**UAA Membership Committee**

**Minutes**

Monday, August 13, 2018

2:00-3:00 pm Conference Call

**Call-In Number and Code:**

Conference Dial-in Number: 1-(605) 475-4072

Participant Access Code: 946240

**Meeting Chair:** Carol Dabbs

**Note taker:** Bette Cook

**Roll Call:**

**Present:** Barbara Bennett, Sarah Clark, Bette Cook, Carol Dabbs, Franklin Moore

**Excused**: Jim Bever, Margaret Carpenter, Dianne Tsitsos, Nancy Tumavick

**Absent:** Larrry Garber, Don Soules

**Approval of 7/16/18 Membership Committee Call Minutes and Transmittal to Executive Committee:**

**Bette** asked and received no comments or changes to the minutes that were distributed August 7 to committee members. A motion was made, seconded, and carried to approve the minutes as written.

**ACTION: Bette** submitted the approved minutes to the Executive Committee on August 14.

**Membership Report as of July 30, 2018**:

Per the July 2018 Membership Report by Ven Suresh, **Carol** noted there were three new alumni registrations and four new associate registrations, bringing the total registered alumni through July 31, 2018 to 1,004 compared to 969 at this time last year. She also noted 51 alumni contributions, bringing us to 98 percent of contributors through July 2018 compared to July 2017, and 11 $100 plus contributors in July, or bringing the 2018 number of contributions to 96 percent of such contributions at this time last year.

**ACTION: Carol** will seek Ven’s clarification of a couple of issues raised by the report which was sent on August 12 to the Membership and Executive Committees.

**FSN Recruitment Update**

**Jim** was not available for the call.

**ACTION:**  Discussion was postponed until the September meeting.

**UAA Awards Committee:**

Bette stated that seven nominations for the Alumni of the Year awards – 3 for international service and 4 for domestic service – were received by the July 31 deadline. All nominations with award guidelines and voting instructions were sent to the Awards Committee members on August 5 for their consideration and return votes by August 31. She cautioned that all nominees remain confidential until the winners are revealed at the October 26 Annual General Meeting.

**Action: Bette**, in keeping with UAA policy, will confirm that all nominees and nominators are UAA contributing members, and will advise if any nominees must be disqualified. **Awards Committee** members must return their votes to the Committee chair by August 31.

**Mini Survey:**

**Carol** reported that the Executive Board is considering what should be discussed with UAA members at the Annual General Meeting. Thus, we await instructions from the Executive Board in order to develop the Mini Survey.

 **ACTION:** Deferred pending Executive Board instructions.

**Outreach Activities**

**Active Recruitment Opportunities**

**DACOR and social event (like Spring Reception) participants:**

**Carol** said that she and **Ven** have had a good discussion about how we can capture potential UAA members attending these events. She expressed optimism that the planned efforts will work well.

**ACTION: Ven** will obtain the list of event attendees and compare the names to those on the UAA Directory; **Carol** will send an email message about the UAA to those with an email address.

**New Registrants who didn’t contribute yet:**

**Carol** advised that she and **Ven** have also developed a plan to address the issue of new UAA registrants who have not yet contributed. The membership report identifies new registrants and those who have made a contribution.

**ACTION: Ven** willsupplyCarol with email addresses for the “new-but-not-contributed” registrants; **Carol** will contact them to encourage them to become contributing members.

**Remaining 2016 and 2017, but not 2018 contributors:**

**Carol** pointed out that email messages were sent on June 30th to the remaining 250 people who made contributions in 2016 and 2017 but not in 2018. Of that number, it appears that 103 people have now made contributions.

**ACTION: Carol** plans to ask that Ven send the message again on about September 15th to the approximately 150 remaining persons who contributed in 2016 or 2017 but not in 2018, adding a sentence about attending the AGM without additional cost and voting privileges.

**FSI Job Search Course, August 15th**

**Jim Bever** will attend the FSI Job Search Course to discuss the UAA programs with the attendees and encourage their joining the Association.

**ACTION: Jim** will provide a list of emails of those who participate; **Carol** will send a message to them encouraging them to register and make a contribution.

**Imminent Retirees:**

Given Nancy’s advice that imminent retirees may join the UAA prior to their actual retirement, **Carol** suggested that we solicit for UAA membership any USAID friends and colleagues who may be approaching retirement.

**ACTION:** Membership Committee and Executive Committee members are requested to contact imminent retirees they know to introduce them to UAA and encourage registration and contribution.

**New ideas to identify potential new registrants/contributing members?**

There were no additional ideas or suggestions offered to identify potential new members. Carol reminded us to think about any such ideas.

**ACTION:** NA at this time.

**Remaining 2018 Activities**

1. **Summer Picnic**, Saturday, September 8, noon to 3:00pm, Fort Hunt Park: **Carol** reviewed preparations for the annual picnic and requested committee volunteers to assist at the event.

**ACTIONS:**

* **Invitations: Carol** sent August 12 the email text to Ven for stand-alone transmission to members this week (Ven sent August 15), and to re-announce in the September 4 UAA newsletter.
* **Supplies: Carol** will check with George Hill about current stock of needed supplies (non-alcoholic beverages, water, table covers, paper good, cups, and plastic flatware), solicit Executive Committee members to provide these items, and she will obtain the remainder.
* Set-up Volunteers: **Bette and Barbara** volunteered to arrive at 11:30 am.
* Check-in volunteers: **Carol, Bette & Barbara** volunteered for 11:45 am.
* Clean up volunteers: **Carol, Bette & Barbara** volunteered for 3:15-3:30 pm.
1. **Annual General Meeting**, Friday, October 26, 8:30 am-4:30 pm, at Center for Global Development offices:

**Carol** stated that, with George Hill’s approval, she has a bid from last year’s food catering service for the October 26 Annual General Meeting at an estimated cost of several hundred dollars below the 2017 cost. **Alex Shakow** **and Carol** will meet with the CGD contact person for the UAA meeting on August 17th and **Carol** will attend the AGM Committee meeting on August 22 to discuss logistics arrangements.

**ACTION: Carol** will finalize the catering contract and follow-up with the CGD about equipment rentals needed for the meeting. **Carol** said she will also present a proposal to the Executive Committee that we ask noncontributing members to pay for catering costs, noting we requested $25 last year but the estimated actual cost is $45. She will also work with **Sarah Clark** to prepare the Evaluation Questionnaire and get it ok’d by the Executive Committee.

**Bette** will prepare an AGM article for the September 4 newsletter, adding a note about the benefits of contributing members that includes voting privileges and not having to pay to attend the AGM.

**Monthly Newsletter Profiles:**

**Barbara** reported that the profile of Elisabeth Kvitashvili, an excellent choice, has been finalized and sent to Ven for the September 4 newsletter and to David Cohen for the UAA Profiles website.

**ACTION:** No profile is needed for the October newsletter that will focus on the upcoming AGM.

**Next Month Newsletter Items:**

Carol and Bette reviewed the items for inclusion in the September 4 newsletter:

* Calendar of upcoming events, including September 8 picnic, September 14 Rick Barton and Aaron Williams at DACOR, October 26 Annual General Meeting, October 15 Larry Garber, and November 5 Larry Cooley (Carol and Bette)
* Awards Program status (Bette)
* Profile of Elisabeth Kvitashvili (Barbara)
* DACOR/Development Dialogue events (Alex)
* Reminder notice of AGM with link for RSVP. Add that contributing members do not have to pay to attend and have voting benefits. (Bette)
* Public Outreach (Tish/John C.)
* History Project status (Alex)
* UAA Website Updates (David Cohen)
* Vermont Development Wallahs annual picnic (Bette/Ann V.)
* Link in the “contribute here” panel at end of Newsletter to lead directly to click and pledge, rather than to the UAA website first, as has been the case.

The October 1 Newsletter will focus on the Annual General Meeting to be held on

October 26.

**ACTION: Carol and Bette** will let expected newsletter contributors know they need to get items for the September newsletter to Ven by August 31.

**Other Business:**

**AGM Survey:**

In addition to Sarah Clark’s assistance in helping develop a draft survey for AGM attendees, **Carol** said that she learned from the 2018 Member Survey of one other person who expressed interest in helping with surveys. Carol has responded and is waiting to hear back from her.

**ACTION:** **Carol** will follow up with both Sarah and the second person about the survey.

**Adjournment:**

The Membership Committee’s conference call was adjourned at 2:45 pm.

**Proposed Next Meeting: Monday, September 17, 2:00 pm**

Chair: Carol Dabbs

Note taker: Bette Cook