

Minutes of the UAA Executive Committee Meeting
Thursday October 16, 2014
9:30 am - 11:30 am
TetraTech Offices
1320 N. Courthouse Road, Suite 600
Arlington, VA

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

Board Members Not Attending: David Eckerson

Committee Co-Chairs Attending: Nancy Tumavick and Jerry Wood

Committee Co-Chairs Not Attending: Bill Anderson, George Hill, Marilynn Schmidt and Ann Van Dusen

Executive Assistant: Kristina Short

1. Approval of September 23, 2014 Executive Committee Meeting Minutes:

The September 2014 Executive Committee (EXCOM) Meeting minutes, which had been previously distributed, were unanimously approved.

2. Reports on Finances and Membership:

The financial report on the UAA accounts as of September 30 was circulated to EXCOM members prior to the meeting (see **ATTACHMENT A**). Frank Almaguer reported that the number of contributing members as of September 30 is on par with 2013.

The UAA Executive Assistant circulated the September 2014 membership report (see **ATTACHMENT B**) prior to the meeting.

Registered Alumni: 5 new alumni registered with the UAA in September 2014, bringing the number of alumni newly registered in 2014 to 55 and the total number of registered alumni as of August 31 to 857.

Contributing Members: 31 alumni made their annual membership contribution in September, bringing the total number of 2014 contributing members to 202. Four of those 31 alumni contributed at the \$100+ level, bringing the number of \$100+ contributors in 2014 to 68.

Committee members discussed methods to increase the number of registered alumni and proposed several avenues:

- Provide UAA information to new USAID retirees. Carol Peasley volunteered to check with Denise Rollins and other recent retirees to see if they have received information in their retirement packets.
- Encourage those attending the AGM to contact at least two people who are not registered.
- Set a specific challenge to bring in a certain number of new alumni (e.g. bring number of registered alumni up to 1,000 and contributing members up to 250 by the 2015 AGM).

3. 2014 Annual General Meeting:

Programming:

Carol Peasley will follow-up with Susan Reichle regarding Administrator Shah's participation and identification of a substitute if Shah cannot attend.

Logistics:

The EXCOM ran through tasks that need to be completed for the AGM and set volunteer assignments:

- Furniture moving will take place on Thursday, October 23 and on Friday, October 24 after the AGM.
- CGD confirmed that the building will be open at 7:30 AM on the 24th
- Bob Jordan and/or Don Soules will stand at the front door to direct attendees up to the 5th floor.
- David Cohen will look into the feasibility of projecting 3 logos - CGD, UAA, USAID
- Nancy Tumavick will ask CGD about procuring a whiteboard for participants in the Health Panel
- Carol will contact Monica Stein-Olson regarding her availability to take photographs. All EXCOM members were encouraged to bring a camera or cell phones capable of taking photos.
- Alex asked for Committee members to send him thoughts regarding content they would like to hear from Peter McPherson's plenary.
- Nancy Tumavick will speak with catering service to finalize catering options.

Handouts:

EXCOM reviewed the arrangements for printing and transporting handouts for attendees:

- AGM Agenda – 150 to be printed by Kristina
- Committee handouts – 150 to be printed by Kristina. There will be a box near the registration desk for attendees to drop committee handouts
- Descriptions + panelist bios for each of 6 panels – 75 to be printed by Kristina

- Books for each panel will be brought to CGD by panel coordinators. Nancy Pielemeier will follow up with Robert Clay regarding distribution of “*50 Years of Health*” books.
- The UAA will provide copies of the USAID 50th Anniversary book to moderators

Nancy Tumavick will contact George Hill about ensuring that DACOR is aware that tote bags with the UAA logo are scheduled to be delivered to their headquarters on October 23, 2014.

Audiovisuals:

- EXCOM discussed audiovisual needs, including the UAA’s desire to have videos of both panels and plenaries. Videos provided by USAID will, if feasible, be set to run on a loop in the plenary room.

Panel notes:

- Note takers will provide key points to Frank Almaguer, who will then compile the final Report on the 2014 AGM.

Next Steps:

1. David Cohen will speak with Mike Brown at CGD to confirm logistics of AV needs.
2. Kristina will send list of confirmed attendees to the EXCOM.

4. Annual Awards to Alumni:

All three award winners have confirmed that they will be attending the AGM. Frank Almaguer and Margaret Carpenter have coordinated the awards presentation. The winners will each receive a desk clock with the UAA logo. Both Frank and Margaret will emphasize that the UAA wants to make this a regular feature of the AGM.

5. Operating Committee Updates:

Membership:

The Membership Committee proposed Owen Cylke as co-chair to replace Paula Goddard. Owen was unanimously approved by the UAA Board.

The Committee suggested that the issue of opening membership to currently ineligible categories (e.g., spouses of alumni), if revisited, should be brought to the wider UAA membership for feedback.

Development Issues:

The Committee met at the end of September to collect ideas for their AGM Committee Handout.

Jim Michel will be getting together with incoming co-chair Jim Fox.

Upcoming events include Ambassador Rick Barton at DACOR on “Managing Foreign Policy in a Messy World” on November 25 and Tom Dichter and Elizabeth Warfield at the USAID Training Center in Crystal City on December 5 on “Local Capacity Development: Is it Local Enough?” Diane Ponasik will chair the latter session.

Public Outreach:

Carol Peasley met with Susan Reichle and ADST to discuss the Oral History project. Carol and Susan will meet again during the week of October 20 to discuss subject areas that have not been sufficiently documented through the Oral History program. The meeting was fruitful and USAID appears to be fully on-board. Carol also reported that USAID is now engaged in the Diplomacy Center program at the State Dept.

The History of USAID proposed project remains on hold for the near future, in part to see how the AGM panels and the Peter McPherson’s talk at the AGM go. It is a major undertaking and will require external partners, including USAID.

Carol will coordinate with LPA on the Speaker’s Bureau and will attempt to find someone in that Bureau to be the UAA’s liaison.

Strengthening USAID:

The Committee has received a large number of applications from USAID staff in the field (16) interested in the mentoring program, and expects approximately 5 more expressions of interest. There has been an increase in applicants from the mid-career ranks.

The Bureau of Global Health is currently the most active new entrant in the mentoring program, with 8 applications from health officers serving in Africa (although the Africa Bureau itself has not been engaged to-date in the program). The Committee also has received a high level of interest from alumni interested in mentoring.

Preliminary matching has been completed and work will continue on matching mentors and mentorees through the end of October. The Committee aims to get training scheduled for the new batch of mentors prior to mid-November.

Jerry Wood is working to summarize the survey distributed to participants in program approx. six weeks ago and will circulate the completed report to the EXCOM.

6. Other Business:

Report on website:

David Cohen plans to organize extant obituaries, removing and/or condensing as needed so as to present a clean, easy to navigate archive.

7. Next Meetings:

The final two meetings of the 2014 calendar year are scheduled for Thursday, November 20, 2014 and Thursday, December 18, 2014, from 10:30 AM – 12:30 PM at TetraTech in Arlington.

If the new Board agrees to maintain current EXCOM meeting practices, the 2015 EXCOM meetings will take place on the third Thursday of every month from 10:30 AM to 12:30 PM, as follows:

- Jan. 15
- Feb. 19
- Mar. 19
- April 16
- May 21
- June 18
- July 16
- Aug. 13
- Sep. 17
- Oct. 15

The target date for the next Annual General meeting is Friday, October 23, 2015.

Drafted by KS 10/27/2014

Edited by FA 10/30/14

ATTACHMENT A

Financial Report of the UAA as of September 30, 2014

❖ Checking Acct. balance as of August 2014:		\$7,931.41
• Member contributions received in September:		1,900.00
• Disbursements for the month:		1,213.90
	Travel to the AGM for awards	
	\$719.20	Web site
	45.00	
	Miscellaneous	94.50
	Dev. Issues – AFR Summit	<u>355.20</u>
❖ End of September balance:		\$8,617.51

Note: UAA savings account balance: \$10,264.58

ATTACHMENT B

UAA Membership and Contributions Summary September 1, 2014 – September 30, 2014

Includes 2013 Data for comparison

Alumni Registrations Summary:

New alumni registrations, Sep. 1 – 30:	5
Total new alumni registrations for 2014 to-date:	55
Total registered alumni to-date:	857

Newly registered alumni since last report:

Alan Berg
Kerry Byrnes
Dirk Dijkerman
Jose Garzon
Ronald Greenberg

Membership Contributions Summary:

Alumni contributions, Sept 1 – Sept 30:	31
Total number of new contributors for 2014 - to-date (no 2013 contribution):	44
Total number of contributors for 2014 – to-date:	202
Total number of contributors through Sept 2013:	195
Total number of \$100+ contributors, Sept 1 – Sept 30:	4
Total number of \$100+ contributors for 2014 to-date:	68
Total number of \$100+ contributors through Sept 2013:	67

Contributions received since last report from:

Friends of the UAA: 4 (1 new *)

Henrietta Fore
Frederick Gilbert
Ronald Greenberg *
Herbert Miller

Contributing Members: 27 (9 new *):

Cathie Bennett Warner *

Alan Berg *

Kerry Byrnes *

Edwin Chapman *

Dirk Dijkerman *

Thomas Fox

Jose Garzon *

Dale Gibb

Stephen Giddings

Stephen Grant

Paul Isenman *

Mary Kilgour *

Debra McFarland

Desaix Myers

Haven North

Jeanne North

David Olinger

Steven Orr

Lewis Reade

Charles Scheibal

Mary Skarie

Glenn Slocum

Mellen Duffy Tanamly

Charles Uphaus

Gordon West *

John Westley

Stephen Wingert