

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, September 19, 2019
10:30 am – 12:30 pm

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, September 19, 2019, at the offices of Tetra Tech, Inc., 1320 North Courthouse Road, Suite 600, Arlington, VA 22201, at 10:30 am. The following UAA directors, EC co-chairs and staff members were present:

BOARD MEMBERS:

In person:

Anne Aarnes	Franklin Moore
Terry Brown	Terry Myers
Chris Crowley	Nancy Tumavick
George Hill ^[1]	

COMMITTEE CO-CHAIRS:

In person:

Jim Bever	Beth Hogan
David Cohen	Roberta Mahoney
Bette Cook	Carol Peasley
Carol Dabbs	Joy Riggs-Perla
Jim Fox	Rob Sonenthal

Absent:

Steve Giddings
Nancy Pielemeier
Rose Rakas
Barbara Seligman
Alex Shakow

WEB CURATOR

Tish Butler

ADMINISTRATIVE STAFF:

Absent:

Ven Suresh

MEETING CHAIR

Nancy Tumavick

* * * * *

Nancy Tumavick called the meeting to order at 10:30 am, and noted the presence of a quorum of the members of the Board.

^[1] Joined in progress.

1. MINUTES.

A motion to adopt the draft minutes of the July 18 meeting, duly seconded, was adopted by unanimous consent.

2. FINANCIAL AND MEMBERSHIP REPORTS

A. Financial Reports.

Discussion of the Financial Reports for July 2019 (Attachments A and B) and August 2019 (Attachments D and E) was as deferred pending the arrival of George Hill.²

B. Membership Reports.

Carol Dabbs called the EC's attention to the Membership Reports for July (Attachment C) and August (Attachment F). She noted that, as of August 31, 2019, there were—

- 1057 registrants; and
- 308 contributors.

The number of 2019 contributors through August 31 is only 88% of the number of 2018 contributors through August 31. However, Carol expects that the gap to close, if not disappear, later this month, once we send a follow-up e-mail to 2018 contributors who have not yet contributed in 2019. A similar e-mail, sent in June 2018, led to a surge in contributions that was already reflected in the August 2018 total.

3. Board Officers/Committee Chairs: Current Issues

A. Annual General Meeting.

Carol Dabbs reported on preparations for the 2019 Annual General Meeting:

- There will be a walk-through of the CGD space to be used for the AGM on Thursday, October 24. All members of the AGM Committee are invited. But those who plan to attend must advise Carol Dabbs not later than 10:00 on Wednesday, October 23, so that she can advise CGD of the list of those who may be admitted for the walk-through not later than noon that day.
- The bid submitted by the caterer is \$600-700 higher than last year. Carol intends to contact the caterer to find out why.
- As last year, CDG staff will set-up and strike the room.

^[2] See Part 3.G (page 5), below.

Chris Crowley reported that we now have an outline for the democratic governance panel, prepared by Jim Michel. A planning session for the panel is scheduled for early October.

Bette Cook noted—

- Biographies for the democratic governance panelists will be needed.
- An e-mail will be sent to the members (i) reminding them of the upcoming AGM, (ii) establishing a deadline for AGM registration, and (iii) encouraging them to vote to fill vacant seats on the Board.

Nancy Tumavick reported that—

- The USAID front office has yet to confirm the participation of either Administrator Green or Deputy Administrator Glick. Although we're hopeful that one or both will attend, we will begin considering possible alternatives.
- The Progress Report on UAA activities in 2018-2019 is almost ready for posting on the UAA website.
- The Strategic Plan for 2019-2020 will be made available prior to the AGM and then finalized in January 2020, after receipt and evaluation of member comments.

B. New Ideas/New Initiatives/PPL Discussions.

Terry Myers reported on the status of UAA's new initiatives

- *Evaluations.* USAID is conducting a meta-analysis of education evaluations. There are three-hour volunteer shifts available to work with evaluation staff to make these evaluations more accessible.
- *Expanded Overseas Graduate Student Internships.* Terry met with USAID regarding expansion of UAA's mentoring activities and possible support of USAID internship programs. USAID's current programs are small compared to the State Department, which hosts approximately 80 paid and 1500 unpaid interns each year.
- *FSN recruitment.* We have continued to spread the word among FSNs, in the U.S. and worldwide, of UAA's interest in their participation. To that end, we plan to—
 - send messages to FSNs the FSN Advocacy Council and other FSN groups, and via the EXONET;
 - create an abbreviated UAA brochure for inclusion in the sign-out package for FSN retirees;
 - examine improved mechanisms to accept overseas contributions from former FSNs; and
 - review the FSN immigrant handbook that has been on the website for about 7 years to determine if the information therein is still relevant.

Carol Dabbs suggested that the effort to create a separate brochure be dropped, and that instead we use the existing brochure currently on the UAA website. (The brochure will be

replaced there when the new text under development is finalized.) This has the advantage of driving potential members to our website.

Chris Crowley suggested that review of the FSN immigrant handbook be done by an FSN SIV holder, or someone who works with them. Carol Dabbs suggested an Afghan FSN SIV holder who works for Arlington Catholic Charities on State Department re-settlement programs in outer suburbs in Virginia, to whom she has introduced Jim by email.

C. Website Manager Transition.

Tish Butler has volunteered to replace David Cohen as curator of the UAA website, gradually, section by section. For the moment, materials to be posted on the website should be sent to both Tish and David.

Tish expects that, eventually, the curator function will be performed by a team rather than by one person, and encouraged other EC members and UAA contributors to volunteer.

[George Hill joined the meeting.]

D. Nominating Committee.

Terry Brown reported that five candidates will be listed on the Board ballot:

- 2 incumbent directors (Nancy Tumavick, Chris Crowley) for election to a second term; and
- 3 non-incumbents proposed by the Nominating Committee:
 - Carol Dabbs
 - Jim Bever; and
 - Margaret Neuse.

E. UAA Financial Review.

Nancy Tumavick noted that UAA's accounts have not yet been subject to outside review, in large part because of the association's limited annual income. The situation has changed, however, due to the funds collected and currently held by UAA for the History of USAID Project, and the retirement of George Hill as Treasurer. A "review" seems more appropriate than an "audit," given the still modest amount of funds in question, and the higher cost of full-dress audit. A "review" might go back three years, and include recommendations on financial management process and procedure. Nancy also asked the EC to consider—

- Must the review be conducted by an audit firm, or can it be handled by, for example, a retired USAID controller?
- Should the UAA provide for such reviews on a regular basis — e.g., in a provision in the Bylaws? (Carol Dabbs noted that some nonprofits provide for a financial review whenever the Treasurer is replaced.)

ACTION ITEMS: (1) George Hill agreed to contact UAA's tax accountant to determine (i) whether a "financial review" rather than a "financial audit" would be sufficient for our purposes, and (ii) the relative costs of each. (2) Chris Crowley will work with George, Jim Bever and Carol Dabbs to decide between a "financial review" and a financial audit," and how then to proceed with that choice during the first quarter of 2020.

F. Membership Committee Co-Chair.

Nancy Tumavick reported that Tom Nicastro had volunteered to replace Carol Dabbs as a co-chair of the Membership Committee. Even though Carol will remain as an MC co-chair until the AGM, Nancy proposed that Tom be elected immediately so that he can participate as such in planning the AGM and at the October EC meeting.

Upon Nancy's motion, duly seconded, the Board elected Tom as a co-chair of the Membership Committee by unanimous vote.

G. Financial Report.

George Hill reported that the UAA remains in sound financial shape.

- There was a payment of \$500.00 in August for liability insurance.
- Two other significant expenditures are anticipated: donations of \$1,000 to DACOR, and \$1,000 to CGD. Both donations are already in the 2019 budget.
- The donation to CGD will be delivered during the October 24 walk-through at CDG's offices.

Chris Crowley has received a debit card from the Lafayette Federal Credit Union. George noted that such cards are issued as a matter of course whenever there is a change in the UAA account's authorized signatories.

4. OPERATING COMMITTEE REPORTS

A. Strengthening USAID.

Roberta Mahoney reported that Cohort 9 of the Mentoring Program is underway.

- Rose Rakas has spoken to the responsible USAID insiders to assure that the existence and scope of the program is widely publicized within the agency.
- A training session for prospective mentors is scheduled for early December, under the direction of Neal Levine. The session is not limited to first-time mentors, and will include consideration of recent changes affecting evaluations/promotion panels.
- It is possible that the program will need additional mentors, although that will depend on how many mentor/mentee pairs continue from earlier cohorts, how many new mentees apply for mentors, and how many mentors sign up. (According to David Cohen, the number of new mentees has varied between 18 and 30.) The number required (or not) should

become clear in October, when Rose and Roberta begin the process of matching mentees and mentors.

With respect to Payne Fellowships: Roberta noted that each Payne Fellow has a PF mentor, but that mentor is lost once the Fellow becomes a USAID direct hire. Although HCTM is supposed to assign a USAID "coach" to each PF transferee, it has not always done so successfully. Tish Butler added that the USAID coaches commit for only 5 weeks. Under the circumstances, the Mentoring Program could agree to take responsibility for the PF transferees who are not assigned a USAID coach . . . in which case the demand for mentors would increase.

B. Development Issues.

Jim Fox reported that—

- The next meeting of the DI Committee has been changed to October 11 due to the availability of the guest speaker, Alexis Bonnell, USAID's Chief Innovation Officer, who will discuss "Innovation at USAID."
- The UAA Book Club met on September 18 to discuss Mario Vargas Llosa, The Call of the Tribe. The Book Club's next meeting is scheduled for October 23, when the subject will be Cass Sunstein, How Change Happens.

Jim Bever indicated that Cheryl Anderson, Acting Senior Deputy Assistant Administrator for PPL, has invited USAID alumni to comment on the recently issued "Country Road Maps," and asked that comments be submitted sooner rather than later. Although each CRM is only two pages long, there are approximately 70 of them, so Jim Bever asked Cheryl to identify a small number of the highest priority countries.

At the September 18 meeting, Jim Fox told the Book Club of Cheryl's invitation; most of those present seemed eager to participate. However, it is still unclear exactly whether PPL endorses Cheryl's invitation, what manner of input is expected, and who at PPL will be responsible for receiving it. Jim Fox will seek answers to these questions on behalf of the DIC. The Committee may propose a meeting with USAID on the subject in early October.

C. Membership.

Carol Dabbs delivered the report of the Membership Committee.

- Sixty people attended the UAA Annual Picnic on Saturday, September 7, at Fort Hunt Park in Alexandria, and thoroughly enjoyed themselves.
- The EC should consider whether to hold the Picnic at a different location in the future. (For example, Pam Baldwin has offered her Weatherly Farm outside Leesburg, Virginia, as a possible venue.) Issues to consider are distance from downtown, availability of shelter in case of inclement weather, ability to serve wine and beer, and cost. Opinions on the subject should be submitted to Carol over the next week or so. Carol D and Bette will explore this option, taking into consideration additional concerns expressed by EC members.

- The Almaguers have volunteered their house for Winterfest 2020 and offered multiple dates. Due to the lateness of the hour, Carol D was asked to poll EC members about selection of dates from among those offered by the Almaguers.
- The proposed mini-survey, including three demographic questions, is not yet ready for distribution due to the withdrawal of the MC member who was handling it and Carol D's unexpected surgery in July. It was agreed without objection that the survey would be included to the Annual Survey, which also avoids potential (additional) confusion with the AGM Survey.
- Carol D also recommended that a review of all procedures for intake/vetting of registrants (those on the Constant Contact email list), directory listees, and contributing members be undertaken by the old and new Chairs, Treasurers, Membership co-chairs, web curators, and Ven Suresh.

D. USAID History Project/ADST.

Carol Peasley delivered the USAID History Project/ADST report:

- The Advisory Committee had a conference call with John Norris earlier in September.
- Chris Milligan has expressed interest in adding funds to the ADST cooperative agreement but has not yet responded to Carol's e-mails providing the ADST reports and indices that he requested. (These deliverables were originally submitted to close out the original agreement.)

Carol also reported that an effort is underway to persuade American University to act as an archive for personal letters and other materials donated by USAID employees, as it does for similar materials donated Peace Corps volunteers. The university has shared the guidelines it uses for Peace Corps donations

E. Awards.

Bette Cook reported that the Committee has unanimously selected two excellent candidates to receive 2019 Alumni Awards at the AGM. In a change from previous years, each recipient will be honored in both categories: domestic and foreign. Funding for the awards is \$180 — the same as last year — and has already been disbursed. No travel costs are requested. Deputy Administrator Glick has been invited to present the awards.

Bette and Beth Hogan identified the following arrangements that must still be finalized for "special recognition" of the late Peter Kimm and the late John Sanbrailo for lifetime achievement, including:

- What form will the special recognition take?
- Will the recognition include a text? If so, the text must be drafted and circulated for comment before it is presented at the AGM.
- If (as is likely) the family representatives will be invited, will they be asked to participate?

- The recognition should be separate from the awards presentation to avoid any suggestion that it is a regular (much less annual) event, but then where in the AGM agenda will the recognition take place?

Bette and Beth were asked advised to work with the AGM Committee to find 10 minutes outside of the Awards presentation to recognize these individuals, and to use their judgment regarding the other arrangements they identified.

F. Public Outreach.

Beth Hogan reported that, in response to a request from the GWU Medical School, the Public Outreach Committee is looking for UAA alumni speakers for a six-session course on public health in the developing countries. They have identified individuals for each topic, starting with Robert Clay for Infectious Diseases. Travel and parking costs will be paid for these volunteers by GWU. Beth will send us the list of speakers by topic.

Jim Bever met with Beth and Barbara Bennett at the home of Dale Gibb to begin planning outreach to USAID alumni around the country with the goal of identifying and organizing local and regional alumni groups. The outreach effort will be undertaken jointly with the Membership Committee, represented by Barbara Bennett and Dale Gibb. It will include identification of potential alumni groups through comparison of available alumni zip codes; possible visits to cities where those groups are located; and support for local outreach activities – e.g., sharing materials for presentations on diplomacy and development.

5. OTHER BUSINESS

The EC discussed whether the UAA should respond to a draft White House policy paper that proposes a change in approach to foreign assistance in the context of competition between the U.S. and other great powers (Russia and China). It was decided that interested EC members could continue the discussion off-line, and recommend any appropriate UAA action, consistent with the association's 501(c)(3) status.

6. NEXT MEETING

The next meeting of the Executive Committee is scheduled for Thursday, October 17, 2019, at the offices of Tetra Tech, Inc., 1320 North Courthouse Road, Suite 600, Arlington, VA 22201, between 10:30 am and 12:30 pm.

7. ADJOURNMENT

A motion to adjourn, duly seconded, was adopted without dissent. The meeting adjourned at 12:30 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant Secretary

Attachments:

July 2019

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

August 2019

- D. UAA Financial Report as of August 31, 2019
- E. UAA/USAID History Project: Financial Status as of August 31, 2019
- F. UAA Membership and Contributions Summary, August 1–August 31, 2019

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF JULY 31, 2019^[3]

•	Checking Account Balance as of end June 2019		\$36,943.18
•	Member contributions received in July 2019		\$
•	Disbursements for July 2019:		\$
○	Bank services	\$ _____	
		\$	
•	End July 2019 balance:		\$37,665.42
		* * * *	
	Savings balance		\$15,775.21

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

ATTACHMENT B

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

1.	Total contributions received	\$	0.00
2.	Total interest on deposits	\$	0.00
3.	Account share	\$	50.07
4.	Interest earned on Account share	\$	0.00
5.	Total project expenditures in July	\$	0.00
6.	Current amount in checking account	\$	5,338.58
7.	Current amount in Premier Savings Account	\$	133,909.05

* * * *

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

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Registrations:

New alumni registrants, July 1 – July 31:	6
New associate registrants, July 1 – July 31:	0
Total new registrants, July 1 – July 31:	6
Total new registrants for 2018 through July 31:	58
Registrants whose names were removed in July 2019:	0
Total registrants through July 31, 2019:	1052
Total registrants alumni through July 31, 2018:	1004

New registrants in July 2019:

- Carol Briam
- Thomas Fallon
- Emma Mabala
- William Hammink
- Lex Rieffel
- Theresa Tuano

New associate registrants in July 2019:

- None

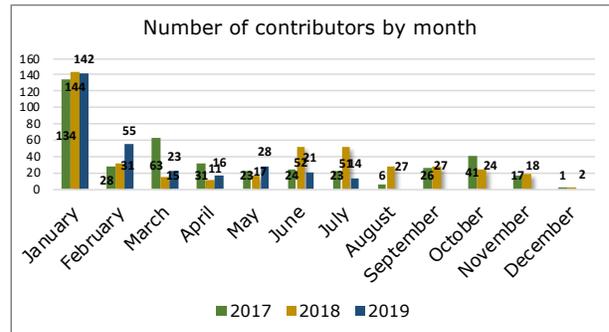
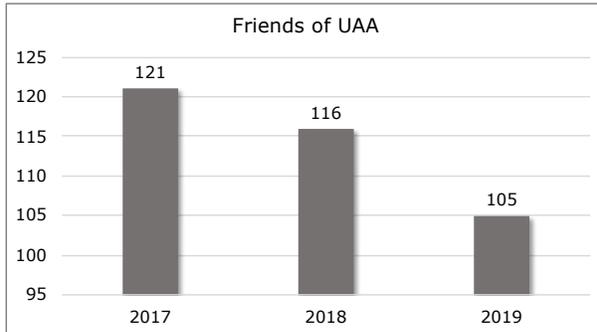
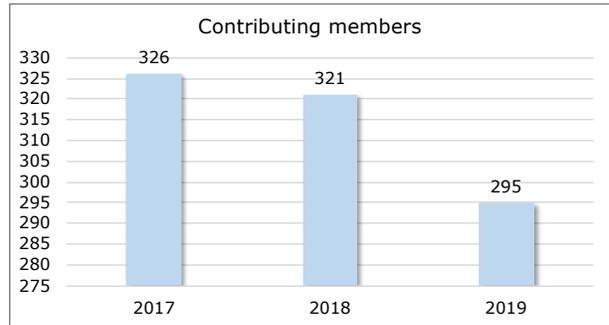
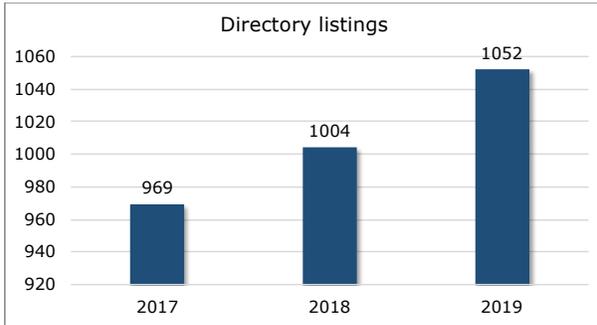
Registrants whose names have been removed: deceased/unsubscribed:

- None

Membership Contributions Summary:

Alumni contributions, July 1 – July 31:	14
Total number of contributors for 2019 through July 31:	295
Total number of contributors for 2018 through July 31:	321
% of contributors through July 2019 as compared to July 2018:	92
Total number of \$100+ contributors, July 1 – July 31, 2019:	5
Total number of \$100+ contributors for 2019 through July 31:	105
Total number of \$100+ contributors for 2018 through July 31:	116
% of \$100+ contributors through July 2019 as compared to July 2018:	91
Number of new contributing members, July 1 – July 31, 2019:	4
Total number of new contributing members for 2019 through July 31:	29
New contributors as a % of new registrants for July 2019:	67

Comparison over the years as of end July 2019:



Contributions received in July 2019:

Contributing Members: 6

Alan Davis
 Judith Gilmore
 Mark Kraczkiewicz
 Raymond Malley
 Kevin Rushing
 Robert Traister

Friends of UAA: 4

Philp Birnbaum
 Robert Jordan
 Jerre Manarolla
 Samuel Rea

New Contributing Members:

Thomas Fallon
 William Hammink
 Lex Rieffel
 Theresa Tuano

ATTACHMENT D

UAA FINANCIAL REPORT
AS OF AUGUST 31, 2019^[4]

•	Checking Account Balance as of end July 2019		\$37,665.42
•	Member contributions received in August 2019		\$ 755.00
•	Disbursements for August 2019:		\$ 740.66
○	Domain hosting (web site)	\$ 177.95	
○	UAA liability insurance	\$ 500.00	
○	Bank services	<u>\$ 62.71</u>	
		\$ 740.66	
•	End August 2019 balance:		\$37,679.76*

* * * *

Savings balance \$15,779.14

* Accurate reflection of August activity, but off by \$120.00 from LFCU records.

^[4] Not including funds earmarked for the History of USAID Project. See Attachment B.

ATTACHMENT E

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

1.	Total contributions received	\$	0.00
2.	Total interest on deposits	\$	0.00
3.	Account share	\$	50.07
4.	Interest earned on Account share	\$	0.00
5.	Total project expenditures in August	\$	0.00
6.	Current amount in checking account	\$	5,338.58
7.	Current amount in Premier Savings Account	\$	133,959.12**

** Reflects July 2019 dividend of \$129.37

* * * *

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

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

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

Registrations:

New alumni registrants, August 1 – August 31:	6
New associate registrants, August 1 – August 31:	0
Total new registrants, August 1 – August 31:	6
Total new registrants for 2018 through August 31:	64
Registrants whose names were removed in August 2019:	1
Total registrants through August 31, 2019:	1057
Total registrants alumni through August 31, 2018:	1004

New registrants in August 2019:

- Oleg Dolzhanskiy
- James Peters
- Chuck Aanenson
- Nena Lentini
- Neil Price
- Kris Smathers

New associate registrants in August 2019:

- None

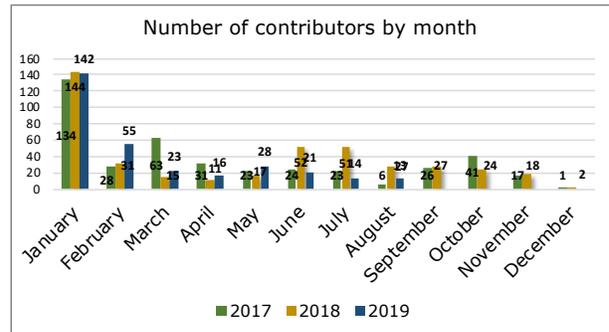
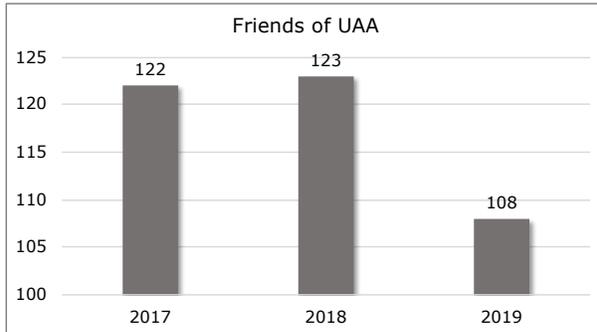
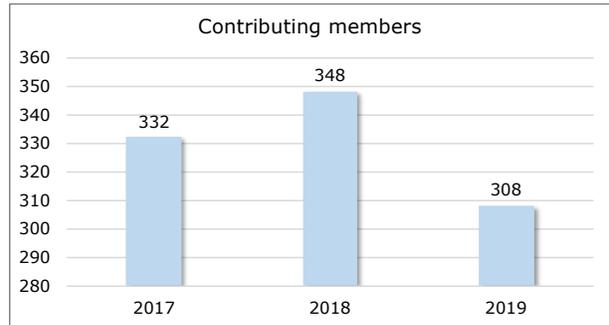
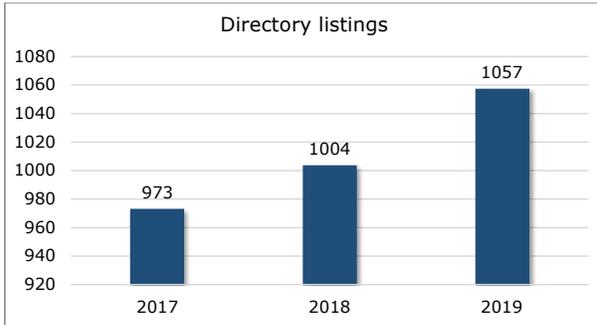
Registrants whose names have been removed: deceased/unsubscribed:

- Cameron Bonner

Membership Contributions Summary:

Alumni contributions, August 1 – August 31:	13
Total number of contributors for 2019 through August 31:	308
Total number of contributors for 2018 through August 31:	348
% of contributors through August 2019 as compared to August 2018:	88
Total number of \$100+ contributors, August 1 – August 31, 2019:	3
Total number of \$100+ contributors for 2019 through August 31:	108
Total number of \$100+ contributors for 2018 through August 31:	123
% of \$100+ contributors through August 2019 as compared to August 2018:	88
Number of new contributing members, August 1 – August 31, 2019:	4
Total number of new contributing members for 2019 through August 31:	33
New contributors as a % of new registrants for August 2019:	67

Comparison over the years as of end August 2019:



Contributions received in August 2019:

Contributing Members: 6

Peter Lapera
Ted Morse
Jon O'Rourke
Rosalind (Roz) Sika
Robert Traister
Henry Weiss

Friends of UAA: 3

David Merrill
Franklin Moore
James Peters

New Contributing Members:

Chuck Anenson
Nena Lentini
Neil Price
Kris Smathers