

**Minutes of the UAA Executive Committee Meeting
Thursday, February 18, 2016
10:30 AM – 12:30 PM**

Board Members Attending: Tish Butler, Nancy Pielemeier, David Cohen, John Heard, Franklin Moore, George Hill

Board Members Absent: Carol Peasley

Committee Co-Chairs Attending: Jerry Wood, Alex Shakow, Nancy Tumavick, Jim Michel (ex officio), Jim Fox

Committee Co-Chairs Absent: Ann Van Dusen, Bill Anderson, Frank Almaguer, Steve Giddings

Administrative Assistant: Ven Suresh

Meeting Chair: Tish Butler

1. Minutes:

The January Minutes were approved.

2. Finance and Membership Reports:

- The January 31 Financial and Membership Reports were reviewed without comment.
- The February 29 Financial Report is Attachment A.
- The February 29 Membership Report is Attachment B.

3. Status of the Finance and Administration Committee:

There was no response to the call for a volunteer to chair the F&A Committee. More proactive EXCOM involvement will address this recruitment. **George Hill agreed to contact** one potential candidate.

4. Finance

January intake has been \$6,900, approximately 20 percent more than at the same time last year.

5. Strategic Plan and Budget

- Missing budget items have been filled in. The largest element is the AGM, the main difference from last year being the need to pay for a venue.

- The projected size of the budget currently exceeds projected income, a reality that is likely to stretch into the future. For future EXCOM discussion is the possible need to begin again to charge members for attendance at the AGM.
- The Board approved the plan and budget.

6. Alumni Directory

- The Directory has been edited to eliminate duplicates and the deceased.
- A request, signed by Carol and Tish, for more location data will go out shortly. **Ven will do a draft.**

7. Insurance

- No additional progress has been made re. the need to purchase Directors and Officers (D&O) and event insurance. A question raised is whether we should seek a legal opinion on the need for such coverage. **To understand better the practice of buying D&O insurance for groups of similar size to the UAA, Jim Michel agreed to contact John Sanbrailo on PADF's status and Tish Butler will contact The International Foundation's status.**

8. Membership Survey

- 95 survey responses were received of which 45 were from outside the DC area.
- Ven has done a statistical analysis and Carol Dabbs will write up a report.
- The March EXCOM will review the survey and decide on any needed actions to take.

9. Other Membership Issues

- The long-standing subject of the status of paid up members versus those whose names are only on the Alumni Directory continues to be debated. Advocates for both positions will write one-page papers explaining their positions. **Action: Tish**
- Franklin identified the Civil Service retirement seminar as a potentially good UAA recruitment opportunity.
- UAA support for the Santa Fe World Affairs Forum was described by John Heard. It was broadly agreed that other such (no cost) opportunities for relationships with other organizations would be very desirable and should be identified.
- Awards Committee: Margaret Carpenter will not be available to participate on the committee this year. However, all seems ready to go forward, with a notice to go out in March.

10. Meeting with A/AID Gayle Smith

- Susan Reichle will host a meeting with UAA (date to be determined), during which the Administrator will "drop in." The meeting will include the participation of significant senior representatives from the most UAA program relevant USAID offices/bureaus (e.g. PPL, HCTM).

11. AGM

- The theme of this year's program will relate to the UAA history project.
- The new CGD policy of charging for the use of their conference facilities was discussed. A decision was made to proceed with plans to hold the AGM this year at CGD, but to reassess the venue question for subsequent years. **Nancy P will confirm the reservation for October 21.**
- Issue: The AGM will take place 10 days before the November presidential election. Question: Should this be a sub-theme?

12. Operating Committee Reports

• **Membership:**

- 64 people have RSVP'd for the Winterfest get together at the home of Dave Eckerson. A reminder notice will be sent immediately to all DC area members.
- **Re: the Spring Reception, Alex Shakow will ask DACOR if they can offer the UAA their facility at a discounted rate.**
- Members are now receiving thank you notes when they make their annual membership payments.
- A merger of the various membership databases is still outstanding **Action: David/Ven**
- **Awards Committee:** A notice to UAA members will be issued in the March newsletter advising of our upcoming call for nominations.

• **USAID Strengthening:**

- The co-chair search continues, with one highly promising candidate identified and contacted.
- John Heard has completed a comprehensive tracking of active mentoring pairs, which currently total 42.
- A new evaluation of the program is needed. It is likely that this will take place in the Spring.

- **Development Issues:** UAA will collaborate with CSIS on a forum on Immigration and Migration Policy (2/23/16). Jim Michel will speak at DACOR on his report for CSIS on Beyond Aid: the Integration of Sustainable Development in a Coherent International Agenda (3/7/16). Alan Byerga will speak on global food issues at DACOR (3/23/16).

- **History:** The search for financial support continues.

Attachments:

A. Financial Report

Financial Report of the UAA as of February 29, 2016

❖ Balance as of end January, 2015		\$ 20,648.12
Member contributions received in February		\$ 4,205.00
• Disbursements for the month:		\$ 942.41
	○ Web site	\$ 45.00
	○ AGM awards	\$ 130.41
	○ SID Event Sponsors	\$ 500.00
	○ Misc. Bank charges	\$ 267.00
❖ End February balance:		\$ 23,910.71

Note: UAA savings account: Balance \$10,277.44

B. Membership Report

UAA Membership and Contributions Summary
February 1, 2016 – February 29, 2016
Includes 2015 Data for comparison

Alumni Directory Entries:

New alumni registrations, February 1 – February 29:	8
Total new alumni registrations for 2016 till February 29:	10
Total registered alumni till February 29 2016:	911

Total registered alumni till February 28 2015: 874

Newly registered alumni in February 2016:

- Shireen Ashraf
- Hilda Arellano
- Clinton Doggett
- Roger Simmons
- Emmy Simmons
- Michael Manella
- Mark Gallagher
- Maryanne Hoirup-Bacolod

Alumni whose names have been removed: deceased / unsubscribed:

- Robert O’Leary (Unsubscribe reason: requested by alumnus)
- Harry Cross (Unsubscribe reason: requested by alumnus)
- Jeffrey Malick (Unsubscribe reason: deceased)

Membership Contributions Summary:

Alumni contributions, February 1 – February 29:	43
Total number of contributors for 2016 till February 29:	145
Total number of contributors through Feb 2015:	98
Total number of \$100+ contributors, Feb 1 – Feb 29:	15
Total number of \$100+ contributors for 2016 to Feb 29:	59
Total number of \$100+ contributors through Feb 2015:	32

Contributions received in February 2016:

Friends of UAA: 15

Glenn Anders
 Bill Anderson
 Colette Cowey
 Clinton Doggett
 James Fox
 Ted Morse
 Don Muncy
 Gary Newton

Don Pressley
Samuel Rea
Tim Resch
Lois Richards
James Smith
Dianne Tsitsos
Aaron Williams

Contributing Members: 28

Hilda Arellano
Dianne Blane
Pushkar Brahmbhatt
Craig Buck
Tully Cornick
Alan Davis
Peter Delp
Rosemarie Depp
Jeffrey Evans
Allen Fleming
Thomas Fox
Mark Gallagher
Jose Garzon
Maryanne Hoirup-Bacolod
Mary Huntington
Kristin Loken
Maria Mamlouk
Michael Manella
Patricia Matheson
Mike Mcgahuey
Mike Mcgahuey
Noreen O'meara
Cynthia Rozell
Joseph Ryan
David Steinberg
Macalan Thompson
Robert Traister
Moenes Youannis