

**MINUTES**  
**of the**  
**UAA EXECUTIVE COMMITTEE MEETING**  
**Thursday, January 17, 2019**  
10:30 AM — 12:30 PM

The Executive Committee (the "ExComm") of the USAID Alumni Association ("UAA") met on **January 17, 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, ExComm co-chairs and staff members were present:

BOARD MEMBERS:

In person:

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

Absent:

Franklin Moore

COMMITTEE CO-CHAIRS:

In person:

Jim Bever	Carol Peasley
David Cohen	Rose Rakas
Bette Cook	Joy Riggs-Perla
Carol Dabbs	Alex Shakow
Steve Giddings	Rob Sonenthal

Absent:

Jim Fox  
Roberta Mahoney  
Nancy Pielemeier  
Barbara Seligman

By telephone:

Beth Hogan [joined in progress]

ADMINISTRATIVE STAFF:

Ven Suresh

MEETING CHAIR:

Nancy Tumavick

\* \* \* \* \*

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

1. MINUTES

Rob Sonenthal distributed several last-minute revisions to the most recent draft of the minutes of the November 29, 2018 meeting. A motion to approve the draft minutes as revised, duly seconded, was adopted without objection.

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

### A. Financial Reports.

George Hill delivered the Financial Reports for November 2018 (Attachments A and B) and December 2018 (Attachments D and E). He noted that the December report should indicate "\$650.00" for "tax preparation."

### B. Membership Reports.

Carol Dabbs commented on the Membership Reports for November 2018 (Attachment C) and December 2018 (Attachment F). She noted that—

- After falling to 999 at the end of October, the number of alumni registrants was again at 1000 at the end of December.
- As of December 31, the number of alumni who contributed \$100 or more in 2018 was the same as of December 31, 2017. Twenty-three alumni who contributed in 2017 did not contribute in 2018; but they were replaced by 23 new contributors.

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

### A. Draft Operating Budget for 2019.

A draft of the UAA Operating Budget for 2019 was attached to the agenda distributed prior to the meeting (Attachment G).

- An earlier draft of the Budget did not include an estimated \$1,000 for the Development Issues Committee. Steve Giddings noted that that the \$1,000 was no longer needed for its original purpose, but asked that the amount be left in the Budget to cover DIC contingencies.
- George Hill suggested that an additional contingency of \$1,000 be included in the Budget for costs associated with the USAID/UAA Mentoring Program.

Nancy Tumavick then reviewed the Budget as revised, noting estimated expenses for 2019 of \$26,800, assuming that venues for UAA events will be available free of charge — including ExComm meetings (at Tetra Tech), the Annual General Meeting (at CGD), and membership events such as Winterfest and the Spring Reception.

A motion to approve the draft 2019 Operating Budget as a guide going forward, duly seconded, was adopted by the Board without objection.

B. New Ideas/Initiatives.

(1) Membership.

The ExComm considered whether to open UAA membership to currently ineligible groups (such as USAID contractors) or to preserve the status quo, keeping in mind that prevailing opinion of UAA members who attended the AGM was to keep membership qualifications as they are.

After discussion, the ExComm consensus was that membership qualifications should not be changed at this time. Instead, the UAA should continue to expand its efforts to reach non-members who are currently eligible — including, for example, USAID alumni located outside the DMV metropolitan area, FSNs resident in the U.S., and recent USAID retirees. In addition:

- Jim Bever suggested that we consider recruiting current USAID employees who are close to retirement; he noted that alumni associations at other federal agencies permit current employees to join. Nancy Tumavick noted that we are already accepting such future alumni as members.
- Carol Peasley urged the ExComm to address the issues raised in an e-mail from a USAID alumnus regarding under-representation of alumni from “back-office” positions (e.g., executive officers, contracting officers). David Cohen proposed establishing a subgroup for the purpose of identifying additional target groups for registration and membership.

(2) New Initiatives.

Terry Myers proposed that, in light of the likely availability of funds in 2019 and the apparent success of the History of USAID project, the UAA should consider using those funds to expand its programs, for example, by establishing/funding—

- a graduate student internships at a USAID mission (in conjunction with a U.S. university), and/or scholarships for FSNs at USAID/W; or
- an annual UAA award for exceptional service — e.g., to a USAID employee (Foreign or Civil Service), or to a USAID/UAA mentor.

Such awards could be an annual event; should not be expensive (the internship/scholarship would consist primarily of airfare and a stipend); would support USAID's mission; and, at the same time, would help keep UAA and its mission in the agency's sight.

However, we would need to be cautious about awards to current USAID employees and, in all cases, to assure coordination with USAID, so that we do not compete with

agency programs with similar goals. (LPA has an internship program with a number of U.S. universities, although the interns are placed only in Washington D.C.)

**ACTION ITEM: Terry Myers will prepare a 1-2 page proposal for discussion at the February meeting outlining an approach to USAID on a program for graduate student internships, FSN scholarships, and/or UAA awards. ExComm members are encouraged to e-mail Terry with their ideas.**

[Beth Hogan joined the meeting by telephone.]

4. **OPERATING COMMITTEE REPORTS.**

A. USAID Strengthening

Rose Rakas, co-chair of the committee, reported on the 8th Cohort of the USAID/UAA Mentoring Program:

- The committee sponsored a successful mentor training session, led by Neal Levine. The session was recorded and will be distributed to 8th cohort mentors who were unable to attend in person. An orientation session for mentees was held the following day.
- Mentor/mentee pairs are now being organized. Rose and Roberta Mahoney will be monitoring progress over the next several weeks.
- The gender balance of prospective mentors and mentees is:

	<u>mentors</u>	<u>mentees</u>
women	6	13
men	<u>15</u>	<u>9</u>
TOTAL	21	22

- The committee would like to recruit a broader array of backstops, including more non-program officers, and representatives of the Senior Leadership Group (Mission Directors, Deputy Mission Directors)
- Outreach for the 9th Cohort will begin in May 2019.

Jim Bever suggested that the committee consider using Senior Leadership Group training at FSI to inform existing SLG members about the availability (and identities) of mentors.

B. Development Issues.

Steve Giddings reported on the activities of the Development Issues Committee:

- The first bimonthly meeting of the DIC for 2019 is scheduled for January 31 at the Arizona State University building across from the Farragut West Metro station. Andrew Natsios will be the featured speaker, on a subject yet to be determined.
- The committee has decided on the ASU building as its regular venue; the building has conference rooms both small (20 persons), where the committee will ordinarily meet, and large (60-70 persons), where the January 31 meeting will be held; and ASU will provide coffee at no charge.
- The UAA Book Club will reconvene on Wednesday, February 6, at the Irish Inn, Glen Echo, to discuss “What Would the Great Economists Do?” by Linda Yueh.

Alex Shakow called the ExComm's attention to two UAA/DACOR Development Dialogues scheduled for December and January:

- The luncheon to honor Andrew Herscovitz and the Power Africa Team, originally scheduled for January 11, was postponed because of the Government shutdown, and will be scheduled if and when the Government reopens.
- On February 4, Kenneth Wollack, recently retired President of NDI, will speak on “U.S. Foreign Policy and Assistance: Interests and Values.”
- On March 11, Tony Barclay, former head of DAI, will discuss the future of USAID from the contractors’ viewpoint.
- On April 1, the featured speaker will be George Ingram, who has been interviewing experts and preparing a report on the future of USAID.

C. Membership.

Carol Dabbs reported on the activities of the Membership Committee:

- Responses to the 2019 Membership Survey are coming in quite slowly. As a result, the deadline for submission has been extended from January 21 to January 28, and an e-mail reminder will be sent to the membership. The new deadline of January 28 means that the results of the survey cannot be included in the March Newsletter.
- The dues reminder will be scheduled for about 5 days after the Member Survey reminder.
- A draft report on the AGM Survey was distributed to the ExComm yesterday [January 16]; comments should be returned by January 25. We should be able to include a link to the AGM Survey results in the February Newsletter.

The ExComm considered whether the AGM Survey was still useful, given the small response, and whether perhaps a reduction in the number of questions — particularly on matters where the answers are by now more or less predictable — would increase the number of responses.

**ACTION ITEM: The AGM Committee will consider what evaluation information about the AGM would be of most value to them in planning the subsequent year's AGM at their meeting on January 28.**

- Dates and locations have now been determined for each of the UAA social events for 2019:
  - Winterfest—February 10, at the home of Frank and Antoinette Almaguer.
  - Spring Reception—May 26 (Memorial Day weekend) at the home of Tish and Malcolm Butler.
  - Summer Picnic—September 7, at Fort Hunt Park (George Hill is requested to make the reservation again this year).

D. History of USAID.

Alex Shakow reported on the status of the History of USAID Project:

- The Advisory Committee is scheduled to meet with John Norris in person tomorrow [January 18].
- John is continuing to draft chapters, although it is likely he will take more time to deliver the complete manuscript — probably at the end of the year.

Carol Peasley reported that the no-cost extension granted USAID for the ADST interview project now expires on March 31. She is indexing all of the interviews, building on the work of Haven North, including those with officers with mixed State/USAID careers. The intent is to make it easier for graduate schools to incorporate this information into their curricula.

As it stands, George Hill is the only UAA officer authorized to sign checks disbursing History of USAID funds.

**ACTION ITEM: The overall financial authorities are under review by the Board Co-Chairs and the Treasurer, including those related to the History of USAID Project.**

E. Awards.

Bette Cook reported that—

- The Awards Committee is reviewing award ideas proposed by some respondents to the 2019 Membership Survey, including FSN scholarships.
- Bette continues to see a need for an award for leadership.
- Any changes for 2019 will be proposed by the Awards Committee to the Board for approval.
- A request for nominations for the 2019 awards will be included in the next several newsletters, with a deadline for submission of July 31.
- Profiles of the runners-up for 2018 awards appeared in the January Newsletter, and another will appear in the February Newsletter. An FSN profile will appear in the March Newsletter.
- The February Newsletter will publish on February 4. In accordance with the procedures adopted last year, all material for publication must be submitted directly to Bette Cook or Carol Dabbs, and received by January 29.

F. Public Outreach.

Jim Bever reported for the Public Outreach Committee ("POC") that he and Beth Hogan, are particularly interested in reaching out to USAID alumni outside the DMV metropolitan area. To that end, they will—

- place items in the UAA Newsletter of specific interest to outsiders;
- take short trips outside the DMV to meet with UAA members in order to stimulate interest and recruit other alumni at the same location;
- connect with organizations outside the DMV that could benefit from UAA member support/participation; and
- develop resources (such as speaker training courses and materials) for POC activities.

All such activities will be presented for review by the ExComm. Carol Dabbs offered to connect Jim and Beth with Dale Gibb and Barbara Bennett, who are beginning an effort to assist alumni located outside Washington to find each other and form groups for joint activities.

5. OTHER BUSINESS.

A. Dues vs. Contributions.

A question was raised at the November meeting regarding the information return (IRS Form 990) that the UAA filed, for the first time, in 2018: The UAA is careful to call funds received from its members "contributions" and not "dues" on the grounds that "contributions" are tax deductible but "dues" are not. But the Form 990 labels membership payments as "dues." By filing the Form 990, has the UAA conceded that its membership payments are taxable "dues" rather than tax deductible "contributions"?

Rob Sonenthal explained that, for tax purposes, “dues” is actually a neutral term — that is, “dues” can either be a deductible “contribution” or a non-deductible payment for services . . . or a bit of both, depending on whether the member receives services or other valuable consideration in return for the payment. If (and to the extent that) the member receives no nothing of value, the payment is a tax-deductible “contribution”; if (and to the extent that) the member receives services or other valuable consideration, the payment is not deductible. By filing a Form 990 that characterizes membership payments as “dues,” UAA made no concession regarding their deductibility.

B. Website/Email.

Nancy Tumavick urged that the e-mail list and the alumni directory be cleansed. David Cohen noted that the names of deceased alumni — particularly alumni whose obituaries are published in the Newsletter — should be removed from the register in a timely manner.

C. Ethics Policy Acknowledgements.

Rob Sonenthal reminded the ExComm members that their "Acknowledgments" of the UAA Policy on Ethics and Conflict of Interest for 2018-2019 were due and should be submitted to him as soon as possible.


6. NEXT MEETING.

The next meeting of the ExComm is scheduled for Thursday, February 21, 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 12:30 p.m.

Respectfully submitted,



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Robert Sonenthal  
Assistant to the Secretary



Attachments:

**NOVEMBER 2018**

- A. UAA Financial Report as of November 30, 2018
- B. UAA/USAID History Project: Financial Status as of  
November 30, 2018
- C. UAA Membership and Contributions Summary, November  
1–November 30, 2018

**DECEMBER 2018**

- D. UAA Financial Report as of December 31, 2018
- E. UAA/USAID History Project: Financial Status as of  
December 31, 2018
- F. UAA Membership and Contributions Summary, December  
1–December 31, 2018
  
- G. 2019 Budget (draft)

**ATTACHMENT A**

**UAA FINANCIAL REPORT  
AS OF NOVEMBER 30, 2018<sup>1</sup>**

•	Checking Account Balance as of end October 2018			\$ 29,275.52
•	Member contributions received in November 2018			\$ 550.00
•	Disbursements for November:			\$ 200.11
○	Merchant bank discount	\$	130.11	
○	Constant Contact	\$	<u>70.00</u>	
		\$	200.11	
•	End November 2018 balance:			\$ 29,625.41
			* * * *	
	UAA savings account balance			\$ 15,767.35

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<sup>1</sup> Not including funds earmarked for the History of USAID Project. See Attachment B.

**ATTACHMENT B**

**UAA/USAID HISTORY PROJECT**  
**Financial Status as of November 30, 2018**

1.	Total contributions received	\$	0.00
2.	Total interest on deposits	\$	0.00
3.	Account share	\$	50.04
4.	Interest earned on Account share	\$	0.01
5.	Total project expenditures in November	\$	0.00
6.	Current amount in checking account	\$	476.57
7.	Current amount in Premier Savings Account		\$144,365.29
8.	Total current availability		\$144,841.86

\* \* \* \*

[NO ACTIVITY IN NOVEMBER]

## ATTACHMENT C

### UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

November 1, 2018 – November 30, 2018  
(includes 2017 data for comparison)

#### Alumni Directory Registrations:

New alumni registrations, November 1 – November 30:	1
New associate members, November 1 – November 30:	0
Total new registrations, November 1 – November 30:	1
Total new registrations for 2018 through November 30:	36
Alumni whose names were removed in November:	0
Total registered alumni through November 30, 2018:	1000
Total registered alumni through November 30, 2017:	982

New directory listings in November 2018:

- Stephen Silcox

New registered associate listings in November 2018:

- None

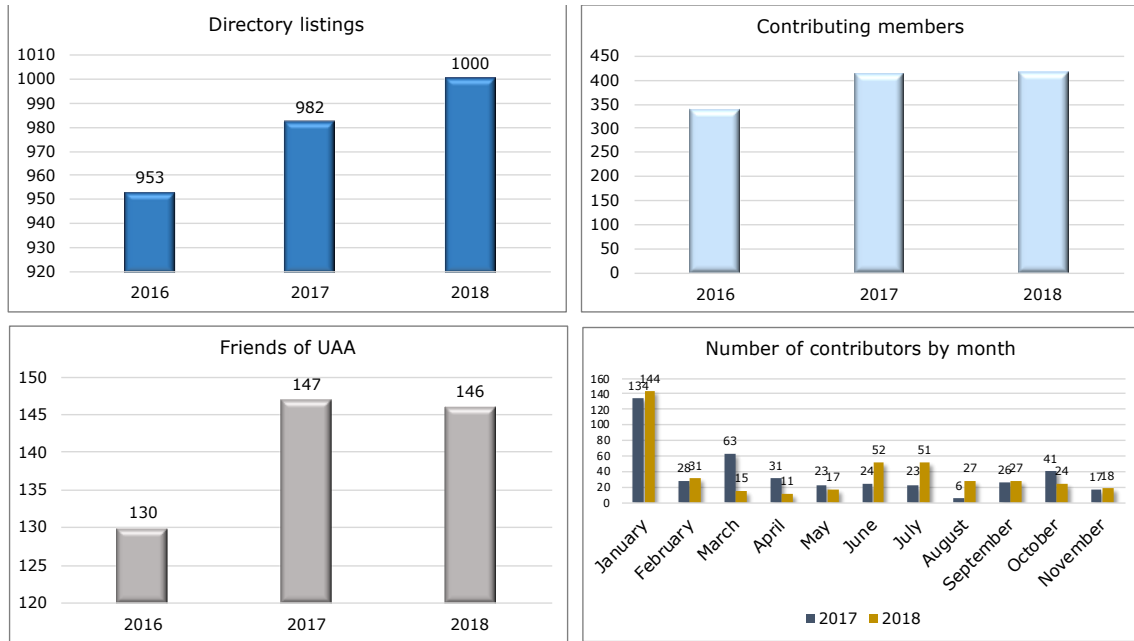
Alumni whose names have been removed: deceased/unsubscribed:

- None

#### Membership Contributions Summary:

Alumni contributions, November 1 – November 30:	18
Total number of contributors for 2018 through November 30:	417
Total number of contributors for 2017 through November 30:	416
% of contributors through November 2018 as compared to November 2017:	100.0
Total number of \$100+ contributors, November 1 – November 30, 2018:	8
Total number of \$100+ contributors for 2018 through November 30:	146
Total number of \$100+ contributors for 2017 through November 30:	147
% of \$100+ contributors through November 2018 as compared to November 2017	100.0
Number of new contributing members, November 1 – November 30, 2018:	1
Total number of new contributing members for 2018 through November 30:	23
New contributors as a % of new registrants for November 2018:	100.0

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



**Contributions received in November 2018:**

**Friends of UAA: 8**

Jim Michel	Toh Kiertisak
Aaron Williams	Ludwig Rudel
Robert Sonenthal	Glenn Anders
Roberta Van Haeften	Desaix (Terry) Myers

**Contributing Members: 9**

Stephen Klein	Paul Mulligan
Tony Pipa	Candace Buzzard
Paul Ehmer	Allen Fleming
Ned Greeley	Lawrence Heilman
Jeffery Marburg-Goodman	

**New Contributing Members: 1**

Stephen Silcox

**ATTACHMENT D**

**UAA FINANCIAL REPORT  
AS OF DECEMBER 31, 2018<sup>2</sup>**

•	Checking Account Balance as of end November 2018		\$ 29,625.41
•	Member contributions received in December 2018		\$ 1,450.00
•	Disbursements for December:		\$ 3,612.93
○	Merchant bank discount	\$ 54.72	
○	Constant Contact	\$ 70.00	
○	AGM Expenses (Ven Suresh)	\$ 577.36	
○	IRMAC Co. (UAA income tax preparation)	\$ 650.00	
○	Webmaster (Pedro Abalos)	\$ 2,160.00	
○	Web domain hosting	<u>\$ 100.85</u>	
		\$ 3,612.93	
•	End December 2018 balance:		\$ 27,462.94
		* * * *	
	UAA savings account balance		\$ 15,711.32

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

**ATTACHMENT E**

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

1.	Total contributions received [Jim Fox]	\$ 5,000.00
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 December (including \$30.00 returned check fee)	\$ 11,137.99
6.	Current amount in Premier Savings Account	\$133,510.74

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## ATTACHMENT F

### UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

December 1, 2018 – December 31, 2018

(includes 2017 data for comparison)

#### Alumni Directory Registrations:

New alumni registrations, December 1 – December 31:	0
New associate members, December 1 – December 31:	0
Total new registrations, December 1 – December 31:	0
Total new registrations for 2018 through December 31:	36
Alumni whose names were removed in December:	0
Total registered alumni through December 31, 2018:	1000
Total registered alumni through December 31, 2017:	982

New directory listings in December 2018:

- None

New registered associate listings in December 2018:

- None

Alumni whose names have been removed: deceased/unsubscribed:

- None

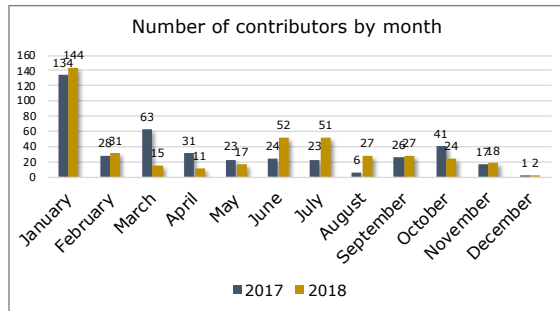
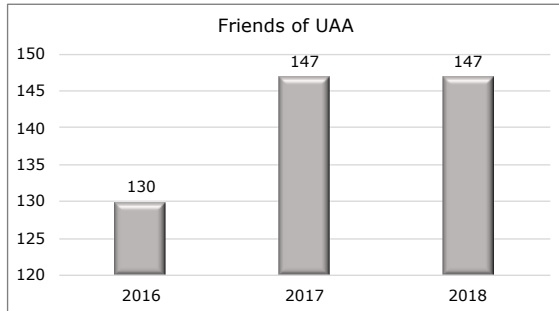
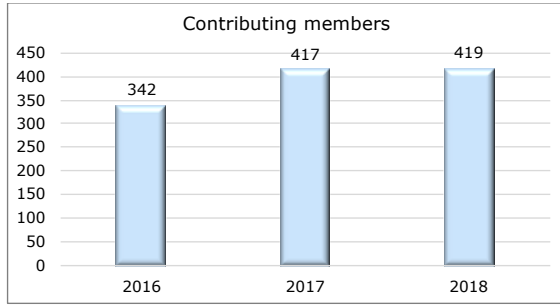
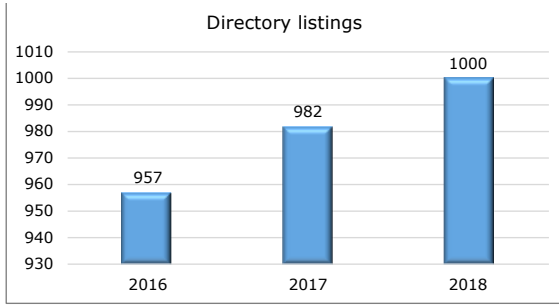
Registrants directory was cleaned up to remove past deceased registrants.

#### Membership Contributions Summary:

Alumni contributions, December 1 – December 31:	2
Total number of contributors for 2018 through December 31:	419
Total number of contributors for 2017 through December 31:	416
% of contributors through December 2018 as compared to December 2017:	100.0
Total number of \$100+ contributors, December 1 – December 31, 2018:	1
Total number of \$100+ contributors for 2018 through December 31:	147
Total number of \$100+ contributors for 2017 through December 31:	147
% of \$100+ contributors through December 2018 as compared to December 2017:	100.0
Number of new contributing members, December 1 – December 31, 2018:	0
Total number of new contributing members for 2018 through December 31:	23
New contributors as a % of new registrants for December 2018:	0.0



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



**Contributions received in December 2018:**

**Friends Of UAA: 1**

Lewis Reade

**Contributing Members: 1**

Drew Lutten

**ATTACHMENT G**

**UAA DRAFT OPERATING BUDGET 2019**

	2018 (est.)	2019
<b>MEMBERSHIP COMMITTEE</b>		
<b>ANNUAL GENERAL MEETING</b>		
AGM catering services	6,900.00	7,000.00
Awardees and speakers travel	650.00	650.00
Alumni awards	450.00	450.00
<b>TOTAL: AGM</b>	<b>8,000.00</b>	<b>8,100.00<sup>1</sup></b>
<b>MEMBERSHIP SOCIAL</b>		
Winterfest	817.00	1,000.00
Spring reception	1,044.00	1,000.00
Summer picnic	475.00	500.00
<b>TOTAL: MEMBERSHIP SOCIAL</b>	<b>2,336.00</b>	<b>2,500.00<sup>2</sup></b>
<b>DONATION TO DACOR</b> (Marshall House Repair Fund)	<b>1,000.00</b>	<b>1,000.00</b>
<b>UAA ADMINISTRATIVE COSTS</b>		
Administrative Assistant	8,000.00	9,000.00
Web Master	900.00	1,400.00 <sup>3</sup>
Constant Contact	825.00	1,300.00 <sup>4</sup>
Bank Charges (Click and Pledge and merchant bank transfer fees)	980.00	1,000.00
Liability Insurance	500.00	500.00
<b>TOTAL: ADMINISTRATIVE COSTS</b>	<b>11,205.00</b>	<b>13,200.00</b>
<b>GRAND TOTAL</b>	<b>\$22,541.00</b>	<b>\$24,800.00</b>

<sup>1</sup> Assumes CGD space provided free.

<sup>2</sup> Assumes residences

<sup>3</sup> Cost in 2017.

<sup>4</sup> Cost in 2017