

**Minutes of the UAA Executive Committee Meeting**  
**Thursday, February 19, 2015**  
**10:30 AM – 12:30 PM**  
**TetraTech Office – 1320 N. Courthouse Rd., Arlington, VA**

**Board Members Attending:** Frank Almaguer, David Cohen, David Eckerson, Carol Peasley, Nancy Pielemeier, Alex Shakow and Denise Rollins

**Committee Members Attending:** George Hill, Jim Michel, Nancy Tumavick, Ann VanDusen and Jerry Wood

**Committee Members Not Attending:** Jim Fox and Marilyn Schmidt

**Meeting Chair:** Carol Peasley

**Executive Assistant:** Kristina Short

**1. Approval of the minutes from the January 15, 2015 EXCOM meeting**

The EXCOM approved the Minutes for the January 2015 meeting, subject to a technical correction in the Membership Report (Attachment C) for December 2014.

**2. Report on Finances and Membership**

**Financial Report:** The EXCOM reviewed the January 2015 Financial Report (ATTACHMENT A).

**Membership Report:** Executive Assistant Kristina Short reported on preliminary membership and contribution numbers for January 2015. Kristina will circulate a final January Membership Report following the EXCOM meeting (ATTACHMENT B).

George Hill will contact the electronic payments merchant to see if it can provide a detailed report of 2014 contributors. The EXCOM has received periodic reports (including from EXCOM members) of the electronic payment system not generating consistent and reliable notifications when alumni have made electronic contributions. Following this review of the 2014 payments and necessary system corrections, Kristina will send out a follow-up reminder to those who contributed 2013 but not in 2014.

**3. UAA Brochures and Follow-up with USAID/HR**

Copies of the UAA brochure were distributed. EXCOM members agreed that the UAA brochure looks great. David Cohen reported that the design was handled by the UAA's new Webmaster, Don Abalos. EXCOM members expressed appreciation for the content and presentation in this document.

David Eckerson will deliver copies of the brochure to USAID's Office of Human Resources. Some 341 copies, in envelopes to be supplied by the UAA, will be used by HR to mail to 2014 departing USAID employees. HR has agreed to address them from their records. For the future, HR will include copies of the Brochure in the 2015 retirement/ departure packets. David will provide 350 copies for the expected need by HR in 2015. Nancy Tumavick will check into printing costs and related logistics for the one-time mailing to individuals who departed from USAID in 2014.

EXCOM members agreed on including a note in the UAA welcome letter for newly registered alumni to specify how they can contribute financially to the UAA. The UAA will also distribute a notice at the end of the year asking new alumni to provide information on how they learned of the UAA.

#### **4. 2015-17 Strategic Plan Approval**

The EXCOM reviewed the final draft of the Strategic Plan that had been circulated to EXCOM members prior to the meeting. Jim Michel, who had coordinated and edited the draft, expressed appreciation for the hard work by Committee members in drafting and revising their planned activities and goals encouraged all committee members in describing and updating their planned activities.

The EXCOM discussed the structure of the five goals set out in the Strategic Plan. It was noted that goals in the Plan reflect the UAA Committee structure. At the same time, it was suggested that the goals should be reviewed for clarity and precision for the next iteration of the Plan (for 2016-2018). The EXCOM agreed that this should be done in connection with the report to UAA members to be disseminated in advance of the 2015 Annual General Meeting.

The EXCOM approved the Strategic Plan, with small technical changes and the inclusion of a specific target of an annual increase in membership of at least ten percent.

#### **5. Membership Survey**

A preliminary summary of responses to the 2015 Membership Survey was circulated by Kristina. No responses were received between the time of distribution and the February EXCOM meeting.

Kristina will draft a reminder message to be distributed to alumni stating that this is the last chance to provide feedback. The EXCOM agreed to combine this message with the 2015 contribution reminder. The suggested deadline for responses was March 1, 2015.

Committee Co-Chairs were reminded to contact those alumni who expressed interest in becoming involved in the work of the various committees. Kristina has provided the Committee Co-Chairs with the names and contact information of those who have expressed an interest in their respective committees.

## **6. Meeting with Senior USAID Staff**

The UAA Co-chairs have made a request to Susan Reichle, USAID Counselor, for a meeting with USAID leadership. They are waiting for a response. EXCOM members discussed potential agenda items. Carol P. will prepare and share a draft agenda with EXCOM members. The Co-Chairs will share the final proposed agenda with USAID in advance of the meeting.

Suggested items for discussion with the USAID leadership included:

- Mentoring (specifically African Bureau)
- Kitchen cabinet
- History, including Oral Histories, USAID Historian, and the USAID History Project
- LPA and Outreach, including the acknowledgement of ongoing efforts of the Public Outreach Committee via John Champagne
- How to get information in advance of new policy strategies/statements; address QDDR
- Warren Weinstein
- Inclusion of UAA in USAID public distribution and invitation lists.
- USAID communication to its various audiences of UAA involvement with USAID (e.g., mentoring)
- Distribution to USAID employees of a message describing the function and purpose of the UAA. David Cohen will revise the article drafted by Ann Van Dusen's for the DACOR March Newsletter as the basis for such a message.

## **7. 2015 Annual General Meeting**

Nancy Pielemeier circulated a report from the most recent meeting of the AGM Committee. She reported that the Committee has compiled a list of topics that would relate to the 2015 AGM theme. Nancy, along with Carol Peasley, will meet with Susan Reichle on March 2, 2015 to discuss which topics have relevance to current/future programs and policies. Following this, the AGM Committee will contact CGD to discuss areas of focus for the AGM.

Nancy P. also reported that the Committee has begun the process of drafting and revising the AGM agenda, with plans for one longer session in the morning to include concurrent panel sessions. There are also plans to extend the afternoon session. AGM Committee members will discuss with CGD options for a post-AGM Happy Hour nearby, as suggested in the 2014 AGM survey.

## **8. Operating Committee Reports**

### **Membership:**

Nancy Tumavick reported on the February 7 Winterfest event held at the home of David Eckerson. All attendees reported that it was a success.

The Membership Committee continues to recruit for a co-chair.

Upcoming events in the 2015 calendar include:

- Spring Reception, to be held May 31, 2015 at the residence of Alex Shakow, tentatively from 5 pm - 7 pm pending confirmation from Alex.
- Summer Picnic to be held on July 25, 2015 at Fort Hunt Park

The Committee also discussed less formal events such as:

- Organizing “fireside chats” with Mission Directors, potentially as part of the “Friday Forum” sessions.
- Afternoon teas at selected embassies, as originally suggested by Owen Cylke

The EXCOM discussed the need to clarify the use of the UAA’s LinkedIn account. David Cohen and Ann Van Dusen volunteered to coordinate on utilizing LinkedIn to distribute announcements.

EXCOM members revisited the long-discussed issue on how to distinguish between UAA members who have made a current-year contribution at or above the suggested amount and other USAID alumni, including those who have not made a current-year contribution at or above the suggested amount.

It was concluded that the term “Member” will be used in reference to those who have made a current year contribution at or above the suggested level. The UAA will no longer use the term “Contributing Member” because it can be confusing by seeming to imply that there are multiple categories of members.

Other alumni will be referred to as “alumni.”

The term “registered alumni” will be used to refer to those alumni who have registered with the UAA, including members and non-members.

### **Next Steps:**

1. David Cohen will modify the language used on the UAA website related to membership to reflect this discussion.
2. The EXCOM will continue to discuss the practice of linking membership to current contributions at suggested levels.

### **Development Issues:**

Recent DI meetings have been well attended with active participation.

Tim Fox and Steve Klein, who lead on the global climate change theme, are planning for a presentation by Andrew Steer, President of the World Resources Institute, with a date to be determined.

Juan Buttari and Paul Mulligan, who lead on the economic growth issue, have arranged for a presentation by USAID Chief Economist Andrew Steer on March 23, 2015 at DACOR.

Other upcoming I-A events are described in the approved Strategic Plan.

### **Public Outreach:**

The Committee put out a “Last Call” notice for alumni publications in the January Newsletter. John Pielemeier has taken the lead in organizing responses and is aiming to have the first draft of the project for review by April 2015.

Continued exploration of sources of financial support for the USAID History Project has included discussion with Peter McPherson and others regarding the substance of project, its structure, and audience.

John Champagne is working with Trudy Neely in LPA on public outreach and speaking opportunities for alumni around the country.

Ann Van Dusen drafted an article for the March DACOR Bulletin. Ann is also working to revive the Speakers’ Bureau.

### **USAID Strengthening:**

John Heard, who has the lead for mentoring program tracking, has received responses from 41 of 53 pairs. The goals of the tracking include:

- Determining whether participants are getting something out of program
- Identifying problems
- Identifying those interested in volunteering for future cohorts

The key issue that requires better tracking is USAID staff in the field volunteering to have a mentor and then not taking the effort seriously. The Committee is working with USAID counterparts on ways to limit this problem.

The mentoring program received a new request from the E&E Bureau to take on 2-3 additional field people before the launching of next cohort and the Committee has agreed to do so.

## **9. Other Business and Summary of Decisions Made**

The EXCOM briefly discussed the issue of e-mail overload and agreed that members will review carefully to whom an e-mail is being sent and whether ‘Replay All’ is appropriate. Committee

members will make an effort to ensure that the subject lines reflect the content of the message. Executive Assistant Kristina Short will provide EXCOM members with a list of everyone included in the [executivecommittee@usaidalumni.org](mailto:executivecommittee@usaidalumni.org) e-mail distribution list.

#### **10: Next meeting of the UAA Executive Committee**

The March meeting of the UAA Executive Committee will take place on March 19, 2015 at TetraTech from 10:30 am – 12:30 pm.

#### **Attachments:**

- A. Financial Report**
- B. Membership Report**

**ATTACHMENT A****Financial Report of the UAA as of January 31, 2015**

❖ Balance as of end December, 2014	\$ 5,412.94
• Member contributions received in January	\$ 6,135.00
• Disbursements for the month:	\$ 1,057.00
○ Summer picnic – rent	\$ 475.00
○ Miscellaneous	37.00
○ Web site	45.00
○ Executive Assistant	<u>500.00</u>
❖ End January balance:	\$10,490.94

**Note: UAA savings account balance as of 1/31/15: \$10,264.58**

**ATTACHMENT B**

**UAA Membership and Contributions Summary**  
**January 1, 2015 – 31, 2015**  
*Includes 2014 Data for comparison*

**Alumni Registrations Summary:**

New alumni registrations, Jan. 1 – Jan. 31:	9
Total new alumni registrations for 2015 to-date:	9
Total registered alumni to-date:	871

**Newly registered alumni since last report:**

Jennifer Bremmer  
Allen Flemming  
John Harbeson  
Michael Hirsch  
Gary Imhoff  
Olivia Ofei  
James Painter  
Kian Schueman  
Stephen Solat

**Membership Contributions Summary:**

Alumni contributions, Jan 1 – Jan 31:	45
Total number of new contributors for 2015 - to-date (no 2014 contribution):	5
Total number of contributors for 2015 – to-date:	45
Total number of contributors through Jan 2015:	45
Total number of \$100+ contributors, Jan 1 – Jan 31:	20
Total number of \$100+ contributors for 2014 to-date:	20
Total number of \$100+ contributors through Jan 2014:	22

**Contributing Members (25; 2 new\*\*)**

Gerard Bowers  
Eric Chetwynd  
William Douglass  
Lance Downing  
James Fox

Thomas Fox  
Philip Gary \*\*  
James Gaughran  
Gary Imhoff \*\*  
George Ingram  
Brad Langmaid  
Shane MacCarthy  
Andrew Morehead  
Duane Muller  
Thomas Nicastro  
Thomas Rishoi  
Irving Rosenthal  
Frederick Schieck  
Arthur Silver  
James Smith  
Jonathan Sperling  
Howard Sumka  
Dianne Tsitsos  
Ronald Venezia  
Jerry Wood

**Friends of the UAA (20; 3 new \*\*)**

Frank Almaguer  
Peter Amato  
Richard Byess \*\*  
David Cohen  
Owen Cylke  
David Eckerson  
David Garms  
George Hill  
Michael Hirsch \*\*  
Jeffery Malick  
Richard McLaughlin  
James Michel  
Nancy Pielemeier  
Michael Reardon \*\*  
Alexander Shakow  
David Shear  
Dwight Alan Smith  
Robert Sonenthal  
Nancy Tumavick  
Ann Van Dusen