

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

Thursday, September 20, 2018  
10:00 AM — 12:00 PM

The Executive Committee (the "ExComm") of the USAID Alumni Association ("UAA") met on September 20, 2018, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201, at 10:00 a.m. The following UAA directors, ExComm co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Tish Butler  
Chris Crowley

George Hill  
Franklin Moore

Absent:

Nancy Tumavick

By phone:

John Heard  
Barbara Seligman\*

COMMITTEE CO-CHAIRS:

In person:

David Cohen  
Bette Cook  
Carol Dabbs\*  
Jim Fox\*  
Jose Garzon

Steve Giddings  
Nancy Pielemeier  
Rose Rakas  
Rob Sonenthal  
Jerry Wood

Absent:

John Champagne

By telephone:

Carol Peasley  
Alex Shakow

ADMINISTRATIVE STAFF:

Absent::

Ven Suresh

MEETING CHAIR:

Chris Crowley

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\* Joined in progress

\* \* \* \* \*

Chris Crowley called the meeting to order at 10:00 a.m., and noted the presence of a quorum.

Jerry Wood introduced Rose Rakas, newly appointed by the Board to replace Jerry as co-chair of the Strengthening USAID Committee.<sup>[1]</sup> On behalf of the ExComm, Chris Crowley welcomed Rose, and thanked Jerry for his service — in particular, his leading role in establishing and managing the UAA/USAID Mentoring Program, now in its eighth year.

1. MINUTES

A first draft of the minutes for the ExComm's August 16 conference call was circulated to Committee members on September 17. Rob Sonenthal distributed a second draft, reflecting revisions suggested by Bette Cook and Carol Dabbs.

A motion to approve the August 16 minutes, as amended, was duly seconded, and adopted without objection.

2. FINANCIAL AND MEMBERSHIP REPORTS.

A. Financial Report. George Hill delivered the Financial Reports for August 2018. (Attachments A and B). He noted that there had been little activity in August.

B. Membership Report. The Membership Report and Contributions Summary for August 2018 was deferred until later in the meeting.<sup>[2]</sup>

3. BOARD OFFICERS/COMMITTEE CO-CHAIRS: CURRENT ISSUES.

A. 2018 Annual General Meeting

Nancy Pielemeier reported on preparations for the 2018 Annual General Meeting:

- The meeting agenda is set.

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<sup>[1]</sup> Ms. Rakas was appointed by written consent of the Board without a meeting, in accordance with Article IV, Section 8.c of the UAA Bylaws: "Matters of urgency may be decided without a meeting by a recorded vote of a majority of the Board." See Attachment D. [RBS]

<sup>[2]</sup> See page 4. [RBS]

- The panelists for the morning session on USAID's role in the U.S. Government's response to fragile situations have confirmed their participation, including Tom Staal, now Senior Advisor to the Administrator, Brigadier General (Ret.) Tim McAteer, formerly of the U.S. Africa Command, and Patricia Haslach, former Ambassador and Principal Deputy Secretary of State.
- Jim Michel will moderate the morning session. He plans to send the panelists possible topics for discussion and suggestions for background reading, which we will also send to the membership.
- John Norris will be interviewed by CGD's Charles Kenny.
- Dave Eckerson will moderate the conversation on the future of the UAA
- Administrator Green has agreed to speak.
- As Ms. Haslach will be coming from London, the UAA has agreed to contribute \$650.00 to her costs; her organization will cover the remaining cost.
- Ten places are being reserved for junior USAID staff members.

Carol Dabbs reported on AGM logistics:

- We are uncertain whether to use the catering company recommended by CGD or the catering company we used for the 2017 AGM. At this point, the CGD-recommended caterer appears to be somewhat less expensive, and CGD had reservations about last year's clean-up which we were not aware of.
- CGD staff will be responsible for set-up and knock-down.

#### **ACTION ITEMS:**

**(1)(a) An AGM announcement will be sent on Monday, September 24, including (i) the final agenda, (ii) an invitation to recipients to check their UAA membership status (with a link to the list of members), and to make their 2018 contribution if they have not done so already (with a link to Click & Pledge); (iii) to register for the AGM (with an appropriate link); and (iv) if a contributing member, to vote to fill the vacancies on the Board of Directors (with an appropriate link), indicating a closing date prior to the date of the AGM.**

**(b) The October Newsletter will contain the same information, with the same links.**

**(c) Ven Suresh will establish a process to assure that those who cast votes for the Board are eligible to do so.**

**(2) Recruit volunteers to serve as notetakers — two for each session, for a total of 10.**

**(3) Meet with CGD the week before the AGM to arrange for the sound system (e.g., microphones) and audio-visual equipment to record the proceedings for posting on YouTube.**

[Barbara Seligman joined the meeting]

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2B. Membership Report.

Carol Dabbs delivered the Membership Report and Contributions Summary for August 2018 [Attachment C].

- In August, one name was added to the alumni directory, and one removed, so there are still 1,004 registrants.
- There were 348 contributing members as of August 31, an increase of 5% over August 31, 2017.
- Of the contributing members, 123 contributed \$100 or more — one more than August 31, 2017.
- The chart shows that a lag in 2018 contributions (compared to 2017) earlier in 2018 was more than made up in June, July and August. The MC attributes that increase to the June 30 e-mail we sent to people who contributed in 2016 and 2017, but had not yet contributed in 2018, which had a direct link to Click & Pledge. We plan to send out a similar e-mail later in September.

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B. 2018 Budget.

George Hill reported that the formal budget for 2018 is still in process.

[Jim Fox joined the meeting]

C. Nominations.

Chris Crowley reported on the activities of the Nominations Committee:

- Members of the Nominations Committee spoke with a total of \_\_ potential candidates for the two Board seats to be filled before the AGM, paying particular attention to experience, familiarity with UAA activities, availability (e.g., employment status, residence in the Washington metropolitan area), and willingness to commit to Board activities.
- Based on these interviews, the Nomination Committee recommends:
  - Anne Arnes
  - Terry Brown

Anne has been a mentor in the USAID/UAA Mentoring Program and is a strong advocate of USAID strengthening. Terry was a founding member of UAA Board; he has been involved in USAID strengthening; and although he lives outside the Washington metropolitan area, he has committed to attend in person at least 50% of the ExComm meetings.

After discussion, the Board voted unanimously to accept the report of the Nominations Committee.

The Board then addressed a provision in Article IV, Section 4, of the Bylaws ("Nomination and Election of Directors") which requires that UAA election procedures allow for voting in person at the AGM:

"Once the slate of nominees is finalized, the Board will disseminate to all Association members:

- a. the names and biographic information concerning the nominees, and
- b. election procedures, including opportunities for electronic voting prior to the annual general meeting and for voting in person at the annual general meeting."

After discussion, it was decided that, given the Board's practice of publicizing the election well in advance of the AGM, the easy availability of electronic voting, and the need to complete voting and announce new directors at the AGM, the Bylaws should no longer require voting in person at the AGM.

Upon a motion, duly seconded, the Board voted unanimously to amend the Article IV, Section 4.b, of the Bylaws by striking the words "and for voting in person at the annual general meeting."

D. Ethics and Conflict of Interest Policy.

Rob Sonenthal had distributed a proposed amendment to the section on "Acknowledgement" in the UAA Ethics and Conflict of Interest Policy ("Policy") to clarify when covered UAA representatives are required to submit a written acknowledgment of the Policy to the UAA Co-Chairs, along with a standard acknowledgement form. See Attachment E. The section, as amended, would read as follows:

"Each UAA Representative shall submit a signed acknowledgement of this Policy to the UAA Co-Chairs (a) when first elected or appointed to her/his position, and (b) annually thereafter, at the first Executive Committee meeting after the Annual General Meeting. The signed acknowledgements will constitute records of UAA."

After discussion, the Board adopted the proposed amendment and approved use of the standard acknowledgement form, without objection.

4. OPERATING COMMITTEE REPORTS.

A. History of USAID.

Alex Shakow reported that—

- The Advisory Committee has scheduled a conference call with John Norris this afternoon as part of its regular discussion with him every two months or so.
- Despite his move in July to the Gates Foundation in Seattle, John continues his work on the draft and on preparation of a proposal to potential publishers. While he has amassed an enormous amount of material that he continues to work through as he drafts, he has expressed interest in our help in a number of areas — e.g., USAID's early role on the environment; democracy building; and a number of health initiatives.
- John is using to great advantage the oral histories in the ADST collection that has recently been strengthened through the contract between USAID and ADST championed by Carol Peasley.
- ADST has requested a six-month no-cost extension of the current grant which USAID is now processing.<sup>[3]</sup> ADST will also be approaching USAID about a potential follow-on grant to expand further the number of USAID

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<sup>[3]</sup> USAID approved the extension on September 24. [RBS]

oral histories. That will be done after ADST submits some of its reporting on the current grant.

B. USAID Strengthening

John Heard reported on behalf of the USAID Strengthening Committee.

- There are currently 21 mentors in the 8th cohort, 10 of whom are veterans of the earlier cohorts.
- The committee is working with Linda Jones, the newly-appointed USAID coordinator, to fix a date and locate facilities for mentor training to be led by Neil Levine. The training should be completed no later than December 14.
- The committee is also preparing a recruitment message addressed to potential mentees.

Rose Rakas added that the committee is working with Ms. Jones and existing USAID bureau coordinators to identify additional bureau coordinators.

David Cohen noted that USAID has organized a in-house mentoring program of its own using some of our training materials. According to Tish Butler, Howard University's Payne Fellowship mentors are also interested in our training resources.

C. Membership.

Carol Dabbs reported on recent activities of the Membership Committee:

- The MC has identified 4 potential profile subjects — individuals who were nominated for UAA awards but not selected, and will be seeking permission to proceed. Even so, additional recommendations are invited, and should be directed to Bette Cook, Barbara Bennett, or Carol Dabbs.
- There were 44 alumni and guests at the Summer Picnic at Fort Hunt Park on Saturday, September 8, despite the threat of inclement weather.
- In the draft AGM evaluation for 2018, there are two noteworthy changes: (1) re-ordering the responses from left to right to start with positive and go towards the negative, which is a change we made in the last Member Survey; and (2) heading relating to the sessions were change to reflect this year's content. Any additional comments will be welcome.
- The October Newsletter will focus on the AGM, plus updates from David Cohen. All AGM committee materials should be submitted to Bette and

Bette by September 25, so that they can be forwarded to Ven Suresh by September 28.

- The target date for publication of the combined November/December Newsletter is Monday, November 19, which means that material for the newsletter should be submitted to Bette and Carol by November 13, so that they can be forwarded to Ven by November 15.

D. Development Issues.

Jim Fox reported that the committee is scheduled to meet with Louise Fox, head economist at PPO, to discuss possible future coordination.

Steve Giddings added that—

- PADF, which has been playing host to the DIC, is shedding office space as of January 1, 2019, and can no longer accommodate committee meetings. The DIC is therefore seeking a new home — i.e., space that can house 15 to 20 people in reasonable comfort.
- The DIC has revived its contacts with PPL — in particular, with Hope Bryer, Executive Director of CDA Collaborative Learning Projects — in an effort to keep abreast of each other's activities

Alex Shakow called the ExComm's attention to two UAA/DACOR Development Dialogues scheduled for October and November 2018:

- October 15: Larry Garber will speak on "Zimbabwe Deja Vu: An International Observer Returns After 33 Years," on the recent elections in Zimbabwe.
- November 5: Larry Cooley, President of the Society for International Development, and former President of MSI, will speak on "The Changing Role of International Development in Achieving Sustainable Outcomes at Scale."

He noted that the Development Dialogue featuring Ambassador Rick Barton (in conversation with Aaron Williams), held on September 14, drew a large and enthusiastic audience.

E. Public Outreach.

Tish Butler reported on the activities of the Public Outreach Committee:

- John Champagne has stepped down as co-chair of the committee, but continues to teach, and is available to support committee activities.
- In its portion of the updated Strategic Plan, the committee proposes to extend its reach across the country to connect USAID retirees with outreach opportunities in their cities or regions. For example, the committee provided the USAID Development Diplomats in Residence at Morehouse College in Atlanta and at California State University at Long Beach with the names of UAA members living nearby who expressed interest in working with those programs.
- The committee will make conference and training materials available to UAA members for use at local universities, schools and clubs. (David Cohen pointed out that there is a page of such resources on the UAA website.)
- Tish attended a meeting on "USAID Transformation" — Administrator Green's signal initiative aimed at reorganizing, among other things, the agency's technical functions, workforce, and relations with the private sector. The meeting was led by Jim Richardson, the Administrator's chief of staff, and Coordinator of the USAID Transformation Task Team,

F. Awards.

Bette Cook reported that—

- The Awards Committee considered 7 excellent nominees for the 2018 Alumni of the Year Award, including 3 for international activities, and 4 for domestic activities.
- The two winners have been chosen. The committee has contacted them, and they will both be present at the AM. Their profiles will be published in the November/December Newsletter.
- The committee has also contacted runners-up seeking permission to publish profiles of them in the Newsletter.

5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

Chris Crowley notified the ExComm that he has taken a part-time paid position with Tetra Tech. Rob Sonenthal did not see any imminent conflict-of-interest that would limit Chris' participation on the Board, but encouraged Chris to be aware of the possibility of conflicts, and to consult with the Co-Chairs or with him whenever a possible conflict situation comes up.

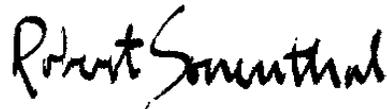
6. NEXT MEETING.

The next meeting of the Committee is scheduled for Thursday, October 18, 2018, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201, between 10:30 a.m. and 12:30 p.m.

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

Respectfully submitted,



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Robert Sonenthal  
Assistant to the Secretary

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September 20, 2018  
Date

Attachments:

- A. UAA Financial Report as of August 31, 2018
- B. UAA/USAID History Project: Financial Status as of August 31, 2018
- C. UAA Membership and Contributions Summary, August 1– August 31, 2018
- D. Resolution of the Board of Directors appointing Rose Rakas as co-Chair of the Strengthening USAID Committee and written consents.
- E. UAA Ethics and Conflict of Interest Policy: Proposed Amendment

ATTACHMENT A  
**UAA FINANCIAL REPORT  
AS OF AUGUST 31, 2018<sup>4</sup>**

• Balance as of end July 2018		\$ 33,218.99
• Member contributions received in August 2018		\$ 1,300.00
• Disbursements for the month:		\$ 4,800.67
○ Bank charges and Click & Pledge services and merchant bank discount	\$ 404.67	
○ Website	\$ 70.00	
○ Administrative Assistant (seven months)	<u>\$ 4,326.00</u>	
	\$ 4,800.67	
• End August 2018 balance:		\$ 30,718.94
	* * * *	
<b>UAA savings account balance</b>		<b>\$ 15,763.36</b>

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<sup>4</sup> Not including funds earmarked for the History of USAID Project. See Attachment B.

**ATTACHMENT B**

**UAA/USAID HISTORY PROJECT**  
**Financial Status as of August 31, 2018**

1.	Total contributions received	\$	---
2.	Total interest on deposits	\$	---
3.	Account share	\$	50.02
4.	Interest earned on Account share	\$	---
5.	Total project expenditures in July	\$	---
6.	Current amount in checking account	\$	476.57
7.	Current amount in Premier Savings Account	\$	144,215.43
8.	Total current availability	\$	144,742.02

\* \* \* \*

July wire transfer to author	\$	20,000.00
Wire transfer fee	\$	20.00
Covered as follows;		
Transfer of \$6,000.00 from Premier Savings Account to checking account.	-\$	6,000.00

NO ACTIVITY IN AUGUST 2018

**ATTACHMENT C**

**UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY**

**August 1, 2018 – August 31, 2018  
(includes 2017 data for comparison)**

**Alumni Directory Registrations:**

New alumni registrations, August 1 – August 31:	1
New associate members, August 1 – August 31:	0
Total new registrations, August 1 – August 31:	1
Total new registrations for 2018 through August 31:	27
Alumni whose names were removed in August:	1
Total registered alumni through August 31, 2018:	1004
Total registered alumni through August 31, 2017:	969

New directory listings in August 2018:

- Michael E. Tolle

New registered associate listings in August 2018:

- None

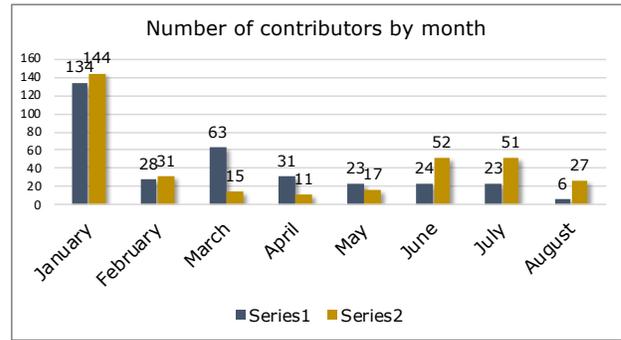
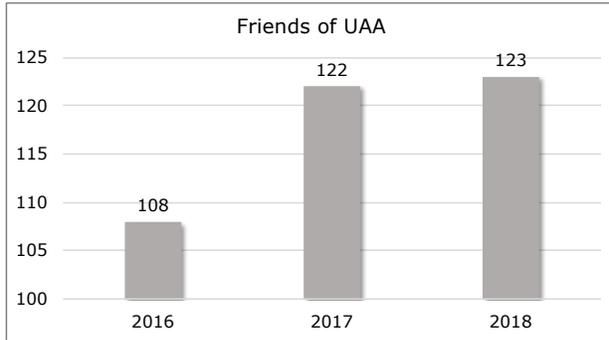
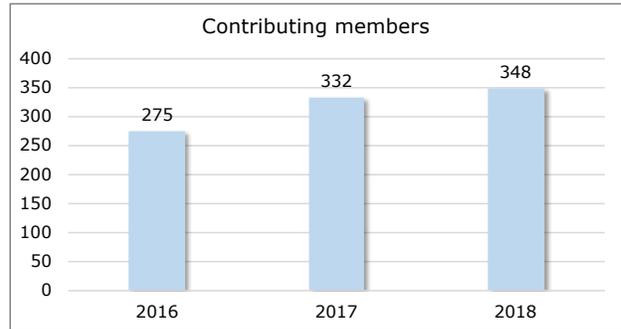
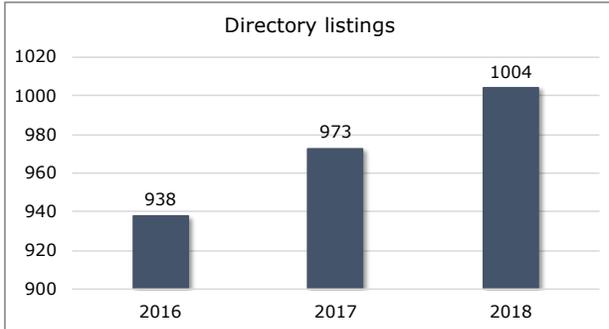
Alumni whose names have been removed: deceased / unsubscribed:

- Naveed Athar Sheikh

**Membership Contributions Summary:**

Alumni contributions, August 1 – August 31:	27
Total number of contributors for 2018 through August 31:	348
Total number of contributors for 2017 through August 31:	332
% of contributors through August 2018 as compared to August 2017:	105.0
Total number of \$100+ contributors, August 1 – August 31, 2018:	7
Total number of \$100+ contributors for 2018 through August 31:	123
Total number of \$100+ contributors for 2017 through August 31:	122
% of \$100+ contributors through August 2018 as compared to August 2017:	100.0
Number of new contributing members, August 1 – August 31, 2018:	0
Total number of new contributing members for 2018 through August 31:	18
New contributors as a % of new registrants for August 2018:	0.0

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



**Contributions received in August 2018:**

**Friends Of UAA: 7**

Franklin Moore	Tom Geiger
Peter Lopera	Cindy Gersony
John Westley	Sam Rea
Katherine Jones	

**Contributing Members: 20**

Donnie Harrington	Rose Rakas	John Eriksson
Polly Harrison	Maureen Lewis	Alan Davis
Kenneth Lanza	Kathleen LeBlanc	Sherryl Grossman
Robert Navin	Margaret Bonner	Maria Mamlouck
Thomas Kennedy	John Oleson	Lee Russell
Chuck Swagman	William Penoyar	Michael Donovan
Alison Rosenberg	Galeeb Kachra	

**ATTACHMENT D**

**USAID ALUMNI ASSOCIATION**

**ACTION OF THE  
BOARD OF DIRECTORS**

The members of the Board of Directors of the USAID Alumni Association ("UAA"), acting without a meeting pursuant to Article IV, Section 8.c, of the UAA Bylaws, adopted the following resolution, effective as of September 9, 2018, as if it had been submitted to the Board at a meeting duly called and held for the purpose of acting thereon.

**RESOLVED THAT**, Rose Rakas is hereby appointed as a co-Chair of the USAID Strengthening Committee.

Copies of the recorded votes of a majority of the members of the Board in favor of the Resolution are attached.

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Robert Sonenthal  
Assistant to the Secretary

Date: October 16, 2018

## ATTACHMENT E

### UAA ETHICS AND CONFLICT OF INTEREST POLICY PROPOSED AMENDMENT

"ACKNOWLEDGEMENT

~~All~~Each UAA Representatives ~~will be asked to sign an~~ shall submit a signed acknowledgement of this Policy ~~and~~ to the UAA Co-Chairs (a) when first elected or appointed to his/her position, and (b) annually thereafter, at the first Executive Committee meeting after the Annual General Meeting. ~~and the~~ The signed acknowledgement will constitute records of UAA."