

**MINUTES**  
**of the**  
**UAA EXECUTIVE COMMITTEE MEETING**  
**Thursday, March 21, 2019**  
10:30 AM — 12:30 PM

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, March 21, 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:

Chris Crowley            Terry Brown  
George Hill                Terry Myers

Absent:

Franklin Moore

By telephone:

Anne Aarnes  
Nancy Tumavick

COMMITTEE CO-CHAIRS:

In person:

Jim Bever                 Steve Giddings  
David Cohen               Jim Fox  
Bette Cook                Roberta Mahoney  
Carol Dabbs                Joy Riggs-Perla  
Carol Peasley              Alex Shakow

Absent:

Beth Hogan  
Nancy Pielemeier  
Barbara Seligman  
Rose Rakas  
Rob Sonenthal

ADMINISTRATIVE STAFF:

Absent:

Ven Suresh

MEETING CHAIR:

Chris Crowley

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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.

The minutes of the February 21, 2019 meeting, with revisions suggested by Steve Giddings, were unanimously approved.

## 2. **FINANCIAL AND MEMBERSHIP REPORTS.**

### A. Financial Report.

George Hill distributed the monthly Financial Report for February 2019 (Attachment A). He noted that –

- Income exceeded expenditures.
- UAA is in robust fiscal health.

George also mentioned that he is tracking down problems with recording a couple of payments.

### B. Membership Report.

Carol Dabbs presented the Membership Report for February 2019 (Attachment B).

- As of February 28, there are 1,023<sup>[1]</sup> registered UAA members.
- UAA has received 197 contributions through February 28, which is an increase of 13% over the number of contributions as of February 28, 2018.

Alex Shakow reported that there are problems with some of the mail sent to the DACOR postbox. For example, one member's envelope containing her renewal check was returned to her by the Post Office. Alex will pick up UAA mailed-in checks at DACOR periodically and send them to Chris Crowley or George Hill for deposit at the LFCU.

George Hill noted that Click n Pledge sends a receipt to everyone who uses a credit card to pay UAA dues. UAA receives a report on everyone who has paid and gotten a receipt. There has been at least one instance of a person whose contribution was cashed, but for whom Click n Pledge has no record of any payment.

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

### A. New Ideas/Initiatives and Funding Sources.

Terry Myers noted that the principal question regarding funding for new ideas and initiatives is whether to set aside a percent of UAA funds each year to support these activities.

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<sup>[1]</sup> Later corrected to 1024. See Attachment C.

The ADST oral history project for USAID, funded by USAID and supported by UAA, is coming to an end on March 31. Nancy Tumavick commented that USAID, not UAA, should continue to fund any more oral histories from USAID retirees. UAA should supplement, not replace, USAID funds.

Executive Committee members need to think over whether to use UAA funds and for what specific new initiatives. We need to decide what to do in the next month or two. Contact Terry Myers if you would like to talk to him more about this question.

Jim Bever is hoping to meet with FSN leaders during their conference in DC in April. He reported that 120 FSN leaders will attend the meeting. UAA will have a booth at the meeting on April 12. The Administrator invited one senior FSN representative to attend from each USAID mission and each USAID/Rep office. An important question for UAA is how UAA can help FSNs as they retire from USAID. Jim contacted the HCTM unit that focuses on FSNs and suggested inviting FSN retirees to form UAA chapters in their countries. HCTM responded positively to this idea.

Roberta Mahoney reported that the Payne Fellows spend nine weeks every summer in internships. She will give Jim Bever the information on these fellows in connection with his work on exploring internship possibilities.

Jim Bever noted that USAID now has four or five staff seconded to the Hill, and they would be a good link with Payne fellows. He also mentioned that Melissa Williams will provide time during the FSI training program for new mission directors and deputy directors, so the mentoring committee can explain UAA's mentoring program to the class, and offer to provide experienced mentors at a senior level if they contact us.

B. Spring Reception Guest List.

The Spring Reception will be held on May 26, hosted by Tish and Malcolm Butler. A notice about the reception will be placed in the next newsletter.

Among the suggestions for the guest list were:

- possibly invite the nine USAID retirees in the current retirement seminar;
- focus on regional bureaus at the DAA level, because these are the people who are particularly critical to UAA activities such as mentoring;
- invite Susan Pascoello, Irene Koek and Louise Fox; and
- invite both GS and FS DAAs – this is an opportunity to expand GS membership.

It might be wise to keep down the numbers on the invitation list because there is not much parking close to the reception site.

Chris Crowley asked the Executive Committee members to get back to him and Nancy Tumavick by April 1 with their thoughts on who should be invited to the reception.

C. UAA Authorities and Responsibilities.

Chris Crowley, Nancy Tumavick, David Cohen and George Hill had a conference call to decide on procedures to ensure backup on the financial side and for information systems. For the four operating accounts at LFCU, plus the debit card, George Hill will be the signatory and Chris Crowley will be the backup signatory.

For the UAA website, David Cohen and Ven Suresh are the primary actors on the management side. David Cohen is currently the only person with responsibility for the substance side of the website, in charge of development articles and links. David will look into finding a person to provide backup in this area.

Nancy Tumavick will finalize decisions about backups and procedures for each area, and give the information in a tabular format to Rob Sonenthal, Ven Suresh, and Anne Aarnes to keep.

D. LinkedIn Account Management.

Tish Butler currently monitors UAA's LinkedIn account once per week, decides who is eligible for UAA membership, accepts them for LinkedIn and provides the link to the UAA LinkedIn group. The Executive Committee discussed whether to continue the LinkedIn account, since UAA never adds content. It was decided to implement the ExComm's decision last year, to make the account an unrestricted group, which will not need management.

E. Board Nominating Committee.

A Nominating Committee was approved, consisting of Terry Brown, Franklin Moore, George Hill, and Anne Aarnes. The committee will choose its own chair. Nominations for new Board members must be sent to the Executive Committee by the end of August. Nancy Tumavick will send the Nominating Committee members information about the procedures and schedule for their work.

4. **OPERATING COMMITTEE REPORTS.**

A. Public Outreach.

Jim Bever has been working on getting a meeting scheduled with USAID leadership to discuss news ideas. He is working to schedule a meeting with Chris Milligan (Counselor), Bob Leavitt (HCTM), Susan Fine (PPL), and Kathryn Stevens (LPA).

Terry Myers suggests working with LPA to develop a one-hour PowerPoint presentation on USAID and development that would be used in outreach meetings. Carol Dabbs noted that some similar models already exist and should be considered as new, similar presentations are developed.

Beth Hogan, co-chair, will return to the U.S. in May.

B. Membership.

Carol Dabbs reported that—

- Executive Committee members were reminded to plan to attend the Spring Reception on May 26th.
- The April newsletter is intended to be distributed on April 1; EC members have received an e-mail with the schedule for this month, including submission of content not later than March 27th.
- Development of local alumni groups is underway by Dale Gibb and Barbara Bennett.

Carol requested volunteers for a committee to identify new members in an email to the EC yesterday.

The annual membership survey, prepared by Sarah Clark, Carol Dabbs and Bette Cook, has been distributed to the Executive Committee for comments not later than March 24th.

Among the highlights in the report:

- Half of the respondents live in the DC region, and half live outside the region;
- 37% of respondents retired from USAID less than 10 years ago;
- 62% of respondents retired from USAID more than 10 years ago; and
- 1% of respondents cannot remember whether or when they retired from USAID. That percentage is expected to increase in the future.

C. Awards.

Bette Cook presented for Board approval the Awards Committee proposal for the 2019 UAA Awards Program.

Given that 88% of the AGM Survey respondents for the past two years agreed that the awards program was "interesting and relevant" and that the two awards are sufficient, the Awards Committee proposed no change in this year's Awards Program for Alumni of the Year. A motion was made, seconded, and adopted to approve the 2019 Awards Program, as proposed. Bette Cook will announce the 2019 Awards Program in the April newsletter with a link to the guidance that will be posted on the website.

The Awards Committee also proposed, separately from the Awards Program, recognition of Leadership Excellence over an extended period in furtherance of UAA goals. This is based on continued respondent comments in the AGM Survey for the past three years. For this recognition, it is proposed that the UAA Board select one member each quarter, who is not a current Board member, but who may be serving in another position. The Awards Committee would then prepare a "shout out" for the selected member in the UAA newsletter and a profile to be posted on the UAA website. In discussion of this proposal, some board members questioned the frequency and the appropriateness of such an award. Chris Crowley recommended that the Board discuss this proposed recognition further.

D. Strengthening USAID/Mentorship.

Roberta Mahoney reported that 10 new Payne Fellows are entering the Payne Fellowship program this summer.

Roberta will advertise the UAA mentorship program with new Mission Directors and Deputy Mission Directors, working through Melissa Williams.

This year's mentoring cohort is doing well. The government shutdown disrupted efforts to establish relationships, but they are getting back on track. The committee is putting together the calendar for the next mentoring cohort.

Terry Brown mentioned that a tremendous amount of information is available on the new AAR PIF process. Roberta noted also the ADS 461 has a great deal of information and mandatory references. David Cohen has put a number of links on the website mentor resources page with useful information on the USAID personnel evaluation system.

E. Development Issues.

Steve Giddings and Alex Shakow reminded the Committee of several events coming up:

- April 1: Alex Deighan speaking at DACOR
- April 10: Book Club discussion with Gary Merritt on Can Capitalism Survive?
- April 24: Luncheon event, "Gaza from Within: The Challenges of Humanitarian Relief Efforts for Palestinians Today," co-sponsored with DACOR, featuring Anthony "Bud" Rock, on the efforts of Global Water 2020 to bring water to the people of Gaza and the West Bank.
- May 20: George Ingram and Kristin Lord, CEO of IREX, discussing their interviews with development experts on the future of development

F. USAID History Project and Oral Histories.

There is nothing new to report on the USAID history project.

USAID's contract with ADST to do approximately 50 oral histories is coming to an end. More than 70 oral histories have been done, and more than 50 of those have been completed. A number of videos have also been done on subjects included in oral histories. Alex Shakow commented that he hopes USAID will be interested in providing another grant so that more oral histories and videos can be done.

Terry Myers suggested that UAA consider funding interns to look at the oral histories and pick out accounts that are particularly useful for USAID. He noted that the State Department uses interns each year to do that with State's oral histories. Nancy Tumavick and Chris Crowley agreed that we should explore this possibility.

G. Annual General Meeting (AGM).

Joy Riggs-Perla reported that the AGM Committee has met twice, the last time on March 7. It has decided to stay with the same format for the AGM.

For the first morning panel of the AGM, the AGM Committee is most interested in the topic of democracy and governance. They are considering finding a panel chair with substantive experience in this field, plus two practitioners, perhaps with different views about it. The purpose of the panel discussion is to stimulate debate about the overall development value of democracy and governance programs, and under what geopolitical and other circumstances they contribute to lasting change.

The AGM Committee is exploring the topic further with experts. Terry Brown will find information on someone who may be currently doing an evaluation of this topic. Alex Shakow and Chris Crowley are going to CGD to discuss this topic; they have also talked with Jim Michel and others. Chris noted that it is important to question the assumptions behind DG programs, as well as experience in implementation.

Nancy Tumavick mentioned that Alex suggested asking Liz Schroyer, head of USGLC, to be a speaker at some point at the AGM. She is a very good speaker.

5. **OTHER BUSINESS.**

A. Foreign Aid Budget Cuts.

Chris Crowley mentioned that the Administration's new budget includes a large cut in the foreign aid budget, especially for climate and population, which raises the question again as to

what the UAA could do to help without becoming overtly partisan or political (which could jeopardize UAA's 501(c)(3) status). Alex Shakow said we can help educate members of Congress on many different topics without raising this spectre.

B. Support for DACOR.

George Hill asked whether UAA should provide support for DACOR to contribute to building maintenance. This is already included in UAA's budget. He was instructed to provide the support to DACOR.

C. Devex Subscription.

Terry Brown will ask Devex to provide free 15-day subscriptions for its new Devex Pro service to Executive Committee members to try its information on development issues and other information issued as a weekly e-mail. If possible, UAA could consider putting occasional articles from Devex on the UAA website. Also, Terry will discuss with Devex the possibility of providing UAA members a discount for subscriptions.

D. Website.

David Cohen reported that security upgrades to the website are largely done, but there is still a vulnerability on some pages. Email addresses of Executive Committee members have been taken off the organization chart. The Contact Us element on the website is having some problems and will be fixed.

6. **NEXT MEETING.**

The next meeting of the Executive Committee is scheduled for Thursday, April 18, 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 12:20 pm.

Respectfully submitted,

/s/

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Anne Aarnes  
Secretary



April 18, 2019

Date

Attachments:

- A. UAA Financial Report as of February 28, 2019
- B. UAA/USAID History Project: Financial Status as of February 28, 2019
- C. UAA Membership and Contributions Summary, February 1– February 28, 2019

**ATTACHMENT A**

**UAA FINANCIAL REPORT  
AS OF FEBRUARY 28, 2019<sup>2</sup>**

•	Checking Account Balance as of end January 2019	\$ 32,776.81
•	Member contributions received in February 2019	\$ 5,745.00
•	Disbursements for February 2019:	\$ 2,629.11
○	Merchant Bank Discount	\$ 432.01
○	Constant Contact	70.00
○	Web Domain Hosting	69.99
○	Mentor Training	497.96
○	Winterfest	953.30
○	AGM Awards	180.85
○	Fort Hunt Reservation	<u>425.00</u>
		\$2,629.11
•	End February 2019 balance:	\$ 35,892.70
	* * * *	
	Savings balance	\$ 15,771.32

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<sup>2</sup> Not including funds earmarked for the History of USAID Project. See Attachment B.

**ATTACHMENT B**

**UAA/USAID HISTORY PROJECT**  
**Financial Status as of February 28, 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 February	\$	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

\* \* \* \*

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

## ATTACHMENT C

### UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

February 1, 2019 – February 28, 2019  
(includes 2018 data for comparison)

#### **Registrations:**

New alumni registrants, February 1 – February 28:	10
New associate registrants, February 1 – February 28:	0
Total new registrants, February 1 – February 28:	15
Total new registrants for 2018 through February 28:	19
Registrants whose names were removed in February 2019:	3
Total registrants through February 28, 2019:	1024
Total registrants alumni through February 28, 2018:	988

#### **New registrants in February 2019:**

- Ann Mei Chang
- Gregory Adams
- Saif Ahmadzai
- Mohammad Akbar Anwaree
- Fenton Sands
- Laura McPherson
- Benjamin Nyarko
- Nishana Fernando
- Armelle Sidjetamo
- Sean Carroll
- Youshea Berry
- Stephanie Bluma
- Maria G Marigliano
- Chloe Schwenke
- Michele Sumilas

#### **New associate registrants in February 2019:**

- None

#### **Registrants whose names have been removed: deceased/unsubscribed:**

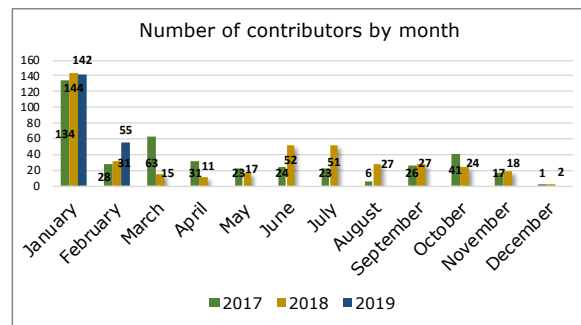
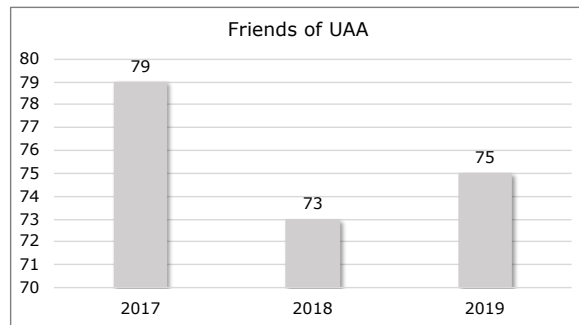
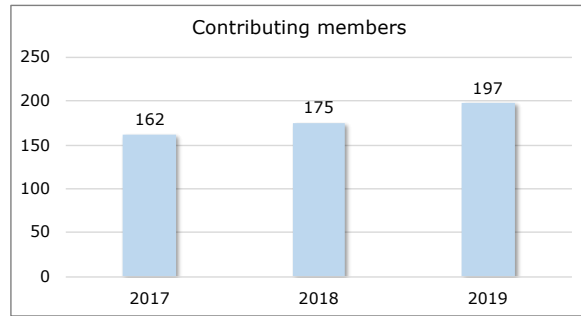
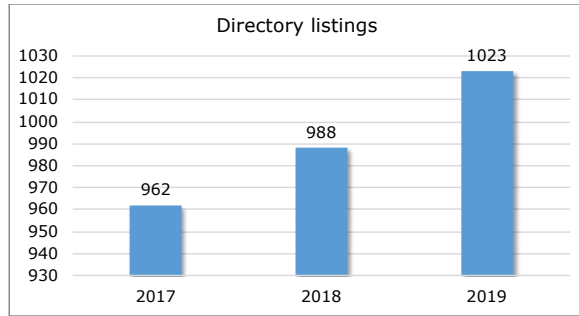
- Alan Foose (deceased)
- Melanie Mamrack Chen (unsubscribed)
- Ellen Kelly (unsubscribed)

#### **Membership Contributions Summary:**

Alumni contributions, February 1 – February 28:	55
Total number of contributors for 2019 through February 28:	197
Total number of contributors for 2018 through February 28:	175
% of contributors through February 2019 as compared to February 2018:	113.0
Total number of \$100+ contributors, February 1 – February 28, 2019:	25
Total number of \$100+ contributors for 2019 through February 28:	75
Total number of \$100+ contributors for 2018 through February 28:	73

% of \$100+ contributors through February 2019 as compared to February 2018	102.0
Number of new contributing members, February 1 – February 28, 2019:	8
Total number of new contributing members for 2019 through February 28:	16
New contributors as a % of new registrants for February 2019:	53.0

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



**Contributions received in February 2019:**

**Contributing Members: 30**

- |                 |                   |                        |
|-----------------|-------------------|------------------------|
| Hady Amr        | Kevin Mullally    | Robert Neal Meriwether |
| James Bednar    | Tony Pryor        | Nancy McKay            |
| Youshea Berry   | Allan Reed        | Lawrence Heilman       |
| Stephanie Bluma | Brian Rudert      | Richard Martin         |
| Jeff Borns      | Chloe Schwenke    | Paul Vitale            |
| Kerry Byrnes    | Steven Sinding    | Robert Muscat          |
| Sean Carroll    | Gail Spence       | Bradshaw Langmaid      |
| John Eriksson   | Jonathan Sperling | Gary Alex              |
| William Johnson | Thomas Staal      | Gerald Cashion         |
| Mike McGahuey   | Moenes Youannis   | George Laudato         |

**Friends of UAA: 25**

- |                   |                 |                  |
|-------------------|-----------------|------------------|
| Anne Aarnes       | Donald Muncy    | Leslie Dean      |
| Robert Dakan      | Gary Newton     | James Michel     |
| James Dunlap      | William Paupe   | Joseph Stepanek  |
| Jim Franckiewicz  | George Hill     | Stephen Giddings |
| William Garvelink | Douglas Sheldon | Carol Peasley    |

Dale Gibb  
Mary Knox  
Roberta Mahoney  
Maria G. Marigliano

Arthur Silver  
Anne Simmons-Benton  
Michele Sumilas  
Gordon West

Terrence Brown  
Linda Whitlock-Brown

**New Contributing Members: 8**

Hady Amr  
Youshea Berry  
Stephanie Bluma  
Sean Carroll

Maria G Marigliano  
Chloe Schwenke  
Steven Sinding  
Michele Sumilas