

**MINUTES**  
of the  
**UAA EXECUTIVE COMMITTEE MEETING**

Thursday, June 15, 2017  
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association (the "UAA") met on Thursday, June 15, 2017, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201.

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

**BOARD MEMBERS:**

**In person:**

Tish Butler  
George Hill

**Absent:**

Juan Buttari  
Franklin Moore

**By video link/telephone:**

Carol Peasley  
John Heard  
Barbara Seligman

**COMMITTEE CO-CHAIRS:**

**In person:**

David Cohen  
Betty Cook  
Steve Giddings  
Alex Shakow  
Rob Sonenthal  
Nancy Tumavick  
Jerry Wood

**Absent:**

Bill Anderson  
Carol Dabbs  
John Champagne  
Jim Fox  
Jose Garzon  
Nancy Pielemeier

**ADMINISTRATIVE STAFF:**

**By video link/telephone::**

Ven Suresh

**MEETING CHAIR:**

Tish Butler

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Tish Butler called the meeting to order at 10:35 a.m., and noted the presence of a quorum.

1. **MINUTES.**

Tish Butler proposed additional revisions to the draft minutes of the May 18, 2017 meeting previously circulated to the Committee. Because the Committee minutes are posted on the UAA website, we should avoid identifying individuals by name without their consent.

A motion to approve the minutes of the May 18, 2017 meeting — including Tish's proposed revisions — duly seconded, was adopted without objection.

2. **FINANCE AND MEMBERSHIP REPORTS.**

A. George Hill called the Committee's attention to the UAA Financial Report as of May 31, 2017 (Attachment A)

- George noted that income for the year to date was ahead of last year, and that the end of May balance was healthy. To be sure, the Financial Report for June will include the cost of the Spring Reception and payments to Ven Suresh. But the organization is still in sound financial shape.
- Nancy Tumavick added that the association has been coming in under budget for its social affairs, and that projected expenses for the 2017 AGM are approximately \$7,000, compare to \$12,000 for the 2016 AGM.

B. Nancy Tumavick called the Committee's attention to the UAA Membership and Contributions Summary for May 2017 (Attachment B).

- Nancy reported that there were relatively few new entries in the Alumni Directory through the end of May. The total number of entries at the end of May was still above the total from May 2016, especially Friends of the UAA. But the increase in entries has not been reflected in an increase in contributing members.
- Ven Suresh will send out another reminder to individuals who were contributing members in 2016, but have not yet contributed this year.

3. **BOARD OFFICERS AND COMMITTEE CO-CHAIRS: ISSUE UPDATES.**

A. **Board Co-Chair**

Tish Butler noted that she had spoken with Juan Buttari, who confirmed that he must step down from the Board. Carol Peasley has agreed to take Juan's place as Co-Chair of the Board until the 2017 Annual General Meeting.

The Board elected Carol to complete Juan's term as Co-Chair by unanimous vote.

**B. Administrative Assistant**

Ven Suresh's contract as UAA Administrative Assistant was renewed for 2017-2018.

[Betty Cook joined the meeting.]

**C. FY 2018 USAID Organization and Funding**

Tish Butler reported that the summary budget issued by the Administration earlier this year reflects the possibility of a merger of USAID into the State Department and an approximately 30% reduction in USAID funding. In response, MFAN, CSIS, and the USGLC are working to keep USAID independent and adequately funded.

- MFAN has generated a counterproposal, in order to provide Congressmen who oppose the budget with an alternative approach.
- CSIS has organized a bi-partisan "Task Force on Reform and Reorganization of U.S. Development Assistance," including many former USAID officials. The Task Force is meeting next week, including an analysis of the merger of USIA into the State Department and its impact on public diplomacy.
- A meeting of USAID on proposed changes to the USAID budget is scheduled for next week.

A reference to these activities will be included in the July Newsletter alerting interested UAA members.

**D. Confirmation of Mark Green**

A hearing of the Senate Foreign Relations Committee on the confirmation of Ambassador Mark Green as Administrator of USAID is scheduled for later today. News reports indicate that Ambassador Green has been assured that he will report directly to the Secretary of State — although that alone does not preclude the merger of USAID into the State Department.

**E. History of USAID Project**

Alex Shakow reported on recent developments on the History of USAID Project:

- Steve Hansch has been selected as the author, and will begin working full-time on the project in early October if all the administrative and financial arrangements fall in place as hoped.
- Discussions have begun with the Center for Global Development on its role as the "home" for the project. When these arrangements are set, we will then begin to

collect donations from the members that made pledges as well as from the rest of the UAA membership.

- John Sanbrailo has agreed to assist; Jim Michel is working on the necessary contracts.
- The formation of Advisory Committee is planned.

**F. AGM Planning Update**

Barbara Seligman reported on the status of planning for the 2017 Annual General Meeting:

- Nancy Pielemeier and Alex Shakow held a meeting with Tag Demment, Vice President of the Association of Public Land Grant Universities, to solicit input on the proposed discussion of USAID university partnerships, and to identify a possible moderator for the discussion.
- The AGM Committee met this past Monday to finalize the composition and focus of the AGM panel on commercial partnerships and university partnerships.

**4. OPERATING COMMITTEE REPORTS.**

**A. Finance and Administration.**

[See Paragraph 2.A. above.]

**B. Membership.**

On behalf of the Committee, Nancy Tumavick thanked the Shakows for hosting the Spring Reception. One hundred five people accepted invitations to the reception, and 85 or 86 people actually attended, including several senior officials from USAID. On the Summer Picnic, nine people had already signed up to attend.

Nancy reported that the Membership Committee has identified 8 or 9 target groups on which to focus its recruitment efforts:

- The committee has recently sent e-mails to former USAID political appointees soliciting their interest in the UAA.
- The committee intends to contact recent retirees from the Senior Foreign Service. There are 22 retirees; we have e-mail addresses for 4, and are looking for e-mail addresses for another 12.
- The committee is comparing the attendance list for DACOR sessions and UAA social events to the Alumni Directory to identify membership prospects. Thus far the effort has resulted in one additional contributing member.

- Carol Dabbs and David Cohen are updating the UAA brochure that is included in the retirement package distributed electronically to new USAID Foreign Service retirees. A UAA representative makes a presentation and answers questions for USAID retirees attending each Foreign Service Institute Job Search Course.
- The committee is continuing to review referrals from the UAA LinkedIn webpage.
- The subcommittee on FSN recruitment is on hold.

The USAID Office of General Counsel's Office has a roster of GC alumni. Rob Sonenthal agreed to contact GC about communicating with them regarding the UAA.

### C. Development Issues

Steve Giddings reported on the activities of the Development Issues Committee:

- At the committee's last meeting, Dan Runde of CSIS discussed the prospect of a merger of USAID into the State Department, using the merger of USIA into the State Department as an object lesson, in anticipation of a presentation on "USIA Experience: Lessons For The Proposed USAID's State Department Merger" at CSIS on Tuesday, June 20.
- The committee's next speaker will be scheduled for some time in September.

Alex Shakow reminded the Committee that the upcoming UAA/DACOR Development Dialogue and DACOR's Newberry Cultural Series with Marina Djabbarzade has been cancelled, and that a program on Southeast Asia is being prepared for some time in September.

### D. Public Outreach

Tish Butler reported on the Public Outreach Committee on behalf of co-Chairs John Champagne and Bill Anderson:

- The committee views expanding its collaboration with AFSA as an excellent opportunity, but needs to identify interested volunteers. A notice encouraging UAA members to volunteer will appear in the July Newsletter.

Alex Shakow announced an upcoming coffee with Andrew Albertson, formerly of the Clinton campaign, on "Foreign Policy in America." Mr. Albertson is a supporter of foreign policy education and outreach, and advocates for those knowledgeable about foreign policy to engage in speaking to constituencies around the country.

**E. USAID Strengthening.**

Jerry Wood reported on the USAID Strengthening Committee:

- The committee continues its close contact with USAID Bureau coordinators regarding issues that arise in the mentor/mentee program, although the summer months are challenging, due to the movement of USAID personnel. The USAID coordinators will begin to recruit a new cohort in September. Once the coordinators communicate with, and receive responses from, new arrivals, the committee will begin to identify and recruit mentors.
- The committee may have to find a replacement for Jose Garzon.
- The coaching program is currently on hold because of the limited number of new hires. It may be preferable to recruit them as mentees.

**F. Nominations**

Carol Peasley agreed to review the Committee's past efforts at identifying nominees for the Board, to be presented to the membership at the 2017 Annual General Meeting, and to report her findings at the next Committee meeting.

**G. Awards**

Betty Cook reported that—

- The deadline for nominations is July 31, 2017.
- As yet, no nominations have been received.
- No minimum number of nominations is required for the committee to make an award.
- The eligibility requirements are posted on the UAA website, and have been included in the Newsletter.
- A follow-up e-mail will be sent to members approximately two weeks before the July 31 deadline.
- As recommended in the 2016 AGM evaluations, the committee is prepared to consider strong nominees from previous years who did not receive an award.
- The committee will consider a new award category for service to the UAA, but not until 2018.

**H. Other Business**

- George Hill noted that the association's liability insurance policy will expire before the 2017 AGM and will have to be renewed, at a cost of approximately \$500. A

motion to renew the association's liability insurance policy was adopted without objection.

5. **NEXT MEETING.**

The next meeting of the Executive Committee is scheduled for Thursday, July 20, 2017, from 10:30 a.m. to 12:30 p.m., at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201.

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

Respectfully submitted,



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Rob Sonenthal  
Assistant to the Secretary

August 17, 2017  
Date

Attachments:

- A UAA Financial Report as of May 31, 2017
- B UAA Membership and Contributions Summary, May 1, 2017 – May 31, 2017

**ATTACHMENT A**  
**UAA FINANCIAL REPORT**  
**AS OF MAY 31, 2017**

• Balance as of end March 2017		\$ 22,661.86
• Member contributions received in May 2017		\$ 1,525.00
• Disbursements for the month: 219.53		\$
○ Bank charges	\$ 89.53	
○ Web site	\$ 130.00	
• End May balance:		\$ 23,967.33
NOTE: UAA savings account balance		\$ 15,294.06



## ATTACHMENT B

### UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

May 1, 2017 – May 31, 2017  
includes 2016 data for comparison

#### Alumni Directory Entries:

New alumni registrations, May 1 – May 31:	3
New associate members, May 1 – May 31:	0
Total new registrations, May 1 – May 31:	3
Total new registrations for 2017 till May 31:	12
Alumni whose names were removed in May:	1
Total registered alumni till May 31, 2017:	964
Total registered alumni till May 31, 2016:	921

#### Newly directory listings in May 2017:

- Bruno Cornelio
- Marcus C. Rarick
- Pat (Patricia) A. Fn'Piere

#### New registered associate listings in May 2017:

- NONE

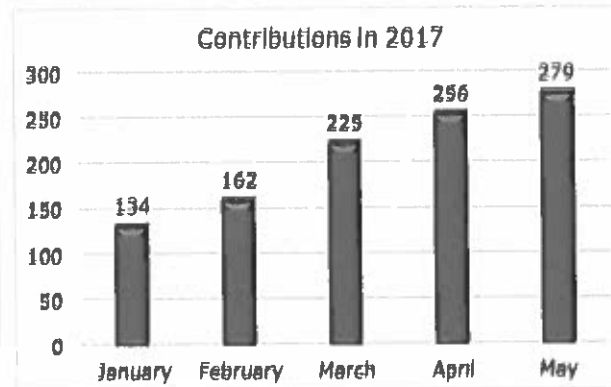
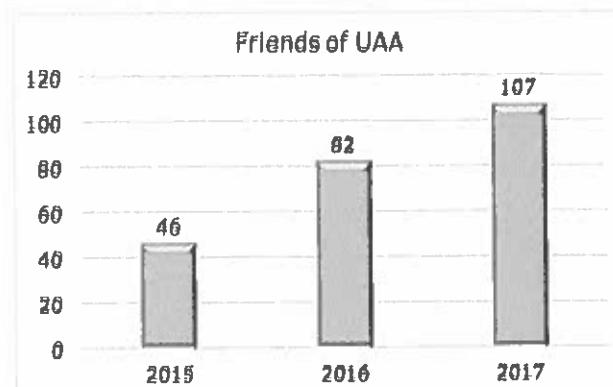
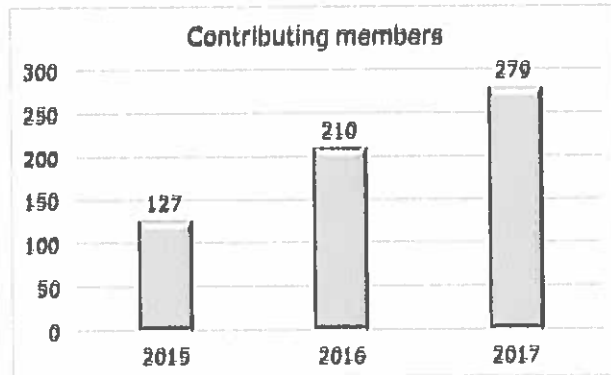
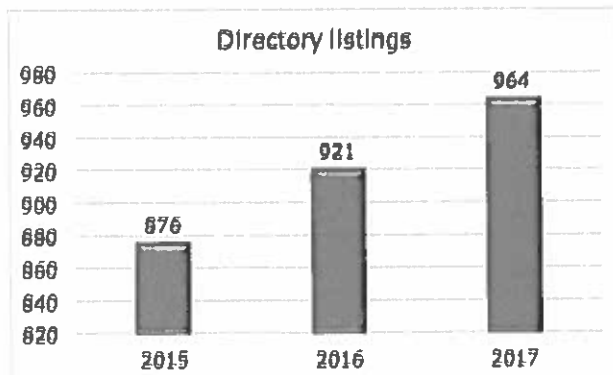
#### Alumni whose names have been removed: deceased / unsubscribed:

- Neal Meriwether (unsubscribed)

#### Membership Contributions Summary:

Alumni contributions, May 1 – May 31:	23
Total number of contributors for 2017 till May 31:	279
Total number of contributors through May 2016:	210
Total number of \$100+ contributors, May 1 – May 31:	4
Total number of \$100+ contributors for 2017 to May 31:	107
Total number of \$100+ contributors through May 2016:	82

**Comparison over the years as of end May:**



**Contributions received in May 2017:**

Friends of UAA: 4

Terrence Brown  
Linda Whitlock Brown  
Linda Gregory  
Susan Reichle

Contributing members: 19

Aleksandra Braginski	James Bednar
Bruno Cornelio	James Kunder
Cecile Adams	Joe Stepanek
David Mccloud	John Hatch III
Ed Connerley	John Lovaas
Georgia Sambunaris	Paul Isenman
Harry Petrequin	Raymond Malley
Hilda Arellano	Robert Archer
Jacqueline Wakhweya	Roberta Mahoney
Sonny Low	