

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING

Thursday, May 17, 2018
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on 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.

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

BOARD MEMBERS:

In person:

Tish Butler
Chris Crowley
George Hill
Franklin Moore [joined in progress]
Nancy Tumavick

By telephone

John Heard
Barbara Seligman

COMMITTEE CO-CHAIRS:

In person:

David Cohen Alex Shakow
Bette Cook Rob Sonenthal
Carol Dabbs
Jim Fox
Carol Peasley

Absent:

John Champagne
Jose Garzon
Steve Giddings
Nancy Pielemeier
Jerry Wood

ADMINISTRATIVE STAFF:

By telephone:

Ven Suresh

MEETING CHAIR:

Chris Crowley

* * * * *

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 April 18, 2018, meeting of the Executive Committee, duly seconded, was adopted without objection.

2. FINANCIAL AND MEMBERSHIP REPORTS.

A. Financial Report. George Hill delivered the Financial Reports for the month of April 2018. (Attachments A and B). He noted that

- Prior to the meeting, George circulated a proposed format for reporting on the financial status of the "USAID/UAA History Project." He invited comment on the format from the Committee.
- George confirmed that the History Project funds have been deposited at the Lafayette Federal Credit Union in three accounts: a "core shares" account; a checking account (to cover current expenses); and, for the bulk of the funds, a Premier Savings account, which earned \$148.00 during the month of April.^[1]
- George indicated that in future months, he will list the UAA checking account and savings account balances separately, and also the total, so that these are clear.

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

- We continued to receive membership contributions in April, although not at a rate comparable to January/March, which is to be expected.
- As of April 30, the total number of contributors received (201) was approximately 79% of the total for April 2017 (256).
- We are planning to send an e-mail reminder to 2017 contributors who have not yet contributed in 2018.

^[1] Effective March 22, 2018, LFCU Premier Savings accounts paid dividends at the following rates:

	<u>dividend</u>	<u>annual % yield</u>
1st \$50,000	0.30%	0.30%
2nd \$50,000	0.40%	0.30-0.35%
next \$150,000.00	0.50%	0.35-0.44%
over \$250,000.00 -	0.75%	0.44-0.75%

There must be a balance of at least \$50,000 in the PSA to earn dividends. [RBS]

- In addition, Ven Suresh is in the process of identifying 2016 contributors who did not contribute in 2017.
- We have not been tracking those who once contributed \$100 or more as "Friends of UAA" but reduced their contribution in later years. The information should be available in our files; it simply needs to be compiled.
- We have not yet analyzed 2017 contributions to determine whether the lower contribution amount for members outside the Washington metropolitan area had any effect on the number of contributions received.

Nancy Tumavick noted that, as a result of our recent meeting with Administrator Green, a notice about UAA was included in the USAID newsletter.

ACTION: Ven will, by the end of next week, complete compiling information on (1) 2017 contributors who have not yet contributed in 2018; (2) 2016 contributors who did not contribute in 2017; and (3) erstwhile "Friends of UAA" who have reduced their annual contribution below \$100.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.

A. 2018 Annual General Meeting

Barbara Seligman called the Committee's attention to the draft AGM agenda that she recently circulated to the Committee, along with a draft "Outline for Panel on USAID's Role in the USG Response to Fragile Situations." She noted the following key points:

- The proposed agenda departs from the customary three-panel format:
 - There will be one panel on "USAID's Role in the USG Response to Fragile Situations," however . . .
 - John Norris will discuss his work-in-progress on the History of USAID, facilitated by Charles Kenny of CGD, and
 - The members will discuss the future of UAA, based on the conclusions, recommendations and questions developed at the June 5 ExComm retreat.
 - The AGM will run until 4:30 (rather than 4:00).
- The next AGM Committee planning session will take place at the Population Reference Bureau after the ExComm retreat, during the week of June 11, the precise date to be determined.^[2] The principal agenda item will be the AGM session on the "Future of UAA."
- Jim Michel has provided a detailed outline for the panel on "USAID's Role in the USG Response to Fragile Situations."
 - The focus will be West Africa.

^[2] The AGM Committee meeting was later scheduled for Wednesday, June 20 at PRB. [RBS]

- There would be either 3 or 4 panelists, including panelists from USAID, the Department of State, and (possibly) a third USG agency such as the Department of Defense. The panel is scheduled for a full 1½ hours, so there may be time to include a fourth panelist representing program implementers.
- There would be two rounds of questions from the moderator — the first focusing on how USAID and the other agencies conceive USAID's role in fragile situations, the second on how USG engagement in fragile situations can be made more effective — followed by audience comments and questions.
- Jim Michel will be collecting reading materials in advance of the AGM. The Committee will need to determine how to distribute them to attendees.

After discussion, the Committee agreed that (1) we should be careful about devoting time to a fourth panelist, since that time will probably be needed for the many questions and comments that the subject of "fragile situations" is likely to generate; and (2) we should consider enlisting one or more former USG employees, since current employees may feel constrained about expressing their unvarnished opinions.

ACTION: The AGM Committee will communicate the foregoing points to Jim Michel, and will encourage him to begin identifying and enlisting panelists without waiting for further instructions.

Alex Shakow proposed that the AGM agenda allot some time for a welcome from representatives of CGD. He agreed to approach CGD management to offer the opportunity and determine their preference.

Nancy Tumavick asked whether, in light of the "Future of UAA" session in the afternoon, the UAA co-Chairs could forego (or abbreviate) their morning greetings. After discussion, the Committee decided that the co-Chairs morning presentation was not redundant, and should probably be retained.

[Barbara Seligman left the meeting.]

B. Executive Committee Retreat.

Chris Crowley reported on the upcoming Executive Committee retreat:

- Themes: Alex Shakow prepared an outline of the principal issues. The Committee now needs to formulate specific questions to be discussed.
- Logistics: The retreat will take place in the MSI conference room, with 19 seats at the conference table, and additional seating against the walls. We may procure a coffee dispenser; lunch will be available in the area.

On attendance, Nancy Tumavick reported that we expect about 20 Committee members, plus another four invitees, all of whom are former USAID employees.

The Committee then considered whether to invite "outsiders" in order to get different perspectives on the UAA's future and to encourage the Committee to think outside the box — for example, alumni of other agencies (e.g., The Peace Corps), and/or someone familiar with the attitudes and interests of the contractor community, some of whom were present at UAA's creation.

C. 2018 Budget.

Further action was deferred on the 2018 budget until the June meeting.

D. UAA Ethics Policy.

Alex Shakow explained that the principal reason the UAA adopted an "Ethics and Conflict of Interest Policy" was USAID's concern that individuals acting on behalf of the UAA (e.g., when providing advice to USAID) would use the opportunity to obtain private advantage. The original Policy has since been refined and updated.

Carol Peasley pointed out that the Policy calls for acknowledgement of the Policy by Committee members and disclosure of conflicts of interest where appropriate, but that the Committee has no official archive where such documentation is deposited and accessible; the prior administrative assistant would have had hard copies. Rob Sonenthal added that the Policy does not indicate when or how often acknowledgement is required (Carol noted that some organizations require annual acknowledgements), or provide a format for COI disclosures.

ACTION: Ven will review the UAA records for any written acknowledgements or disclosures received heretofore, and will organize those documents in a permanent file. Rob will prepare simple acknowledgement and disclosure forms, and will propose revisions to the Ethics and Conflict of Interest Policy establishing when and how those forms should be filed.

4. OPERATING COMMITTEE REPORTS.

A. Membership.

Carol Dabbs reported on the activities of the Membership Committee.

- Committee members should forward recommendations for alumni profiles to either Bette Cook or Barbara Bennett.

- There are currently 96 people registered to attend the Spring Reception on May 20 at the Shakows.
- The June Newsletter is all but completed, although additional input is expected from the Development Issues Committee, and on the History of USAID Project.
- The committee plans to promote groups of UAA members from locations outside the D.C. area, using Barbara Bennett's experience with university alumni associations.

B. Development Issues.

On behalf of the Development Issues Committee, Jerry Wood reported that—

- The DI Committee meets this afternoon (May 17) to hear David Warsh, former economics editor of the Boston Globe, and author of the recently published "Because They Could: The Harvard Russia Scandal," discuss Harvard University's role in USAID assistance to Russia.
- The DI Committee will also meet on June 6. The discussion will be led by Adva Saldinger and Michael Igoe, senior reporters/researchers at DEVEX.
- Jim Michel and DI Committee co-chairs Steve Giddings and Jim Fox met with representatives of USAID/PPL to discuss the ongoing organizational changes at USAID. The committee would like to meet with PPL on a more regular basis, to provide input on other current issues (e.g., revisions to the USAID procurement regulation).

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

- On Monday, May 21, retired USAID FSO Larry Heilman will discuss his book "USAID in Bolivia: Partner or Patron?" as part of the USAID Authors Series.
- On Monday, June 11, World Bank Vice-President for Development Finance Axel van Trotsenburg will speak on "Financing Development: The Catalytic Role of the World Bank."

Alex also reported that DACOR was very grateful for UAA's \$1,000 contribution. There will be an article about the DACOR/UAA relationship in the upcoming DACOR newsletter.

C. Public Outreach.

Tish Butler reported on the activities of the Public Outreach Committee.

- Committee co-chair John Champagne has been focusing the committee's efforts on two centers at USAID:
 - the Bureau for Legislative and Public Affairs (LPA), and

- USAID's two Development Diplomats in Residence, one based at Morehouse College (Atlanta), the other at UC Long Beach.
- Tish and John met online with the Diplomats in Residence, and found them eager to explore ways in which they might collaborate with USAID alumni in their respective regions. The effort will be somewhat constrained by USAID's policy against sharing alumni e-mail addresses with the UAA, but we will include notices in the Newsletter inviting interested members to participate.
- Tish and John are also in contact with the Howard University Payne Fellows program regarding speakers and mentors for Howard students studying international development.

D. USAID Strengthening

John Heard reported on the progress of the USAID/UAA Mentoring Program.

- The 7th cohort of the program now consists of 18 pairs of mentors/mentees; one mentor/mentee pair withdrew, but the outlook is good for the remainder of the cohort.
- We need to improve our recruitment of mentors; for this latest cohort, there were fewer mentor volunteers.

Tish suggested that the PO Committee could assist recruitment by including information about the Mentoring Program in its communications to members.

E. Awards

Bette Cook presented a report on the Awards Committee.

- The committee inserted an announcement describing the awards process, and soliciting nominations, in the April Newsletter, and a reminder in the May Newsletter; there will be reminders in the June and July Newsletters.
- The committee will be contacting the individuals who nominated last year's runners-up to see if they will renew their nominations.

Bette noted that the alumni already profiled in the Newsletter are a diverse group in terms of gender, foreign service/civil services, etc. We intend to maintain that diversity going forward.

F. History of USAID/DEC Issue

Alex Shakow reported that—

- John Norris has promised draft of two chapters by May 31, which mean he is meeting the schedule set forth in his contract.
- The next meeting of the Advisory Committee is scheduled for Friday, June 8.
- The AC expects to begin contacting publishers regarding possible commercial publication of the book.

Carol Peasley reported that, in response to the AC's request for interested USAID alumni to assist with Mr. Norris' research, she spent two days at the LBJ Presidential Library in Austin, Texas, reviewing NSC files on development assistance — including documents on assistance to the Republic of Vietnam with handwritten comments by LBJ. Alex noted that two other USAID alumni from the Boston area did research for Mr. Norris at the JFK Presidential Library in Brookline, Massachusetts.

According to Alex, there is growing concern that the agency may not continue to support the Development Experience Clearinghouse, a well-organized and accessible archive that contains a wealth of information about the agency and its history. The UAA has been asked to express its view on the importance of maintaining the archive.

ACTION: Carol Peasley will raise the status of the DEC informally with USAID officials at the upcoming Spring Reception, as we need to understand the situation before deciding whether to communicate with USAID formally.

5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

A. Election Nomination.

Carol Peasley, who acted as chair of the nominations committee in 2017, will circulate a list of Board members and their current terms. As it stands—

- The two-term limit in the UAA Bylaws affects only Tish Butler, who must step down from the Board after the 2018 AGM.
- Barbara Seligman's first two-year term will end at the 2018 AGM, and she may wish to run for a second term.

If Barbara wants to run for a second term, we will need a candidate for one Board seat; if she does not, we will need candidates for two seats. If we follow the same procedures as last year, we will need to form a nominating committee, and send out an announcement to the members asking for nominations sometime in June.

Carol Dabbs noted that, while only 50% of the respondents to the Annual Member Survey answered this question, 98% of those answering indicated that the Board should make no changes to its current nomination procedures.

ACTION: Carol P. will circulate to the Committee a table of Board terms, along with a copy of the 2017 nomination announcement.

6. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, June 21, 2018, at the offices of the Population Reference Bureau, 1875 Connecticut Avenue NW, Suite 520, Washington D.C. 20009, between 10:30 a.m. and 12:30 p.m.

* * * * *

The meeting was adjourned at 12:25 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

Attachments:

- A. UAA Financial Report as of April 30, 2018
- B. UAA/USAID History Project: Financial Status as of April 30, 2018
- C. UAA Membership and Contributions Summary, April 1–April 30, 2018

ATTACHMENT A
UAA FINANCIAL REPORT
AS OF APRIL 30, 2018[‡]

• Balance as of end March 2018	\$ 30,414.46
• Member contributions received in April 2018	\$ 980.00
• Disbursements for the month:	\$ 190.76
○ Bank charges	\$ 50.76
○ Web—Constant Contact	\$ 140.00
• End April 2018 balance:	\$ 30,203.70
	* * * *
UAA savings account balance	\$ 15,505.59

[‡] Not including funds earmarked for the History of USAID Project. See Attachment B.

ATTACHMENT B

**UAA/USAID HISTORY PROJECT
Financial Status as of April 30, 2018**

1. Core Shares	\$ 50.00
2. Checking Account	\$ 14,146.57
3. Premier Savings Account	\$150,215.43
Interest deposited in April 2018	<u>\$ 148.03</u>
TOTAL:	\$164,412.12

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

April 1, 2018 – April 30, 2018
(includes 2017 data for comparison)

Alumni Directory Registrations:

New alumni registrations, April 1 – April 30:	2
New associate members, April 1 – April 30:	0
Total new registrations, April 1 – April 30:	2
Total new registrations for 2018 through April 30:	14
Alumni whose names were removed in April:	1
Total registered alumni through April 30, 2018:	992
Total registered alumni through April 30, 2017:	962

Newly directory listings in April 2018:

- Barry Riley
- Rick Barton

New registered associate listings in April 2018:

- None

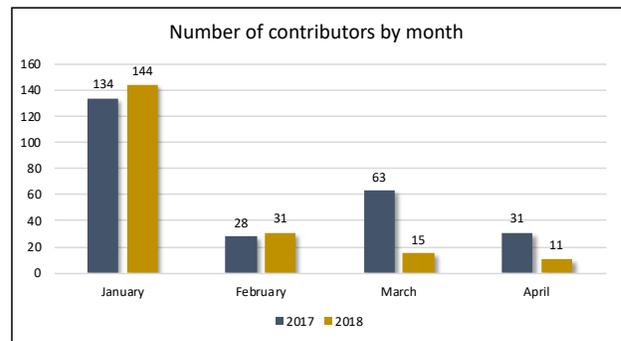
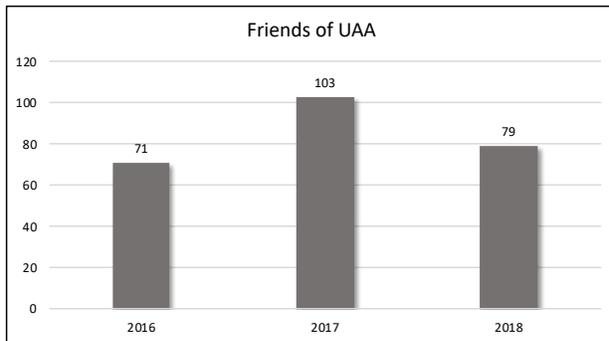
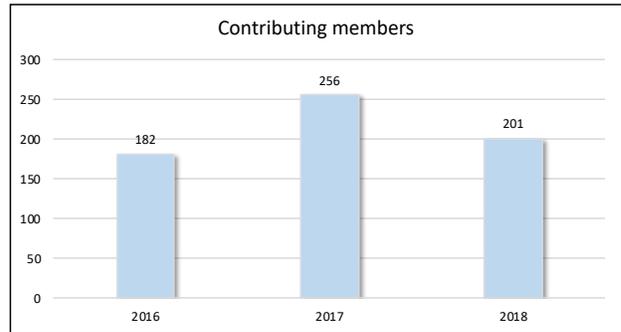
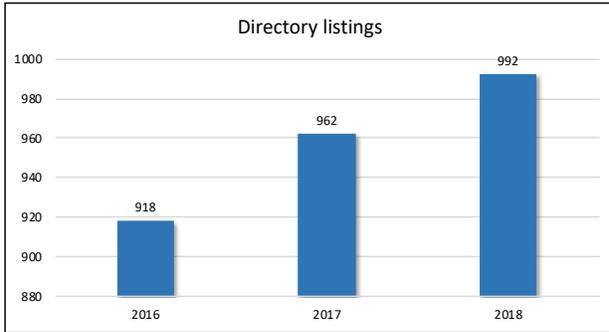
Alumni whose names have been removed: deceased / unsubscribed:

- Juan Buttari (deceased)

Membership Contributions Summary:

Alumni contributions, April 1 – April 30:	11
Total number of contributors for 2018 through April 30:	201
Total number of contributors through April 30:	256
% of contributors through April as compared to last year:	78.5
Total number of \$100+ contributors, April 1 – April 30:	4
Total number of \$100+ contributors for 2018 to April 30:	79
Total number of \$100+ contributors through April 2017:	103
% of \$100+ contributors as compared to last year:	76.7
Number of new contributing members, April 1 – April 30:	2
Total number of new contributing members for 2018 through April 30:	9
New contributors as a % of new registrants this month:	100

Comparison over the years as of end April:



Contributions received in April 2018:

Friends of UAA: 4

Douglas Sheldon
 Irving Rosenthal
 Rick Barton
 Robert Dakan

Contributing Members: 7

Abdi Wardere	Georgia Sambunaris
Barry Riley	Robert Berg
David Bathrick	Roger Simmons
Fritz Gilbert	

New Contributing Members: 2

Barry Riley
 Rick Barton