

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, April 18, 2019
10:30 AM — 12:30 PM

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, April 18, 2019, at the offices of Tetra Tech Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201, at 10:30 a.m. The following UAA directors, EC co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Anne Aarnes	George Hill
Terry Brown	Terry Myers
Chris Crowley	Nancy Tumavick

By phone:

Franklin Moore

COMMITTEE CO-CHAIRS:

In person:

David Cohen	Nancy Pielemeier
Carol Peasley	Rose Rakas
Jim Fox ^[1]	Joy Riggs-Perla
Rob Sonenthal	Alex Shakow

Absent:

Beth Hogan
Steve Giddings
Roberta Mahoney
Rose Rakas
Barbara Seligman

By phone:

Jim Bever
Bette Cook^[1]
Carol Dabbs^[1]

ADMINISTRATIVE STAFF:

By Phone:

Ven Suresh

MEETING CHAIR:

Chris Crowley

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¹ Joined meeting in progress.

Chris Crowley called the meeting to order at 10:35 a.m., and noted the presence of a quorum of the members of the Board.

1. **MINUTES.**

A motion to adopt the draft minutes for the March 21, 2019 meeting, duly seconded, was adopted without objection.

2. **FINANCIAL AND MEMBERSHIP REPORTS.**

A. Financial Report.

George Hill distributed the monthly Financial Report for March 2019 (Attachment A). He noted that UAA continues to maintain a healthy balance in its bank accounts.

[Carol Dabbs joined the meeting.]

B. Membership Report.

The Membership report was deferred until later in the meeting.^[2]

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

A. Annual General Meeting.

Nancy Pielemeier updated the EC on planning for the 2019 Annual General Meeting:

- The committee has asked John Norris, author-designate of the UAA-sponsored History of USAID, to participate in another session on his work-in-progress. John has not yet responded.
- The committee has invited Lindsay Plack of the U.S. Global Leadership Coalition to participate (as Liz Schroyer is not available that day), to discuss Congressional support for USAID and opportunities for UAA to collaborate with USGLC in educating the public on the value of foreign assistance around the country.
- The main morning session is likely to address USAID's recent efforts in democracy and governance, although the precise focus of the session has yet to be determined.

^[2] See Part 4.C below.

To sharpen the focus of main morning session, Chris Crowley has discussed possible topics and panelists with Bambi Arellano. She offered four possible areas of D&G for further discussion and refinement. Chris expects to respond to her presently, in order to outline a concise and well-defined topic in the next week or so, at which point it will be shared with the AGM committee. In the process, Chris will also solicit the views of other USAID veterans, possibly including Jim Michel, Larry Garber, Gerry Hyman and Susan Reichle.

With respect to possible panelists, Chris expects that it will be less difficult to identify knowledgeable supporters of USAID's D&G efforts than it will be to identify knowledgeable skeptics.

ACTION ITEM: Chris Crowley will continue his efforts to refine the topic of the main morning session, making good use of the available oral histories, and to encourage the use of available oral histories. Only after the topic has been agreed should he begin to recruit the members of the panel.

B. New Ideas/New Initiatives.

Terry Myers called the EC's attention to the outline of UAA "Priorities, Timing and Responsibilities" that he distributed to EC members before the meeting. The outline offered five possible activities for further EC consideration.

- Expanded mentoring
- Retirement ceremony
- FSN support
- Hometown diplomats
- Evaluations

Jim Bever reported that he had succeeded in contacting a number of agency officials whose support could be important in choosing among, and carrying out, one or more of the proposed initiatives. Nancy Tumavick suggested that this effort be led by Jim Bever in concert with Rose Rakas.

[Jim Fox joined the meeting.]

The EC then discussed each of the proposals in depth. Selected highlights:

(1) Expanded mentoring. An obvious candidate for near-term action is expansion of the already successful USAID/UAA mentoring program to USAID senior staff — in particular, Mission Directors and Deputy Mission Directors. The support of Assistant Administrators and Deputy Assistant Administrators for the expansion would help remove any stigma from MD and DMD participation. Rose Rakas urged that we coordinate closely with USAID any

efforts focused on MDs and DMDs; her recent conversations with USAID staff indicate that the agency may be developing similar programs.

(2) Retirement ceremony. The USAID staff contacted by Jim Bever liked the idea of recognizing retiring SFS and SES the first year, due to the size of the available room, and then next year recognize all retirees. Jim suggested a target of January 2020 for the first such ceremony, with UAA providing a speaker, and contributing to the cost of refreshments — a simple and effective way of raising UAA's profile. Carol Peasley noted that the Department of State conducts a retirement ceremony in the Ben Franklin Room, not only for SFS and SES retirees, but for less senior retirees as well, who are especially pleased to receive the recognition. Jim indicated that he will pursue this with Frank Almaguer, and that he would like Membership Committee help.

(3) FSN support. Tom Nicastro and Bette Cook, heads of the Membership Committee's FSN subcommittee, joined Jim at an FSN conference attended by 105 FSNs from around the world. It seems that most of the FSN participants were unaware that they are eligible for UAA membership, and many expressed an interest in joining. (Nancy Tumavick noted that we've already received applications for UAA membership from FSNs abroad — e.g., from Uganda and West Bank/Gaza.) However, because organizing a local chapter, and then integrating that chapter into a global network, is likely to require considerable time and effort, Jim suggested that we proceed in steps, beginning with a pilot program limited to a handful of countries. Nancy Tumavick suggested that while UAA could be a patron for an FSN award, that this award not be part of the USAID awards program.

(4) Hometown diplomats. This effort would include (i) identifying USAID alumni outside the DMV area who have relevant experience and an interest in local outreach (in coordination with MC membership efforts to establish some UAA local groups); and (ii) adapting (or, where appropriate, developing new) materials for speakers, syllabi for teachers, etc. Carol Dabbs mentioned the training for UAA members a few years ago for public outreach; she will look for the materials that were used and forward them to Terry Myers and Jim Bever.

(5) Evaluations. Terry Myers raised the possibility of UAA support in developing "lessons learned" and with staff at the Office of Evaluation and Impact Assessment. Further contacts are planned with USAID — including USAID Office of General Counsel — regarding the use of volunteers and interns, especially regarding issues like availability of space and potential conflicts of interest.

Terry Myers added that USAID staff was interested, as well, by UAA proposals on (i) long-term training in leadership development — for example, in-service courses leading to an M.A. or other advanced degree; and (ii) graduate student interns, using an approach similar to that of the USAID/UAA mentoring program (including a framework Memorandum of Understanding).

ACTION ITEM: Terry Myers and Jim Bever will prepare a matrix, classifying the five proposals according to:

- which proposals are for the short-, medium- or long-term;
- which proposals require the most time and effort;
- which committees should provide assistance;
- which individuals will take the lead; and
- what are the immediate next steps.

[Jim Bever left the meeting.]

C. DevexPRO.

Terry Brown reported that Devex would like to offer subscriptions to DevexPRO to UAA members at a discounted rate. The discount would be limited to current UAA members in good standing.

In the course of discussion, EC members noted the following concerns: (1) If the discount were limited to UAA members, there would have to be some way for Devex to verifying the membership status of individuals who apply for the discount — a logistical problem that could be difficult for UAA to address on an ongoing basis. (2) A discount limited to UAA members would represent an easily quantifiable membership benefit that could affect the full deductibility of the UAA membership contribution.

After discussion, the EC decided to avoid making the discounted subscriptions to DevexPRO a specific benefit of UAA membership, but authorized Terry to inform Devex that we were prepared to publish a one-time notice in the UAA Newsletter informing readers that the discount was available, and providing a link to the Devex website.

ACTION ITEM: Terry Brown will prepare a response to the Devex offer along the lines outlined above.

D. Meeting with USAID Front Office.

Chris Crowley volunteered to be in contact with the USAID front office regarding a proposed meeting between members of the UAA Board and Bonnie Glick, confirmed as USAID Deputy Administrator in January 2019. It is important that we introduce our program to Ms. Glick —especially in light of our efforts to increase our cooperation with USAID — and, if appropriate, ask her to consider attending the 2019 AGM.

Nancy solicited EC member views on the topics that should be covered with DA Glick (USAID/UAA Mentoring Program? the upcoming AGM?), noting that the topics chosen will determine which EC members should attend.

4. **OPERATING COMMITTEE REPORTS.**

A. USAID Strengthening/Mentoring.

Rose Rakas reported on the activities of the USAID Strengthening Committee:

- The Payne Fellowship program is in the process of selecting 10 first-year Howard University graduate students to spend their second year at USAID missions abroad. At present, 6 first-year students have applied.
- Neal Levine is preparing to conduct an orientation session for prospective mentors.
- The regular USAID/UAA Mentoring Program is running smoothly.
- The committee is preparing to meet with Melissa Williams regarding the possible participation of MDs and DMDs in the mentoring program; and with Maria Detheridge, the new Deputy Chief Human Capital Officer, to set up a Mentoring Program schedule for 2019-2020.
- The original MOU for the USAID/UAA Mentoring Program covered a pilot program, only, and focused mainly on potential conflicts of interest. Currently, each mentoring program participant signs an individual agreement, but there is no MOU between USAID and UAA covering the Mentoring Program as a whole.

Alex Shakow suggested that, in light of the events being planned by the Peace Corps, UAA consider organizing a meeting, at ASU or another appropriate location, discussing the impact of the Peace Corps and Peace Corps volunteers on USAID.

B. Development Issues.

Alex Shakow called the EC's attention to upcoming UAA/DACOR Development Dialogues scheduled from April through July 2019:

- At a UAA/DACOR luncheon scheduled for April 24, Anthony "Bud" Rock will discuss water supplies and other humanitarian relief issues in the West Bank and Gaza.
- On May 20, George Ingram of Brookings, and Kristin Lord, President and CEO of IREX, will report on recent interviews with development experts on the "Future of Development."

- On June 3, Bill Reese, retired CEO of the International Youth Foundation, will discuss demographic issues in developing countries.
- On July 12, Liz Schroyer, President and CEO of the U.S. Global Leadership Coalition, will speak on "Foreign Policy and the 2020 Elections."

C. Membership.

Carol Dabbs called the EC's attention to the Membership Report for March 2019 (Attachment C). In addition, she reported that:

- Jim Bever and Bette Cook had represented UAA at the Foreign Service Institute job search course.
- The May Newsletter is scheduled for publication on May 6; therefore, all materials to be included in the Newsletter should be submitted not later than April 29. An e-mail reminder will be sent out as the deadline approaches.
- EC members should remember to register for the Spring Reception, scheduled for Sunday, May 26.

Nancy Tumavick indicated that, because 2019 is the UAA's 10th anniversary, invitations to the Spring Reception had been sent to former USAID Administrators, and responses had already been received from people at CGD, DACOR and USAID.

D. History of USAID/Oral Histories.

Alex Shakow reported that John Norris is planning a total of 13 chapters; John has already submitted drafts of 5 chapters to the Advisory Committee, with the remaining chapters expected by the end of 2019.

Carol Peasley reported that the ADST oral history project expired at the end of March. ADST's final report will include indices and a paper on "lessons learned." USAID is still considering exactly how to use the completed oral histories, and whether to provide the project with additional grant funding.

E. Awards.

On behalf of the Awards Committee, Bette Cook reported that:

- In March, the committee approved the continuation of its Alumni of the Year Award program for 2019.
- An announcement of the 2019 program appeared in the April Newsletter, including a link to the 2019 Awards Program guidance and instructions to send nominations electronically to awards@usaidalumni.org by July 31.

- The committee is still considering expanding the Awards program to recognize leadership excellence.

5. **OTHER BUSINESS.**

David Cohen reported that UAA e-mail addresses had experienced a minor eruption of spam. He advised members to avoid clicking on the e-mail and attachments, and expects the eruption to subside in the normal course.

6. **NEXT MEETING.**

The next meeting of the Executive Committee is scheduled for Thursday, May 16, at the offices of Tetra Tech Inc., 1320 N Courthouse Rd, Suite 600, Arlington, VA 22201, between 10:30 am and 12:30 pm.

7. **ADJOURNMENT**

The meeting was adjourned at approximately 12:25 pm.

Respectfully submitted,



Rob Sonenthal
Assistant Secretary

June 17, 2019

Date

Attachments:

- A. UAA Financial Report as of March 31, 2019
- B. UAA/USAID History Project: Financial Status as of March 31, 2019
- C. UAA Membership and Contributions Summary, March 1–March 31, 2019

ATTACHMENT A
UAA FINANCIAL REPORT
AS OF MARCH 31, 2019^[3]

•	Checking Account Balance as of end February 2019				\$ 35,892.70
•	Member contributions received in March 2019				\$ 3,025.00
•	Disbursements for March 2019:				\$ 221.28
○	Merchant Bank Discount	\$	173.17		
○	Fort Hunt Reservation		<u>48.11</u>		
		\$	221.28		
•	End March 2019 balance:				\$ 38,607.51
			* * * *		
	Savings balance				\$ 15,771.32

^[3] Not including funds earmarked for the History of USAID Project. See Attachment B.

ATTACHMENT B

UAA/USAID HISTORY PROJECT
Financial Status as of March 31, 2019

1.	Total contributions received	\$	0.00
2.	Total interest on deposits	\$	0.00
3.	Account share	\$	50.05
4.	Interest earned on Account share	\$	0.01
5.	Total project expenditures in March	\$	0.00
6.	Current amount in checking account	\$	5,338.58
7.	Current amount in Premier Savings Account	\$	133,651.89
8.	Total current availability	\$	133,651.89

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No activity in the History of USAID Project during March 2019.

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

March 1, 2019 – March 31, 2019
(includes 2018 data for comparison)

Registrations:

New alumni registrants, March 1 – March 31:	4
New associate registrants, March 1 – March 31:	0
Total new registrants, March 1 – March 31:	32
Total new registrants for 2018 through March 31:	28
Registrants whose names were removed in March 2019:	0
Total registrants through March 31, 2019:	1028
Total registrants alumni through March 31, 2018:	991

New registrants in March 2019:

- Hami Bakhshifar
- Alonzo Wind
- Ruth Frischer
- Ginny Newberg

New associate registrants in March 2019:

- None

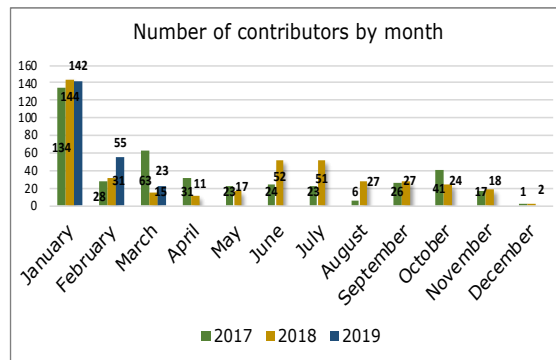
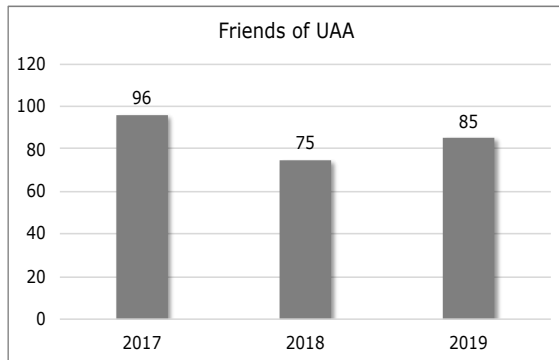
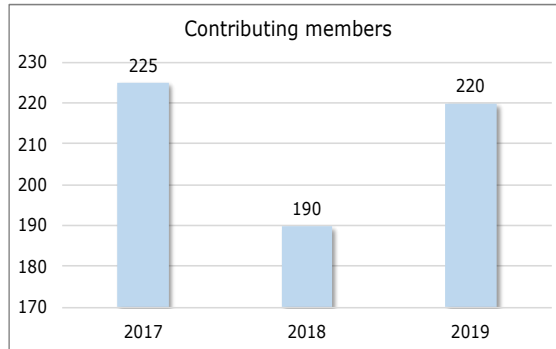
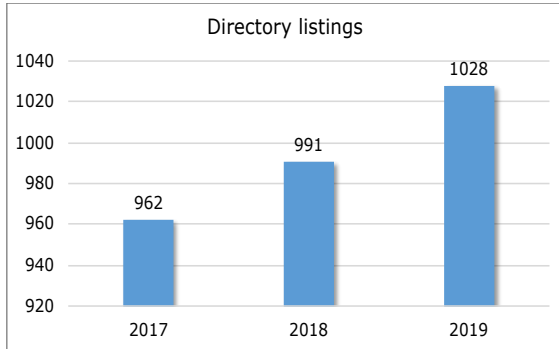
Registrants whose names have been removed: deceased/unsubscribed:

- None

Membership Contributions Summary:

Alumni contributions, March 1 – March 31:	23
Total number of contributors for 2019 through March 31:	220
Total number of contributors for 2018 through March 31:	190
% of contributors through March 2019 as compared to March 2018:	116.0
Total number of \$100+ contributors, March 1 – March 31, 2019:	10
Total number of \$100+ contributors for 2019 through March 31:	85
Total number of \$100+ contributors for 2018 through March 31:	75
% of \$100+ contributors through March 2019 as compared to March 2018	113.0
Number of new contributing members, March 1 – March 31, 2019:	1
Total number of new contributing members for 2019 through March 31:	17
New contributors as a % of new registrants for March 2019:	25.0

Comparison over the years as of end March:



Contributions received in March 2019:

Contributing Members: 12

Stephen Allen	Peter Kranstover
Anne-Sigrd Anderson	Stephen Silcox
Gregg Baker	David Smith
Gerry Cashion	Alonzo Wind
David L Jessee	Ann Van Dusen
Joan Johnson	Clarence Zuvekas

Friends of UAA: 10

Bill Anderson	Loren Schulze
Leslie Curtin	Ken Smith
Linda Gregory	Robert Sonenthal
Mary Huntington	Donald Soules
Raymond Martin	John Sanbrailo

New Contributing Member: 1

Ginny Newberg