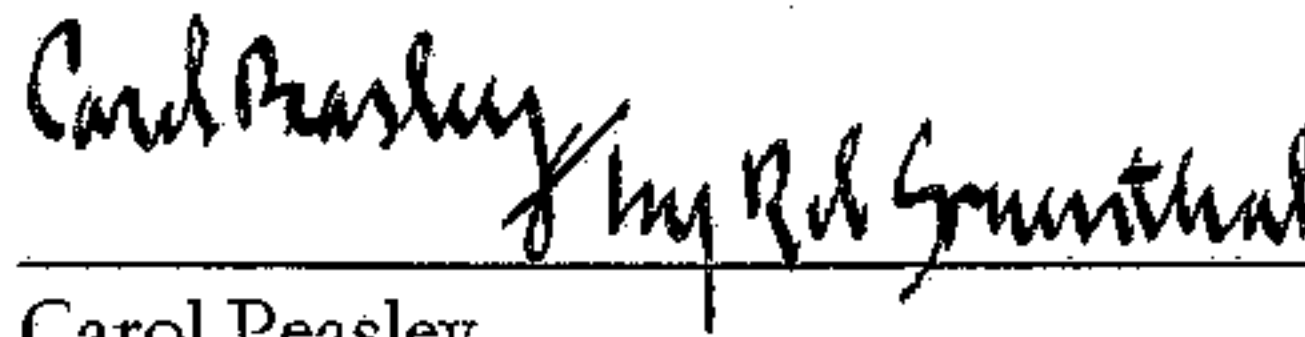
6. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, May 17, 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 12:25 p.m.

Respectfully submitted,



Carol Peasley
Acting Assistant to the Secretary

May 23, 2018
Date

Attachments:

- A. UAA Financial Report as of March 31, 2018
- B. UAA Membership and Contributions Summary, March 1–March 31, 2018

ATTACHMENT A
UAA FINANCIAL REPORT
AS OF MARCH 31, 2018*

• Balance as of end February 2018		\$ 29,892.67
• Member contributions received in March 2018		\$ 625.00
• Disbursements for the month:		\$ 103.21
○ Bank charges	\$ 103.21	
• End March 2018 balance:		\$ 30,414.46
	* * * *	
UAA savings account balance		\$ 15,505.59

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

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

March 1, 2018 – March 31, 2018
(includes 2017 data for comparison)

Alumni Directory Registrations:

New alumni registrations, March 1 – March 31:	4
New associate members, March 1 – March 31:	0
Total new registrations, March 1 – March 31:	4
Total new registrations for 2018 through March 31:	12
Alumni whose names were removed in March:	1
Total registered alumni through March 31, 2018:	991
Total registered alumni through March 31, 2017:	962

Newly directory listings in March 2018:

- Romy D Cruz
- Lawrence Dolan
- Alexandra Panehal
- Meri Sinnitt

New registered associate listings in March 2018:

- None

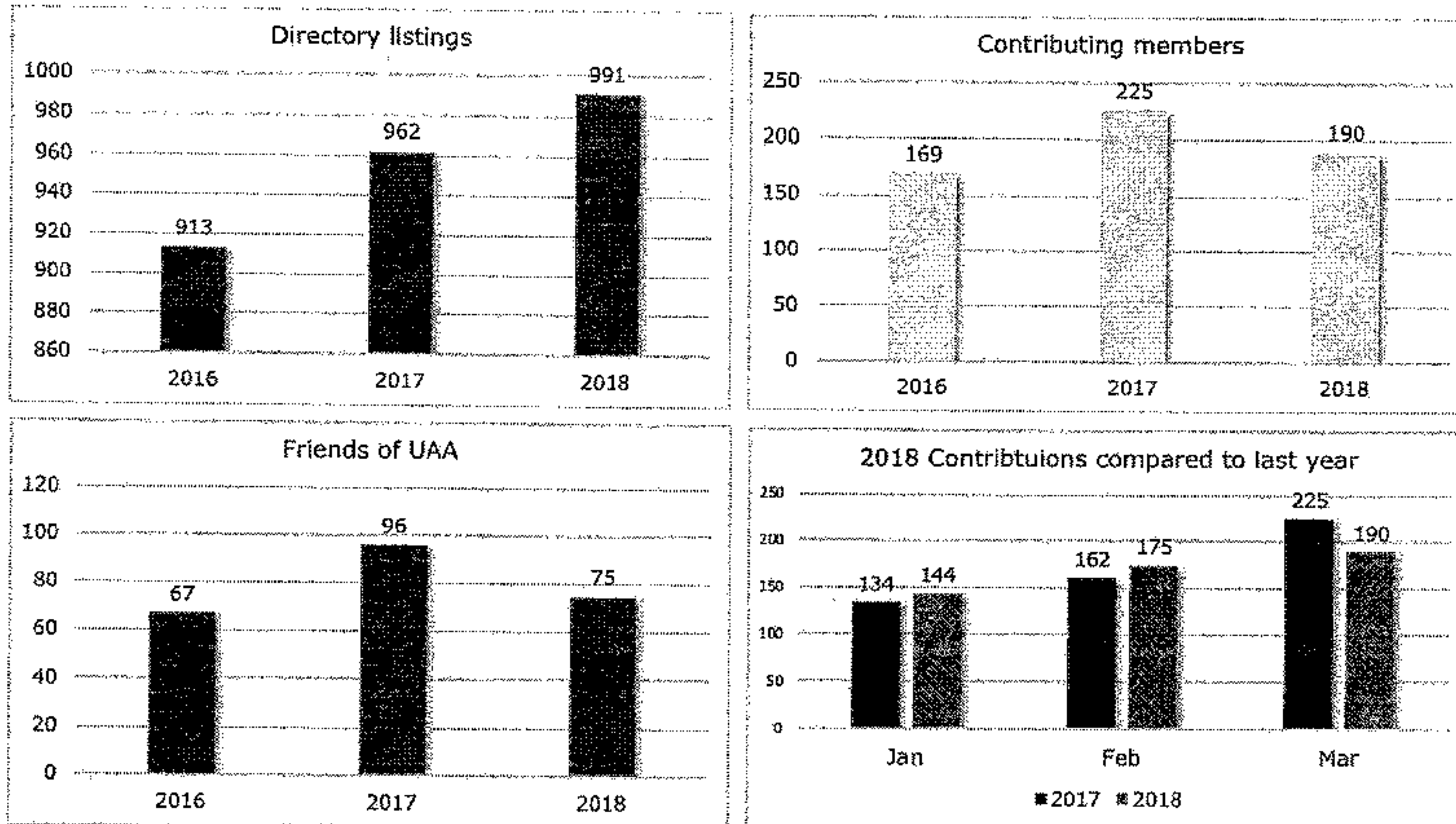
Alumni whose names have been removed: deceased / unsubscribed:

- Caroline Abl - unsubscribed

Membership Contributions Summary:

Alumni contributions, March 1 – March 31:	15
Total number of contributors for 2018 through March 31:	190
Total number of contributors through March 2017:	225
% of contributors through March as compared to last year:	84.44
Total number of \$100+ contributors, March 1 – March 31:	2
Total number of \$100+ contributors for 2018 to March 31:	75
Total number of \$100+ contributors through March 2017:	96
% of \$100+ contributors as compared to last year:	78.12
Number of new contributing members, March 1 – March 31:	3
Total number of new contributing members for 2018 until March 31:	7
New contributors as a % of new registrants this month:	75.00

Comparison over the years as of end March:



Contributions received in March 2018:

Friends of UAA: 2

David Garms
William Nance

Contributing Members: 10

Dirk Dijkerman	Shahabudin Khan	Roger Simmons
Lloyd Feinberg	David McCloud	George Thompson
Mary Huntington	David Olinger	MacAlan Thompson
Charles Johnson		

New Contributing Members: 3

Lawrence Dolan
Alexandra Panehal
Meri Sinnitt