

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING

Thursday, June 21, 2018
10:30 AM — 12:30 PM

The Executive Committee (the "Committee") of the USAID Alumni Association ("UAA") met on Thursday, June 21, 2018, at the offices of the Population Reference Bureau, 1875 Connecticut Avenue NW, Suite 520, Washington D.C. 20009, between 10:30 a.m. and 12:30 p.m.

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

BOARD MEMBERS:

In person:

Tish Butler
George Hill
Barbara Seligman
Nancy Tumavick

Absent:

Chris Crowley
Franklin Moore

By telephone:

John Heard

COMMITTEE CO-CHAIRS:

In person:

Alex Shakow
Rob Sonenthal

Absent:

John Champagne Jose Garzon
Bette Cook Steve Giddings
Carol Dabbs Nancy Pielemeier
Jim Fox Jerry Wood

By telephone:

David Cohen

ADMINISTRATIVE STAFF:

Absent:

Ven Suresh

MEETING CHAIR:

Nancy Tumavick

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

1. MINUTES

A motion to approve the minutes of the May 17, 2018, meeting of the Executive Committee, duly seconded, was adopted without objection.

2. FINANCIAL AND MEMBERSHIP REPORTS.

A. Financial Report. George Hill delivered the Financial Reports for the month of May 2018. (Attachments A and B). He noted that—

- The UAA is currently in sound financial shape, and should have no difficulty meeting the large expenses (such as AGM expenses) that will come due later in the year.
- It appears that the UAA's webmaster — who charges the UAA \$75.00 per month (or \$900.00 per year) for his services — has not billed for those services since sometime in 2016. George has asked the webmaster to get current on his billing.

B. Membership Report. In Carol Dabbs' absence, Nancy Tumavick delivered the Membership Report and Contributions Summary for May 2018 (Attachment C).

- After the May meeting, Ven Suresh compiled information on 2016 contributors who did not contribute in 2017, and 2017 contributors who have not yet contributed in 2018. Carol Dabbs will distribute the list of names to the Committee.

After discussion, the Committee consensus was to begin by contacting the onetime contributors by e-mail. The e-mail can adapt the text of similar e-mails sent in the past, and should (i) mention the upcoming AGM and (ii) include a direct link to the UAA "click and pledge" web page.

The Committee considered contacting the onetime contributors by mail, but deferred decision (i) because of the possible expense, and (ii) because we may not have mailing addresses (as opposed to e-mail addresses) for many of the onetime contributors, and it would not be easy to fill in the gaps. The Committee agreed to revisit the issue in January 2019.

ACTION ITEM: George Hill will collect information on mailing costs so that the Committee can revisit the issue of communicating with the membership by mail in January 2019.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES.

A. Executive Committee Retreat

Nancy Tumavick reported that Chris Crowley was out of town, and had not yet completed his report on the Executive Committee retreat.

B. 2018 Annual General Meeting

Barbara Seligman reported on the AGM Committee's June 20 meeting to review the proposed agenda.

- Panel on "USAID's Role in the USG Response to Fragile Situations." Thanks mainly to the efforts of Jim Michel, the Committee has made significant progress in organizing this panel. It will focus on Sub-Saharan Africa, and will include a retired senior U.S. diplomat (Department of State), a retired general (Department of Defense), and a senior official from USAID. Jim Michel will moderate.
- Conversation with John Norris. John Norris will discuss his work-in-progress on the History of USAID in a "conversation" with Charles Kenny of the Center for Global Development.
- Members' Discussion of UAA. The AGM Committee is still organizing the members' discussion. Current thinking is that the discussion should focus on two themes:
 - sustainability, including such issues as eligibility for membership (e.g., should individuals who have not worked at USAID, but are part of the broader USAID community, be eligible for associate membership?); and
 - relevance (e.g., should the UAA take a more active role as an advocate?).
- USAID Administrator. Mark Green, USAID Administrator, is scheduled to address the AGM at 3:30 p.m., so the members' discussion will have to focus on a limited number of key issues, and close in time for the Administrator's introduction.
- Chris Crowley is putting together a summary outline of the key issues, based on notes from the ExComm retreat.

The AGM Committee is planning to alert the members to the issues to be discussed in advance of the AGM, and is considering how best to achieve to do so. After discussion, the Committee consensus was that the key issues should be stated succinctly in an e-mail sent directly to the members, and also posted on the UAA website. In addition, the message should identify the specific decisions/actions, if any, on which the members will be asked to vote or ratify.

ACTION ITEM: Rob Sonenthal will review the UAA bylaws and the District of Columbia Code provisions on "Unincorporated Nonprofit Associations" to determine on which matters a vote of the membership is required (or permitted).

Alex Shakow noted that, after the opening greeting by the UAA Co-Chairs, about 15 minutes should be reserved for a welcome by the head of CGD.

C. 2018 Budget.

George Hill is preparing a "Background" section for the 2018 budget, including a list of assumptions, which he will circulate before the next ExComm meeting. In brief, if the remainder of 2018 is comparable to 2017, we should be able to cover expenses and still have a healthy end-of-year balance.

D. E-Mail

David Cohen reported that the Awards Committee e-mailbox was still being inundated with spam (including phishing) e-mails which are very difficult to block. Although the e-mails are irritating, they do not interfere with legitimate e-mail, and should not be a serious problem if you avoid clicking on the attachments.

Nevertheless, as soon as the Awards Committee completes its 2018 activities, David plans to delete the Awards Committee's current e-mail address and replace it with another.

E. Nominations Committee.

Nancy Tumavick reported on the activities of the Nominations Committee (Tish Butler, Chris Crowley and Nancy Tumavick).

- The committee has sent out a notice to the membership soliciting nominations, using Carol Peasley's 2017 notice as a model. Once Chris Crowley returns to town, the committee will begin targeting qualified USAID alumni who might be interested in serving on the Board.
- The deadline for nominations is August 15, to allow the committee to vet the candidates and prepare a Board-endorsed slate, to be announced in mid-September.

Nancy reminded the Committee that, at the retreat, ExComm co-chairs were encouraged to recruit behind themselves — *i.e.*, to identify alumni who might eventually replace them on the ExComm — and to send suggestions and recommendations to the Nominating Committee. The ExComm is particularly interested in alumni who (i) are recently retired, (ii) served in technical positions at USAID, and (iii) add to members' diversity.

F. Ethics and Conflict of Interest Policy.

Rob Sonenthal called the Committee's attention to the two draft documents that he circulated to the Committee after the May meeting:

- (1) a one-page "Acknowledgment" to be used by ExComm members to comply with the "Ethics and Conflict of Interest Policy" requirement that they sign an "acknowledgement" of the Policy; and
- (2) a draft "Disclosure Statement" to be used by ExComm members to report an actual or potential conflict of interest to the Board.

In addition, because the Policy does not specify when (and how often) the acknowledgement must be submitted, Rob proposed to amend the Policy so that an acknowledgement would be required when an ExComm member is first elected or appointed to her/his position, and annually thereafter, at the first ExComm meeting after the AGM.

After discussion, the Committee consensus was to defer consideration of the drafts and the proposed amendment to the Policy, until the July meeting, to allow the ExComm members additional time to review and comment.

4. OPERATING COMMITTEE REPORTS.

A. Membership.

In Carol Dabbs' absence, Nancy Tumavick indicated that pending membership matters — including contacting onetime members, and possible recruiting efforts at UAA/DACOR Development Dialogues — would be deferred until the July ExComm meeting.

B. Development Issues.

Alex Shakow reported that—

- The UAA/DACOR Development Dialogues are on hiatus for the summer. The next session will take place on September 14, when Ambassador Rick Barton will discuss his book *Peace Works*.
- ExComm members are encouraged to suggest potential speakers for the coming year, and to make those suggestions as far in advance as possible to assure that space will be available.

C. Public Outreach.

Tish Butler reported on the activities of the Public Outreach Committee (John Champagne, Tish Butler).

- The POC sent an e-mail to UAA members inviting their support for the Payne International Development Fellowship, funded by USAID and administered by Howard University. The Payne program is looking for mentors for the Payne Fellows admitted to the USAID Foreign Service. A number of UAA alumni have already responded to the appeal.
- Calling UAA members who support the Payne program "mentors" risks confusion with the "mentors" in the USAID/UAA Mentoring Program, but that is the term used by Howard University. We can limit the confusion by using "Payne mentors" when referring to UAA members in the Payne program.

D. USAID Strengthening

John Heard reported that the 7th cohort of the USAID/UAA Mentoring Program is going well; of the original 18 mentor/mentee pairs, 17 are still functioning. The program expects to start on the 8th cohort sometime in July/August.

E. Awards.

According to Nancy Tumavick, Bette Cook reports that the Awards has received three nominations, with an additional nomination expected (a person who nominated last year but not chosen).

F. History of USAID.

Alex Shakow reported that—

- John Norris had recently accepted a position at the Gates Foundation in Seattle, Washington — a change in his location which should not, however, affect the schedule for completion of the book, or his other arrangements with the UAA.
- The Advisory Committee met with John on June 8 to review drafts of the first two chapters of the book — the first on the background to the establishment of USAID, the second on USAID's first years through the assassination of President Kennedy. (He is organizing the book chronologically rather than by subject.) The AC found the chapters to be well-presented, interesting, and on schedule.
- John's next task is to prepare a book proposal that his agent can present to commercial publishers. (The publisher of his first book has a right of first refusal.)

5. OTHER BUSINESS: ADMINISTRATIVE ISSUES.

A. Newsletter.

The Newsletter for July/August should be ready for distribution on Monday, July 16. Contributions to the Newsletter should be submitted by Friday, July 13.

6. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, July 19, 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.

The ExComm meeting scheduled for Thursday, August 16, 2018, will be held by conference call.

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The meeting was adjourned at 12:05 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

Attachments:

- A. UAA Financial Report as of May 31, 2018
- B. UAA/USAID History Project: Financial Status as of May 31, 2018
- C. UAA Membership and Contributions Summary, May 1–May 31, 2018

ATTACHMENT A
UAA FINANCIAL REPORT
AS OF MAY 31, 2018*

• Balance as of end April 2018		\$ 31,203.70
• Member contributions received in May 2018		\$ 950.00
• Disbursements for the month:		\$ 1,136.19
○ DACOR contribution for Building preservation	\$1,000.00	
○ Bank charges	\$ 66.19	
○ Web—Constant Contact	\$ 70.00	
• End May 2018 balance:		\$ 31,017.51
	* * * *	
UAA savings account balance		\$ 15,759.45

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

ATTACHMENT B

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

1.	Total contributions received	\$	350.00
2.	Total interest on deposits		---
3.	Account share	\$	50.02
4.	Interest earned on Account share	\$	0.02
5.	Total project expenditures in May		---
6.	Current amount in checking account	\$	14,496.57
7.	Current amount in Premier Savings Account		\$150,215.43
8.	Total current availability		\$164,762.02

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Alumni Directory Registrations:

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 2018 through May 31:	17
Alumni whose names were removed in May:	0
Total registered alumni through May 31, 2018:	995
Total registered alumni through May 31, 2017:	962

Newly directory listings in May 2018:

- Polly Harrison
- Bob Emrey
- Kimberly Gamble-Payne

New registered associate listings in May 2018:

- NONE

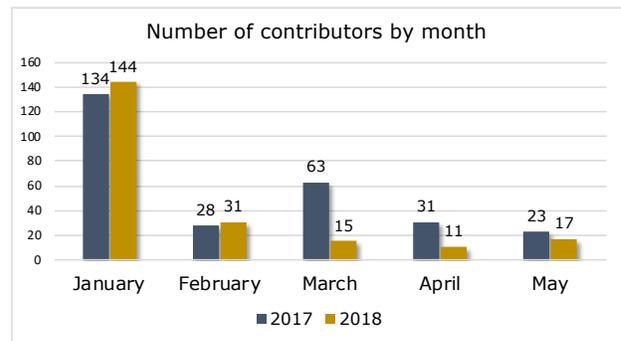
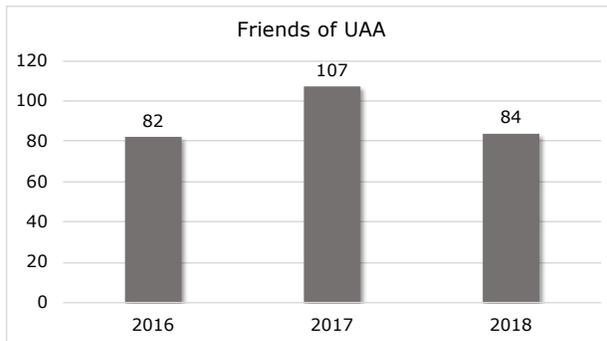
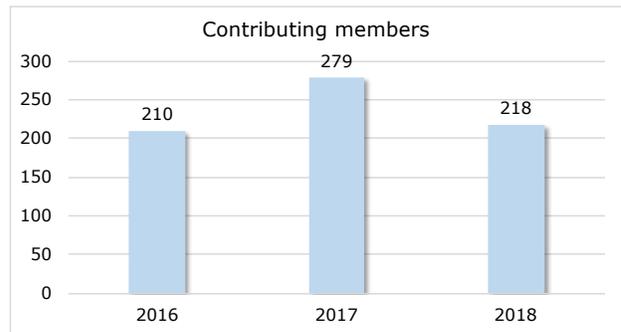
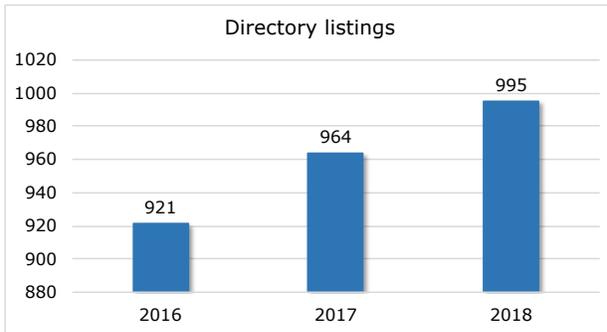
Alumni whose names have been removed: deceased / unsubscribed:

- NONE

Membership Contributions Summary:

Alumni contributions, May 1 – May 31:	17
Total number of contributors for 2018 through May 31:	218
Total number of contributors for 2017 through May 31:	279
% of contributors through May 2018 as compared to May 2017:	78.14
Total number of \$100+ contributors, May 1 – May 31, 2018:	5
Total number of \$100+ contributors for 2018 through May 31:	84
Total number of \$100+ contributors for 2017 through May 31:	107
% of \$100+ contributors through May 2018 as compared to May 2017:	78.50
Number of new contributing members, May 1 – May 31, 2018:	0
Total number of new contributing members for 2018 through May 31:	9
New contributors as a % of new registrants for May 2018:	0

Comparison over the years as of end May:



Contributions received in May 2018:

Friends of UAA: 5

Loren Schulze
 Loc Eckersley
 Keith Simmons
 James Fox
 James Thomas Ward

Contributing Members: 12

Jonathan Conley	Harold Gray
Terence Collins	Michael Maxey
Matthew Corso	John Thomas
John Lovaas	Jose Garzon
Rodeina Abdel Fattah	Shahabudin Khan
Ronald Ruybal	David Olinger

New Contributing Members: NONE