

Minutes of the UAA Executive Committee Meeting
Thursday, August 21, 2014
10:30 am - 12:30 noon
TetraTech, Suite 600
1320 N. Courthouse Rd., Arlington, VA

Board Members Attending: Frank Almaguer, David Cohen, David Eckerson, Jim Michel, Carol Peasley, Nancy Pielemeier and Alex Shakow

Board Members Not Attending: None

Committee Co-Chairs Attending: Owen Cylke, Marilynn Schmidt, Nancy Tumavick and Jerry Wood

Committee Co-Chairs Not Attending: Bill Anderson, Paula Goddard and Ann VanDusen

Executive Assistant: Kristina Short

Meeting Chair: Nancy Pielemeier

1. Minutes of the July 2014 Executive Committee (EXCOM) Meeting:

The Minutes of the July 19 meeting of the EXCOM were approved and are ready for posting on the UAA website.

2. Finance and Membership Reports:

The Financial Report for July is included as **Attachment A** of these Minutes. The Finance and Administration Committee reported that as of July 31, the UAA is down 19% in contributions compared to the same timeframe for 2013. Nevertheless, April 2014 contributions significantly exceeded the contributions received in April 2013 – perhaps prompted by the UAA Spring Reception held at DACOR on May 18.

In addition to reviewing the Membership Report for July (**Attachment B-1**), the EXCOM had an opportunity to review an interim Membership Report for the first three weeks in August (see **Attachment B-2**), which shows a significant response to a “Contribution Reminder,” particularly from 2013 contributors who had not yet contributed in 2014. The Committee anticipates another “uptick” in contributions as we approach the Annual General Meeting.

With regards to the operating budget for 2014 (approved last February), overall expenses have been lower than initially projected. Hence, the financial condition of the Association remains solid.

The EXCOM received the following input on adjustments to the 2014 budget:

A. The Membership Committee requested a revised budget allocation to cover higher-than-anticipated expenses:

- Spring Reception costs exceeded the amount budgeted (\$4,500 vs. budgeted \$3,500). The increase was due principally to a good turnout of invited USAID Mission Directors and other USAID senior staff and higher costs for catering services.
- \$5,200 for AGM, including 1) \$4,000 (vs. \$2,700 budgeted) to cover a larger-than-planned participation of USAID staff (i.e., some 30 “young professionals”) and 2) up to \$1,200 to defray the travel costs of out-of-town alumni who will be invited to attend the AGM to receive recognition as the first recipients of the new annual UAA “**Alumni of the Year**” initiative. The “Alumni of the Year” project has received significant publicity among the alumni community and ten nominations have been submitted. One award will recognize unusual and significant contributions made by alumni for paid or volunteer work overseas and the other will recognize work in the US.

B. As part of the budget review, the EXCOM discussed the **Oral History Project**. The EXCOM had previously expressed its support for efforts of the Public Outreach Committee to promote more USAID “oral histories,” perhaps as part of the Oral History program carried out by the Academy for Diplomatic Studies and Training (ADST) at FSI. Several years ago USAID granted the ADST \$75,000. This grant helped support ADST collection of oral histories from some 90 USAID alumni. The UAA would like to encourage USAID to reactivate this project, perhaps by providing a small “cost sharing” contribution to a USAID award to ADST.

Next Steps on the Oral History proposal:

- EXCOM members discussed the importance of documenting panel discussions at the upcoming AGM panels on “USAID innovations, past and present.” The AGM organizers will identify volunteers to write summaries of each of the panel discussions in a manner that will serve as future reference for students of the USAID legacy.
- EXCOM agreed that another effort be made to urge USAID support for a new round of collaboration with ADST to collect additional oral histories from USAID alumni. UAA prior offer to USAID that the UAA is prepared to make a symbolic contribution to finance this initiative remains on the table.

Next Steps on finances and the 2014 budget:

- The Membership Committee will reach out to alumni who have yet to contribute in 2014 after Labor Day. Fall 2014 announcements regarding Board elections and the AGM will also highlight that only contributing members can vote for the 2014-2016 Board.

- Frank asked all Committee co-chairs to revisit their budgets and send him any necessary revisions on 2014 events that have come in under or over budget, and projections for the remainder 2014.

3. 2014 Annual General Meeting:

The AGM Committee reported that planning is on schedule. Organizers are in place for all six panels and are contacting potential participants. All organizers are aware of their respective counterparts at USAID. CGD has suggested moderators for 4 of the 6 proposed panel sessions. If they do not have moderators available for the remaining two panels, the UAA will look outside for appropriate moderators.

Jim Michel volunteered to lead off his panel (Democracy and Good Governance) with a short presentation that will provide context for the follow-on panel discussion and suggested that Charles Kenny serve as a commentator for that panel.

Frank Almaguer indicated that John Sanbrailo would make a similar introduction to the panel on Private Sector Engagement.

A meeting with all panel organizers and their respective CGD counterparts is scheduled for September 23, 2014 at 10:00 AM at CGD. All panel organizers are expected to have their panel structure and content organized by this date.

Peter McPherson has confirmed that he will speak at 9:30 AM.

Logistics:

- The UAA has been in contact with the CGD events planner regarding options for recording sessions and will continue these discussions in person on September 23.
- The CGD facility can seat 150 participants theatre-style. CGD will be contacted by Nancy Tumavick regarding alternative options, such as round tables. The Main Hall, when divided into two panel rooms, can accommodate 50-75 per room, while the executive conference room can accommodate 35 seated participants.
- The Young Professionals Group at USAID is interested in attending, which will increase anticipated attendees by up to 30 people. Nancy will reach out to Jake Grover, the group's organizer, regarding their plans for participating in the AGM.
- The EXCOM discussed the relative benefits of sacrificing the ideal setup for lunch and directing people back to the main room for Administrator Shah's remarks versus having people eat standing around tables in the reception area or seated in main room without tables.

Next Steps:

- Nancy Tumavick and George Hill will visit CGD during the week of August 25 to examine options for seating arrangements and will report back to the EXCOM. The number of attendees and structure of the room will determine what can be offered in

terms of catering and set the limit for how many external attendees the event can accommodate.

Additional AGM items discussed:

- Payments cannot be collected on-site and will therefore be handled prior to the meeting and/or through the distribution of IOUs.
- All catering proposals ranged from \$4,500 to \$6,000 for 120 persons for light breakfast and lunch. Nancy will negotiate with caterers on price and will also speak with the caterer used by CGD previously.
- Carol Peasley is drafting an AGM evaluation form and will circulate the completed draft to the EXCOM. Committee members agreed to announce at the AGM that an e-mail would be distributed within 24 hours after the AGM that will encourage attendees to respond to the evaluation. Paper copies will also be available.
- Carol will ask Monica Stein-Olson, who volunteered her photography services for the Spring Reception, if she is available on October 24.
- The first announcement of the AGM will be distributed to alumni in early September

4. UAA Board Annual Report to the Alumni:

Committee Co-chairs planned activities for 2015-2017 should be sent to Jim Michel as soon as possible. Deadline for all input is prior to the EXCOM meeting on September 25.

The draft Report to Members will be distributed to alumni on September 30, 2014, to allow ample time for alumni feedback prior to the AGM.

5. Annual Award to Alumni:

The Award Sub-Committee will make decisions on the nominees on August 21, at a meeting convened after EXCOM Meeting adjourns.

6. Committee Updates:

a. Membership:

- Nancy Tumavick circulated a brief report prior to the meeting providing feedback on the August 9 UAA picnic.
- In response to decreased numbers at this summer's event, the Membership Committee will discuss whether to hold a picnic in 2015. EXCOM members will await recommendations from the Membership Committee but the sense of the group is that the summer picnic tradition should be continued, perhaps with revised expectations for attendance, timing and venue.
- One potential avenue for increased attendance is for committee co-chairs to encourage the members of their respective committees to attend.

b. Development Issues:

The Development Issues Committee has targeted its programming to three groups: UAA alumni, USAID staff, and the broader development community.

- Programming for UAA alumni has worked well in 2014, with “Friday Forum” sessions at the USAID Training Center and Development Dialogues at DACOR. The committee has experienced problems across the board in getting participants to volunteer ideas for speakers and themes. Two events are scheduled for September (John Norris and Eric Postel). Alex Shakow is waiting to hear back from USAID’s Nancy Lindborg about an additional Fall 2014 event.
- Programming targeted toward increased UAA engagement with USAID includes the effort organized by Jim Michel to engage PPL on the QDDR. In addition, the Committee has been involved in the planning of the panel sessions on innovation for the UAA’s AGM.
- Programming geared toward the development community at-large has continued to expand in 2014. The Urban Partnership with Wilson Center, started in 2013, concluded in May 2014. The committee recruited six organizations to participate in the Africa Development Forum and collaborated with the Society for International Development (SID) in their programs. Committee members David Shear and Stephen Giddings put in a tremendous amount of work. There is a need to elicit more ideas from the EXCOM, the UAA committees and the alumni in general for development topics the UAA should tackle in the future.

Marilynn Schmidt will share with Owen Cylke the format of a program offered jointly by USAID and the GW Milken Institute of Public Health.

c. Public Outreach:

- David Eckerson met with Chuck Cooper and Carla Koppel at USAID regarding communication with USAID. Both expressed willingness to share with the UAA a monthly e-mail from the Administrator to heads of corporations and other external partners. David will also see if the UAA can receive access to post videos from the USAID Intranet for posting them on the UAA website.
- A UAA registration form has been prepared for inclusion in the USAID retirement packages.
- Another potential avenue for public outreach efforts in partnership with USAID is to involve the UAA in helping USAID recruit university students to become involved in grassroots organizing for “Feed the Future” activities.
- EXCOM members expressed their support for USAID inclusion in the soon-to-be constructed Diplomacy Center. David Eckerson volunteered to bring up the topic once again with Chuck Cooper at USAID/LPA.
- Stephanie Grosser, whose work centers on “Open Data”, was suggested as a possible future speaker at a “Friday Forum.”

d. Strengthening USAID:

- The co-chairs updated EXCOM members on the status of the UAA/USAID mentoring program. Requests for feedback have been sent to all 30 mentoring pairs, with a deadline of August 29 for responses. As of August 21, responses had been received from 20 mentors and five mentees.
- Marilynn Schmidt is working to extract data from this feedback and will share the results with the EXCOM once compiled. Most mentors have been engaged for 4-6 months and 18% already have volunteered to continue beyond the six-month commitment.
- The committee is preparing for the next round of mentorships, to begin in October, and is currently recruiting mentors. USAID bureau coordinators have sent out requests for expressions of interest from staff overseas. Representatives of the Strengthening USAID committee will meet with bureau coordinators after Labor Day.
- The committee is soliciting ideas on how to get the Africa Bureau more involved, recognizing that Africa Bureau overseas staff are involved through other Bureaus. One suggestion was to reach out directly to that regional bureau's mission directors.
- The committee co-chairs also expressed difficulty in recruiting members to be active on Strengthening USAID committee.

6. Other Business:**a. Website:**

Webmaster Sean McKee informed David Cohen that, due to his accepting a full-time job, he might not be able to continue serving the UAA. David will speak to Sean and will keep the EXCOM apprised.

b. Revision of membership criteria:

Prior to the meeting, EXCOM members exchanged e-mails on allowing alumni with at least 18 months of prior USAID service to join the UAA. The previous minimum months of service for eligibility was 24 months. This revision was formally adopted by the UAA Board at this meeting. Jim Michel will produce a revised text of the UAA By-laws to reflect this new membership criterion and David Cohen will post the revised By-laws on the UAA Website.

c. Report from Nominating Committee:

Frank Almaguer, on behalf of the Nominating Committee, suggested the UAA send out the proposed slate of candidates as well as others who have submitted their names for consideration no later than September 24, 2014.

Committee members agreed that the UAA would solicit feedback from alumni at the AGM on future Board Election procedures.

Next Steps: Frank will circulate the draft language of the elections notice to alumni by COB today. All revisions and suggestions should be sent to Frank by COB Friday, August 22.

Kristina will distribute an announcement on Board Elections to alumni on Sunday, August 25.

d. Proposal to amend the By-laws to create a Board position for a recent retiree:

The EXCOM considered a proposal to require that in the future at least one Board member is a recent USAID retiree. This proposal stems from the interest of the Association to remain familiar with current USAID staff and programs. The EXCOM was in general agreement with the intent of the proposal but discussed alternatives, including the adoption of a policy that recent serviced be a factor to be considered in developing the slate of candidates for Board elections and in selecting candidates to be appointed by the Board as Committee Co-Chairs with a view to assuring that recent retirees are included in the EXCOM.

One suggestion was for the Nominating Committee to propose a slate for the coming elections with at least one recent retiree included.

e. Proposal for a new membership category for USAID spouses:

This item was tabled for discussion at the September EXCOM Meeting.

f. Follow-up on efforts to seek the release of captive USAID contractors:

Follow-up efforts will be discussed at future EXCOM meeting.

7. Next Meeting:

The date for the September Executive Committee meeting has been moved from September 18 to September 25, 2014 at 10:30 AM at TetraTech in Arlington.

Drafted by KShort; reviewed and edited by FAlmaguer on 9/8/14; revised 9/24/14

ATTACHMENTS: A, B-1 and B-2, as noted.

ATTACHMENT A**Financial Report of the UAA as of July 31, 2014**

❖ Checking Account balance as of June 30, 2014:	\$6,955.87
• Member contributions received in July:	1,000.00
• Disbursements for the month:	1,075.18
○ Admin. Assistant:	\$697.50
○ Web site:	353.88
○ Miscellaneous	23.80
❖ End of July balance:	\$6,880.69

Note: UAA savings account balance as of 7/31/14: \$10,062.03

ATTACHMENT B-1

UAA Membership and Contributions Summary
July 1, 2014 – July 31, 2014
Includes 2013 Data for comparison

Alumni Registrations Summary:

New alumni registrations, July 1 – July 31:	5
Total new alumni registrations for 2014 to-date:	49
Total registered alumni to-date:	851

Newly registered alumni since last report:

Mark Edelman
 Bill and Judy Goldman
 Andrew Morehead
 Diana Ohlbaum
 James Stephenson

Membership Contributions Summary:

Alumni contributions, July 1 – July 31:	10
Total number of new contributors for 2014 - to-date (no 2013 contribution):	34
Total number of contributors for 2014 – to-date:	155
Total number of contributors through July 2013:	192
Total number of \$100+ contributors, July 1 – July 30:	4
Total number of \$100+ contributors for 2014 to-date:	56
Total number of \$100+ contributors through July 2013:	65

Contributions received since last report from:**Friends of the UAA: 4 (1 new *)**

William Douglass
 David Jessee
 William Paupe
 James Stephenson *

Contributing Members: 6 (2 new *):

Pushkar Brahmbhatt

Kristin Loken

Robert Maushammer

Andrew Morehead *

Diana Ohlbaum *

Robert Traister

ATTACHMENT B-2

**UAA Contributions Summary
August 1, 2014 – August 21, 2014**

Membership Contributions Summary:

Alumni contributions, Aug. 1 – Aug. 21:	11
Total number of new contributors for 2014 - to-date (no 2013 contribution):	34
Total number of contributors for 2014 – to-date:	166
Total number of contributors through Aug. 21, 2013:	201
Total number of \$100+ contributors, Aug. 1 – Aug. 21:	4
Total number of \$100+ contributors for 2014 to-date:	60
Total number of \$100+ contributors through July 2013:	68

Contributions received since last report from:**Friends of the UAA: 4 (0 new *)**

Hank Bassford
Wilma Ditter
Dwight (Al) Smith
Janice Weber

Contributing Members: 7 (0 new *):

Gerard Bowers
C. Stuart Callison
Gene V. George
Raymond Martin
Stafford Mousky
Paul Thorn
Rob Thurston