

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, December 14, 2017
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on Thursday, December 14, 2017, at the offices of the Population Reference Bureau, 1875 Connecticut Avenue NW, Suite 520, Washington D.C. 20009.

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

BOARD MEMBERS:

In person:

Tish Butler
Chris Crowley
George Hill
Barbara Seligman
Nancy Tumavick

Absent:

Franklin Moore

By phone

John Heard [joined in progress]

COMMITTEE CO-CHAIRS:

In person:

Carol Dabbs
Jim Fox
Carol Peasley
Rob Sonenthal

Absent:

John Champagne
David Cohen
Bette Cook
Jose Garzon
Steve Giddings
Nancy Pielemeier
Alex Shakow
Jerry Wood

ADMINISTRATIVE STAFF:

In person:

Ven Suresh [joined in progress]

MEETING CHAIR:

Chris Crowley

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Chris Crowley called the meeting to order at 10:40 a.m., and noted the presence of a quorum.

1. **MINUTES**

A motion to approve the minutes of the November 16, 2017, meeting of the Executive Committee, duly seconded, was adopted without objection.

2. **FINANCE AND MEMBERSHIP REPORTS.**

A. **Finance Report.** George Hill delivered the Financial Report for the month of November 2017. (See Attachment B.)

- The UAA's financial situation is currently the best it has ever been, with an end-of-month balance for November of approximately \$22,000. Contributing factors:
 - The cost of the 2017 AGM was approximately one-half the cost of the 2016 AGM, in large part because CGD did not charge for the conference space.
 - The number of "friends of UAA" has increased over last year, and total contributions in 2017 are up 22%.
 - The Spring Reception was held at Alex Shakow's house.
 - We did not contribute to the Society for International Development in 2017.
- The financial situation could give UAA greater flexibility in the coming year. Committee co-chairs should take this into account when preparing their 2018 budgets.

Carol Peasley cautioned, however, that costs may increase in 2018 — for example, the cost of for administrative support may increase if Ven Suresh, our administrative assistant, takes on additional responsibilities, or if we hire a second administrative assistant.

[John Heard joined the meeting.]

B. **Membership Report.** Carol Dabbs delivered the Membership Report and Contributions summary for November 2017 (Attachment B).

- As of November 30, thirty percent more alumni were registered than as of November 30, 2016; the total (982) is just short of Frank Almaguer's target of 1000.
- The number of contributing members increased by 74 (22%) from November 2016 to November 2017.

- Approximately 35% of the registrants were also contributors — which meets Frank Almaguer's rule of thumb of one-third.
- As of November 30, 43% of the contributors had contributed at least \$100.
- In terms of contributors per month, January and March were the highest; there was apparently no upsurge in contributions in response to e-mail reminders such as those sent in May and September 2017).

3. **BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.**

A. **AGM Committee Co-Chairs and Members.**

- Barbara Seligman reported that, because Nancy Pielemeier is stepping down, the AGM Committee is looking for a new co-chair. She has identified one possible candidate — who had indicated interest in serving on the Board and who lives in the Washington metropolitan area.
- The current members of the AGM Committee are developing a manual on AGM program development based on past experience, which should be useful to a new co-chair.
- The AGM Committee's first meeting is scheduled for early February, and will include a preliminary discussion of possible themes for the 2018 AGM. Alex Shakow and Nancy Pielemeier will do some initial preparation in advance of the meeting.
- Tish Butler noted our pending request for a meeting with Administrator Green, and suggested that we solicit his views on possible AGM themes.

B. **2017 AGM Evaluation; 2018 Members Survey**

Carol Dabbs reported that—

- The 2017 AGM Evaluation was closed, but that the results have not yet been written up.
- Sarah Clark will circulate a revised draft of the 2018 Members' Survey to the Committee before the end of the month. The final version should be ready to include with the e-mail on member contributions scheduled to be sent out during the first week of January. If not by then, a link to the survey could be referenced in the e-mail, and sent with the January Newsletter, to avoid sending members three separate communications in January.

Nancy Tumavick stressed the close relationship between soliciting member views on the organization's performance and soliciting member contributions.

Carol Peasley noted that the Members' Survey provides important information necessary to refine the 2018 Strategic Plan. At present, a progress report and projected implementation plan are posted on the UAA website. The preliminary plan will be finalized after responses to the Members Survey are received and the 2018 budget is approved, so that by February 2018, the plan and the budget can be posted.

C. Procedures for Board Nominations.

Carol Peasley reported that only one-half of the members who attended the 2017 AGM voted in the Board election. Accordingly, the Committee should consider revisiting its nomination and election procedures.

- There should be sufficient time between the solicitation of interest and announcement of nominations, and between the announcement and the election. That means the nomination process should begin in May/June, with the nominations announced in September.
- The Committee should decide whether to continue proposing an approved slate of nominees, or whether to return to the earlier system of an open ballot of all who expressed interest.

Carol Dabbs noted that a question on nomination procedures had been added to the pending Members' Survey.

D. 2018 Budget.

George Hill indicated that he had not yet received input from the committee co-chairs on their budget requirements for 2018. Nancy Tumavick agreed to send a reminder to each committee co-chair to submit the information to George.

E. Contributions (January E-Mail).

Nancy Tumavick reported that the contributions e-mail is available in draft and will be circulated to the Membership Committee for final comments shortly.

F. Co-Chair Meeting with Administrator Green.

Tish Butler reported that, in light of Administrator Green's presentation at the AGM, the Board renewed its request for a meeting with him to discuss UAA and its program. Arrangements for the meeting are in process — in particular, biographies of the UAA participants have been forwarded to the Administrator's office, and we are preparing a proposed agenda. The likely participants from USAID include Tom Staal and Lauren Russell. The meeting may take place before Christmas, but more likely in early January.

4. **OPERATING COMMITTEE REPORTS.**

A. **Finance and Administration.**

[See Paragraph 2.A above.]

B. **Membership.**

Carol Dabbs reported on the activities of the Membership Committee:

- The MC has identified someone to lead FSN recruitment. The Committee will draft a set of principles to guide the effort.
- The MC is seeking a replacement to take over the identification and development of profiles for the monthly newsletter from Dianne Tsitsos beginning in April 2018.
- The Almaguers have agreed to host Winterfest 2018 on Sunday, February 11 (snow date: Sunday, February 25).
- The MC is looking into recruitment efforts targeting pre-formed groups, such as bureaus, missions, the Office of General Counsel.
- Carol requested additional guidance on the Spring Reception: Should it be more like a UAA/DACOR session, with a program, or the 2017 edition, which was social rather than programmatic.

Carol Peasley suggested that the UAA ask USAID if it is planning a Mission Director or similar session during the spring. If so, the UAA could consider having the Spring Reception at a public venue, such as DACOR, and invite USAID visiting Mission senior staff to attend.

C. **Development Issues**

Chris Crowley reported that—

- The next meeting of the Development Issues Committee is scheduled for January 18.
- There are two upcoming UAA/DACOR Dialogues:
 - on December 15, with Stephen Young, formerly with USAID in Vietnam and author of "The Theory and Practice of Associative Power: CORDS in the Villages of Vietnam 1967-1972"; and
 - on February 12, with John Mellor, former USAID Chief Economist, Director-General of IFPRI and Emeritus Professor at Cornell, speaking on agricultural development and economic transformation.

D. Public Outreach.

Tish Butler reported on the activities of the PO Committee on behalf of co-chair John Champagne:

- John and Tish met at USAID with Lauren Russell, who is now Acting Director for Public Engagement at USAID/LPA, and her colleague Louisa Bargeron.
- John is participating in the OLLI Program at George Mason University and elsewhere.
- The committee needs to recruit additional members and to develop a strategy to reach its target audience — for example, university, junior-college and high-school students. A brief notice soliciting interest in the committee will appear in the January Newsletter; and, according to Carol Dabbs, a question on public outreach will be included in the revised Members' Survey.
- At the memorial service for Janet Ballantyne, Tish spoke with Tony [NAME?], head of outreach at the Peace Corps, and will meet with him again in January.

E. USAID Strengthening.

Nancy Tumavick reported that preparations for the 7th cohort of the USAID/UAA Mentoring Program are moving forward. A training session for program mentor's took place on December 13 and went very well, at which Gary Juste, USAID Office of Human Capital and Talent Management, and the new head of foreign service personnel at USAID, were featured speakers. The program continues to have strong support from USAID.

F. Awards.

The Awards Committee is on hiatus until next year.

G. History of USAID.

Carol Peasley reported that—

- The History of USAID Project has received just under \$190,000 in contributions.
- The Project will be reimbursing the individual who had earlier provided outlines and other ideas for the Project when we thought that he might be selected as the author. His work will be made available to the new author.
- Alex Shakow will schedule a meeting between the Advisory Committee and the author in early January.

George Hill reported that—

- \$150,000 of project funds have been moved to an account at the Lafayette Federal Credit Union, where it will earn 0.4% annual interest, which will help defray the cost of writing checks.
- Contributions to the Project must be made by check because the service charge for on-line contributions — approximately 3.6% — when added to credit card fees, was considered too expensive.

5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

A. Files.

The Committee will review its arrangements for collecting and storing key organizational documents — including registration and financial/tax documents — to make sure that those documents are appropriately preserved and accessible when needed.

B. Website

The website's search engine currently cannot reach into pdf documents. This limitation should be addressed, particularly if the website is used as a repository for key organizational documents.

C. Newsletter: January 8.

The Newsletter should include a brief notice on CSIS's panel discussion honoring the late Janet Ballantyne. Carol Peasley will draft a paragraph with a link to the CSIS site.

6. NEXT MEETING.

Tetra Tech has asked for a schedule for UAA meetings at their office during 2018. The Committee should therefore consider whether the Population Reference Bureau is a more convenient site for some Committee members, and whether attendance might be affected.

It was decided that the January meeting of the Executive Committee, scheduled for Thursday, January 18, will be held at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201, but that a schedule of meetings for 2018 be prepared with up to one meeting per quarter scheduled at Population Reference Bureau.

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The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Rob Sonenthal

Rob Sonenthal
Assistant to the Secretary

January 19, 2018

Date

Attachments:

- A UAA Financial Report as of November 30, 2017
- B UAA Membership and Contributions Summary,
November 1–November 30, 2017

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF NOVEMBER 30, 2017

• Balance as of end October 2017		\$ 26,566.17
• Member contributions received in November 2017		\$ 1,426.00
• Disbursements for the month:		\$ 6,117.94
○ Bank charges	\$ 129.24	
○ Constant Contact (web Site)	\$ 65.00	
○ AGM Catering	<u>\$5,923.70</u>	
	<u>\$6,117.94</u>	
• End November 2017 balance:		\$ 21,874.23
UAA savings account balance (earned \$3.86)		\$ 15,326.73

* Not including funds earmarked for the History of USAID Project.

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

November 1, 2017 – November 30, 2017

(includes 2016 data for comparison)

Alumni Directory Registrations:

New alumni registrations, November 1 – November 30:	5
New associate members, November 1 – November 30:	0
Total new registrations, November 1 – November 30:	5
Total new registrations for 2017 through November 30:	40
Alumni whose names were removed in November:	3
Total registered alumni through November 30, 2017:	982
Total registered alumni through November 30, 2016:	953

Newly directory listings in November 2017:

- Minyard Davis
- John Popvich
- Mary Knox
- Tom Ray
- Shahabddin Khan

New registered associate listings in November 2017:

- None

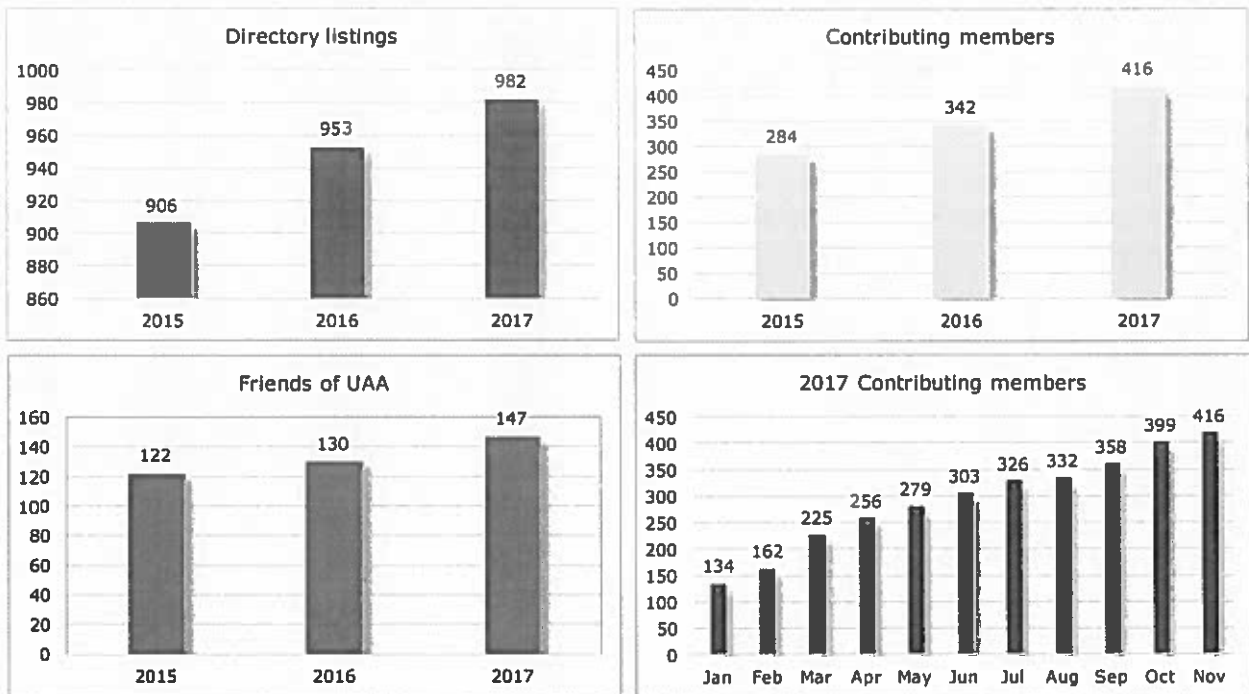
Alumni whose names have been removed: deceased / unsubscribed:

- Miguel Encamacao (unsubscribed)
- Diane Ponasik (deceased)
- Janet Ballantyne (deceased)

Membership Contributions Summary:

Alumni contributions, November 1 – November 30:	17
Total number of contributors for 2017 through November 30:	416
Total number of contributors through November 2016:	342
Total number of \$100+ contributors, November 1 – November 30:	4
Total number of \$100+ contributors for 2017 to November 30:	147
Total number of \$100+ contributors through November 2016:	130
Number of new contributing members, November 1 – November 30:	2
Total number of new contributing members for 2017 till November 30:	21

Comparison over the years as of end November:



Contributions received in November 2017:

Friends of UAA: 4

Oliver Davidson
 Terry (Desaix) Myers
 James Norris
 Mary Knox

Contributing Members: 13

Robert Wuertz	James Brody
Richard Burns	Kathleen Conroy
Wayne Nilsestuen	Tom Ray
Frank Miller	Philip Church
Charles Habis	Bonni Blarcom
Sam Rea	Julie Rea
Sherry Grossman	

New Contributing Members: 2

Mary Knox
 Tom Ray

