

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, March 19, 2020
10:30 am – 12:30 pm

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, March 19, 2020, at 10:30 am, by conference call. The following UAA directors, EC co-chairs and staff members participated in the call:

BOARD MEMBERS

On line:

Anne Aarnes	Carol Dabbs
Jim Bever	Margaret Neuse
Terry Brown	Nancy Tumavick
Chris Crowley	

COMMITTEE CO-CHAIRS

On line;

Bette Cook	Nancy Pielemeier
Jim Fox ^[1]	Rose Rakas
Beth Hogan	Joy Riggs-Perla
Roberta Mahoney	Alex Shakow
Tom Nicasastro	Rob Sonenthal
Carol Peasley	

Absent:

Steve Giddings

WEB CURATOR

On line:

Tish Butler

ADMINISTRATIVE STAFF

On line:

Ven Suresh^[1]

MEETING CHAIR

Anne Aarnes

* * * * *

Anne Aarnes called the meeting to order at 10:30 am, and noted the presence of a quorum of the members of the Board. Terry Brown volunteered to record major actions agreed on for circulation soon after the meeting.

^[1] Joined in progress.

1. MINUTES.

Consideration of the minutes of the February 20, 2020 meeting was deferred until the "Other Business" portion of the meeting in order to allow the EC to review a number of final revisions to the March 18 draft.

2. FINANCE AND MEMBERSHIP REPORTS.

A. Finance Report.

Carol Dabbs called the EC's attention to the Finance Report as of February 29, 2020. (Attachment A). She noted that —

- Deposits for February were \$5,296.84.
- The total balance at the end of February — \$58,979.86 — was an increase of only \$400.00 over the previous month because of one-time payments to the IRS.

Carol also presented the Budget Report as of February 29, 2020, showing income and expenditures compared to the approved budget (Attachment B).

Carol proposed that, for purposes of tracking expenditures against the fiscal year budget, requests for reimbursement need to be presented not later than three months after the close of the fiscal year — that is, by March 31. All expenses incurred in the prior fiscal year and submitted by March 31 would be attributed to the prior fiscal year; if incurred in the prior fiscal year but submitted after March 31, they would be attributed to the current fiscal year. As a result—

- Expenditures against budget for the prior fiscal year can be finalized during April.
- If your request for reimbursement for 2019 expenses is received after March 31, the reimbursement will be charged to your 2020 budget.

There is no specific format for a reimbursement request, but the request should describe the expense, enclose receipts, and indicate where the reimbursement is to be sent. Carol would prefer that the requests be submitted to her by e-mail, but the UAA post office box would also work.

The Board concurred with Carol's proposal.

B. Membership Statistics.

Bette Cook reported on UAA membership statistics for February 2020. She noted that all trends were positive:

- There were 6 new registrants in February, for an end-of-month total of 1107 registrants, compared to 1024 at the end of February 2019.
- 220 member contributions were received through the end of February 2020; the comparable figure for February 2019 was 197.

- 28 of the February contributions were of \$100 or more; a total of 101 such contributions have been received thus far in 2020, compared to only 75 during the same period in 2019.
- Four of the February contributors contributed for the first time, for a total of 6 new contributors since January 1.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Financial Issues/Financial Review.

Terry Brown reported that

- The ad hoc subcommittee on finance has been focusing on the UAA's tax return (Form 990) for 2019. (According to Carol Dabbs, the immediate task — submitting a request for extension — has been delayed while our tax accountant's office is being scrubbed for coronavirus.)
- He will be drafting a statement of work for the proposed broader financial review for consideration at the April EC meeting.

Carol Dabbs and Ven Suresh are in the process of unraveling the enigma of multiple contributions received from several contributors, and may need to seek solutions from Click & Pledge.

B. Systems Review.

(1) Communications.

Margaret Neuse reported on the ongoing review of UAA communications systems — that is, the UAA website; the monthly Newsletter and the Linked In web pages.

(a) Website.

Margaret noted that thus far the review has focused on the UAA website. Having offered a list of preliminary suggestions to the EC and received some excellent feedback, and having spoken with David Cohen, Margaret is preparing a draft report that she plans to circulate for additional feedback in advance of the April EC meeting. The recommendations are likely to include—

- Add reports on the Annual Survey of Membership.
- Create and archive for materials from before 2016 (e.g., minutes, newsletters, development resources) which are now on the main website.
- Delete the "suggestion box" from the bottom of the home page; it has never been used.
- Simplify the right side of the home page — e.g., the list of articles. There is currently too much information there.
- The descriptions on the left side of the home page should be simplified.
- Add dates to the material listed under "Development Resources"; identify material that is current and place the rest in an archive.

- Group articles by topic.
- Update the directory (a project that has been taken on by Ann Van Dusen), and add a search engine.
- The "Forum" was designed to facilitate discussion but, although regularly accessed, it seems never to have been used for discussion. We should consider renaming it, and linking it to "Perspective",
- Consider creating a special page for "Speakers' resources" and a password-protected area accessible only to EC members.
- More generally, consider how to support Tish Butler as webmaster.

(b) Newsletter.

Margaret recalled that the Newsletter, originally intended to be lean, had become newsy and somewhat diffuse. Based on responses to the Membership Survey, she is likely to recommend that the Newsletter include more information about current USAID events and retirement, and to reduce the size of the Newsletter by providing links to information on the website.

(c) Linked In.

Margaret has only begun to review of Linked In, and has had difficulty locating the web pages.

Tish Butler, who reports having accessed the pages, reported that there are more than 1000 registrants, some from abroad, and not all members of UAA. In Tish's view, the Linked In pages may be an excellent way for registrants to stay in touch, but are not really useful to UAA or UAA members. Her recommendation would be to let use of the pages continue, but to check them periodically to assure that nothing untoward is happening.

* * * *

Tish reminded the EC that the website has been serving as UAA's filing cabinet, the association's repository of information and documentation. She cautioned that materials should not be discarded unless truly irrelevant, but simply moved from the main website, so that the most recent, most relevant materials are more easily accessible.

Margaret plans to modify her recommendations to reflect the EC discussion, and circulate a revised draft next week for further comment. Once our objectives are clear, we will consider whether or not to use a different software package.

(2) Operations.

Carol Dabbs reported that she plans to discuss this review by conference call with the prior and current web curators, treasurer, membership chairs, and the Administrative Assistant. Co-Chair Nancy Tumavick will also so participate as an ex-officio member of this group.

* * * *

[Jim Fox joined the conference call. He informed the EC that Steve Giddings was had been admitted to the hospital for an emergency operation.]

* * * *

C. New Ideas/New Initiatives.

Jim Bever called the EC's attention to the e-mail he circulated summarizing recent developments regarding six of the UAA's new initiatives (Attachment D).

Jim noted that new initiatives requiring interaction with the USAID front office were likely to be affected by the departure of the Administrator and the inevitable realignment of USAID senior leadership; USAID involvement in the developing coronavirus pandemic; and evacuation of dependents from diplomatic posts overseas, as UAA's key USAID interlocutors are likely to be otherwise engaged. Nevertheless—

- Beth Hogan, Terry Myers, Tom Nicastro and Jim met with Ambassador Eric Rubin, AFSA President, and his team.
- George Ingram, Carol Peasley, Ann Van Dusen, Alex Shakow and Jim Bever met with Counselor Chris Milligan and AA/LPA Richard Parker in support of additional USAID assistance to the ADST oral history project.
- He participated in a conference call with PPL Maureen Shauket and Africa Bureau representatives regarding alumni support for the CDCS process. Nine UAA members have already volunteered.

Jim reported that, under Nancy Tumavick's direction, a draft of the USAID/UAA MOU is now ready for presentation to USAID. He asked for Board approval to forward the draft to Counselor Chris Mulligan, and to ask Chris to coordinate review by HCTM, PPL, LPA and GC, and eventually to DA Bonnie Glick for final approval. Alex Shakow was concerned that the current preamble to the MOU could be read to suggest that the Mentoring Project was the only collaboration between USAID and UAA; the preamble should not overlook UAA's other substantive interventions, nor suggest that they were unimportant. He will send an appropriate revision to Nancy Tumavick.

Jim also reported that Rory Donohoe, Senior DAA for HCTM, was delighted that the Board approved UAA assistance in the recruitment of the remaining 125 new FSOs that USAID is authorized to hire between now and the end of the 2020 fiscal year..

4. OPERATING COMMITTEE REPORTS.

A. Membership.

Bette Cook was delighted to report that—

- The Spring Reception will be held at the Shakow residence on May 17, the coronavirus pandemic permitting.

- The MC is concerned about no-shows at the recent Winterfest; there were a similar number of no-shows at the Spring Reception in 2019. The committee, with the assistance of Ven Suresh, plans to encourage registrants to reconfirm their intentions as the date of the Spring Reception approaches.
- The April Newsletter is scheduled for publication on April 6, materials to be included in the Newsletter should be submitted not later than March 28.

Bette reported on the results of the 2020 Membership Survey.

- There were more than twice as many responses to the 2020 survey (187) as there were to the 2019 survey (80).
- The 187 responses represent 17% of the total number of registrants (1,101).
- In terms of employment background: 81% of the respondents were Foreign Service, 20% were General Schedule; 24% were PSCs; 4% were RSSAs; 3% were PASAs; 3% were ADs; 2% were Schedule Cs; 1% were Fellowships; and 14% were in other categories.
- Bette and Tom Nicasastro are preparing a written summary of the results to be submitted to the EC and, when approved, posted to the UAA website. The summary will address (among other things):
 - the respondents' years of service and years since separation;
 - how they learned about UAA;
 - how often they attend UAA events (relatively infrequently in light of their residence in the Washington metro area);
 - if they access videos of events/speakers on the UAA website;
 - how many are willing to take a training course and to speak publicly, and to participate in a mentoring program; and
 - how many are interested in participating in UAA activities.

In response to Bette's inquiry, the EC confirmed its continued interest in receiving the minutes of the MC's monthly meetings, at least until they can be posted on a password-protected area of the website.

B. Awards.

For the 2020 Awards Program, Bette proposed continuing the UAA Alumni of the Year awards in the same format as last year, noting that the Awards and Membership Committees had agreed. The EC concurred. An announcement of the 2020 Awards program and guidance on how to make nominations will be published in the April newsletter and on the UAA website.

Bette expressed regret that Margaret Healey had resigned from the Awards and Membership Committees and proposed that two new members, Barbara Bennett and Larry Heilman, be appointed to serve. The EC concurred with the new appointments.

C. Annual General Meeting.

Nancy Pielemeier reported on planning for the 2020 AGM.

- The overall theme of the AGM will be climate change and development.
- The committee is planning two panels in the morning:
 - The first panel would include a subject-matter expert as keynote speaker and a respondent.
 - The second panel would include panelists discussing sectoral policies and cross-cutting issues. Once the theme and approach are settled, the committee will begin looking for USAID employees, former employees or recipient country representatives in the following areas among others: agriculture, health, water and energy.
 - Chris Crowley reported that he will approach Kerri-Ann Jones as the keynote speaker and is working closely with Bob Ichord on planning the climate change sessions. Bob will likely function as the respondent and moderator for the first panel as well as the moderator for the second panel.
 - In recruiting the keynote speaker and panelists, the committee will take into account that the AGM will take place less than a week before Election Day.
- The committee will also organize a session in the afternoon on HR issues including the role that UAA members are playing with the USAID new hire recruitment process as well as the ongoing UAA mentorship program..

D. USAID Strengthening.

On behalf of the USAID Strengthening Committee—

- Roberta Mahoney reported that the USAID/UAA Mentoring Program is looking for a new Coordinator for the Africa Bureau.
- Jim Fox noted that the training of mentors for Mission Directors and Deputy Mission Directors plans to use ADST oral histories.
- Rose Rakas added that the Payne Fellowship Program is continuing to recruit mentors for a 2-year program in Washington and the field. Contact information will be published in the upcoming Newsletter.

E. History of USAID/ADST.

Jim Bever reported that ADST's proposal for a new cooperative agreement to provide additional funding for its oral history project will be submitted to USAID with the next several days.

Alex Shakow reported that—

- Author John Norris has completed 12 chapters of the book. He is currently refining and sharpening the text, and preparing a final chapter, with an overall summary and conclusions.

- John was planning to meet with CGD while in Washington for other reasons, but the trip was cancelled because of the coronavirus situation. The CGD session was rescheduled for the end of the month and will be virtual.
- After his meeting with CGD, John will meet (virtually) with the Advisory Committee to discuss the concluding chapter of the book, and plans for its publication.

F. Development Issues.

Jim Fox informed the EC that—

- The upcoming meetings of the DIC and the UAA book club had been canceled due to the coronavirus pandemic.
- UAA participation in the CDCS effort was at a standstill, for the same reason.

Alex Shakow reported that Henrietta Holsman Fore is scheduled to speak at the first ever UAA/DACOR Development Dialogue dinner on April 14 while she is in Washington to attend the World Bank/IMF meetings. But it is not clear that Ms. Fore will be able to travel.

G. Public Outreach.

Beth Hogan reported that—

- Committee members attended a DACOR meeting on public outreach and education.
- Beth, Terry Myers, Tom Nicastro and Jim Bever met with AFSA President Ambassador Eric Rubin and his team to discuss the current state of the Foreign Service at the State Department and USAID, and UAA support for AFSA issues, including possibly merging UAA speakers into AFSA's public outreach programs.
- AFSA's program on the "first line of defense" (i.e., diplomacy) is looking for speakers to tell stories highlighting the importance of diplomacy.
- AFSA invited UAA to submit a ¼ page advertisement directed at AFSA members who are eligible to join UAA but have not yet done so, for inclusion in the Foreign Service Journal at no cost. Jim Bever will help take the lead to prepare it.

5. OTHER BUSINESS.

A. Minutes.

A motion to approve the minutes of the February 20, 2020 meeting, duly seconded, was adopted by unanimous consent.

B. Multiple Donations.

Ven Suresh noted that if Carol finds that our checking account records confirm that we received multiple donations from the same person on the same day, she will then contact the those contributors to clarify if this was intentional. If not, Carol and Ven plan to alert Click & Pledge that this happened, and to learn what changes could prevent it in the future.

6. NEXT MEETING.

In light of the coronavirus pandemic, the EC meeting scheduled for Thursday, April 16, 2020, will most likely be held by conference call. A final decision regarding the meeting's location will be made as the date of the meeting approaches.

7. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:25 p.m.

Respectfully submitted,



Rob Sonenthal
Assistant Secretary

Date: April 20, 2020

Attachments:

- A. UAA Financial Report as of February 29, 2020
- B. UAA Budget Report as of February 29, 2020
- C. UAA Membership and Contributions Summary, February 1 – February 29, 2020
- D. E-mail from Jim Bever to Executive Committee (March 19, 2020).

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF FEBRUARY 29, 2020

	(U. S. Dollars)			
	Balance 1/31/19	Deposits	Disburse- ments	Balance 2/29/20
UAA Operations Account				
Checking Account	42,825.47	5,296.84	4,894.55	43,227.76
Savings Accounts	15,754.10	0.00	2.00	15,752.10
Total Operations Member Account	58,579.57	5,296.84	4,896.55	58,979.86
UAA History Project Account				
Checking Account	5,338.58	0.00	0.00	5,338.58
Savings Accounts	99,209.29	0.00	0.00	99,209.29
Total History Project Member Account	104,547.87	0.00	0.00	104,547.87
UAA Total Bank Accounts				
Checking Accounts	48,164.05	5,296.84	4,894.55	48,566.34
Savings* Accounts	114,963.39	0.00	2.00	114,961.39
Total LFCU Accounts	163,127.44	5,296.84	4,896.55	163,527.73

* Includes both Main Savings and Premier Savings Accounts

3/18/2020

ATTACHMENT B

UAA 2020 OPERATING BUDGET
THROUGH 02/29/20
 (as of 3/18/2020)

	2020 Budget item	2020 Budget Category	Income	Expense*	Remaining Budget	Comments
Contributions	NA	NA	16,440			
Click and Pledge			14,090			
Checks			2,350			
Budget Categories and Items						
Membership Committee						
AGM Catering Services	7,000				7,000	
Awardees & Speaker Travel	1,150				1,150	
Alumni Awards	450				450	
Sub-Total, AGM (assumes no cost at CGD)		8,600		0	8,600	
Winterfest	1,000				1,000	
Spring Reception	1,000				1,000	
Summer Picnic	500			425	75	
Sub-Total, Social events		2,500		425	2,075	
Development Issues Committee		500		0	500	
Strengthening USAID Committee		1,500		0	1,500	mentoring program
Public Outreach Committee						
Retirement Ceremony	1,000				1,000	~165 participants
Outreach Trips to Alumni Clusters (2)	5,000				5,000	2 trips
Sub-Total, Public Outreach		6,000		0	6,000	
Donations						
DACOR	1,000				1,000	
CGD	1,000				1,000	
Arizona State University or Other	500				500	
Sub-Total, Donations		2,500		0	2,500	
Administrative Costs						

Administrative Assistant	9,500			580	8,920	
Mail Box Rental	150				150	
Website: Web Master/domain hosting	1,400			75	1,325	
Constant Contact	1,300			140	1,160	
Bank Charges: Click&Pledge, transfer fees	1,000			515	485	
Liability Insurance	500				500	
Tax Preparation	650				650	
IRS Penalties	3,701			3,701	0	
Financial Review	1,000				1,000	Treasurer change
Miscellaneous Office Supplies	100				100	e.g., stamps
Sub-Total Administrative Costs		19,301		5,011	14,291	
Contingency (4%)	1,500	1,500		0	1,500	
GRAND TOTAL		42,401		5,436	36,966	

* Expenses for 2020 activities; expenses paid in 2020 for 2019 activities considered as part of 2019 budget (must be submitted NLT 3/31/20; after that date, will be charged to 2020 budget)

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

February 1, 2020 – February 29, 2020
(includes 2019 data for comparison)

Registrations:

New alumni registrants, February 1 – February 29:	6
New associate registrants, February 1 – February 29:	0
Total new registrants, February 1 – February 29:	6
Total new registrants for 2019 through February 29:	8
Registrants whose names were removed in February 2020:	0
Total registrants through February 29, 2020:	1107
Total registrants alumni through February 29, 2019:	1024

New registrants in February 2020: 6

Dean Salpini*	David Atwood*
Ralph Singleton*	Rudolph Thomas
Carla Royalty*	Barash Mahlon

* Paid in January; new entries in February.

New associate registrants in February 2020:

None

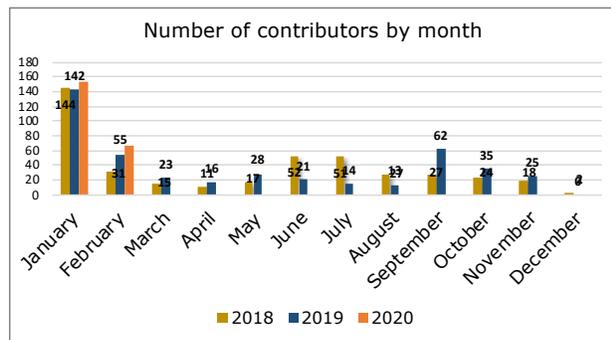
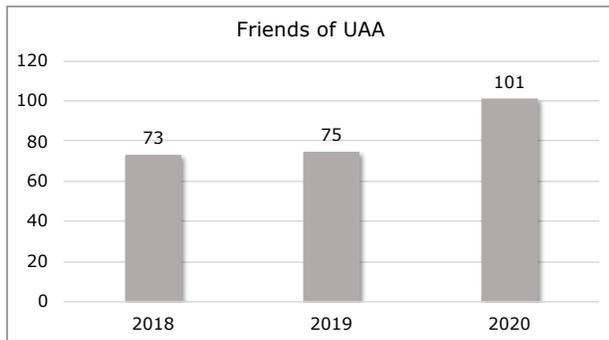
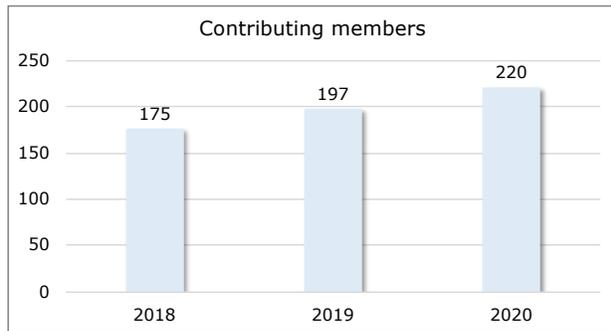
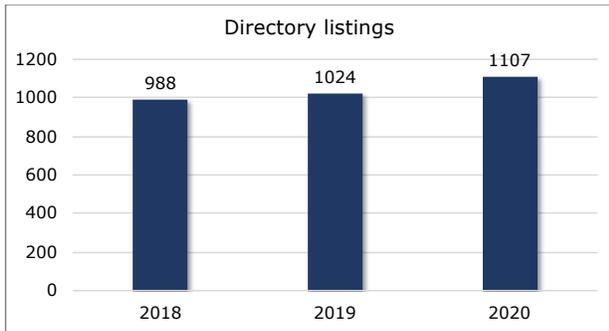
Registrants whose names have been removed: deceased/unsubscribed:

None

Membership Contributions Summary:

Alumni contributions, February 1 – February 29:	67
Total number of contributors for 2020 through February 29:	220
Total number of contributors for 2019 through February 29:	197
% of contributors through February 2020 as compared to February 2019:	112.0
Total number of \$100+ contributors, February 1 – February 29, 2020:	28
Total number of \$100+ contributors for 2020 through February 29:	101
Total number of \$100+ contributors for 2019 through February 29:	75
% of \$100+ contributors through February 2020 as compared to February 2019:	135.0
Number of new contributing members, February 1 – February 29, 2020:	4
Total number of new contributing members for 2020 through February 29:	6
New contributors as a % of new registrants for February 2020:	67%

Comparison over the years as of end February 2020:



Contributions received in February 2020:

Friends of UAA: 28 (number of * indicates number of repeat contributions from members)

- | | | | |
|---------------------|-----------------|----------------|-----------------------|
| James Brody | Carol Peasley** | Joel Kolker | Stephen Grant |
| Margaret Carpenter | Eric Postel | Mary Lewellen | William Hammink |
| Colette Cowey | Douglas Sheldon | Raymond Martin | Michael Hirsh |
| Christopher Crowley | Glenn Slocum | David Merrill | Elizabeth Hogan |
| Loc Eckersley | David Sprague | Don Muncy | Christian Holmes***** |
| Mary Pamela Foster | Marilyn Zak | Robert Nooter | Robert Jordan |
| James Fox*** | Anne Aarnes | James Norris | Mary Knox |

New Contributing Members: 4

Contributing Members: (number of * indicates number of repeat contributions from members)

- | | | | |
|---------------------|--------------------|-------------------|------------------|
| Charles Aanenson | David Olinger | Mary K Huntington | Thomas Coornell |
| James Bednar | Viviann Pettersson | George Ingram | Charles Costello |
| John Beed | William Schauffler | Thomas Kennedy | Anne Dammarell |
| Harry Birnholz | Tom Vellenga | Mary Kilgour | Robert Davidson |
| Deedee Blane | Brad Wallach | Ronald Levin | Clinton Doggett |
| Viktor Boguslavskyi | Elzadia Washington | Buff Mackenzie | Peyer Ewell |

Jeff Borns
Alfreda Brewer
Eric Chetwynd
Cindy Clapp-Wincek

Leon Waskin
Harry Wing
Robert Muscat
Paul Vitale

Pamela Mandel
Albert Merkel
Constantine Michalo
poulos

William Goldman
Timothy Hammann
Jack Heller
Wayne Nilsestuen

ATTACHMENT D

E-MAIL FROM JIM BEVER TO EXECUTIVE COMMITTEE (MARCH 19, 2019)

Jim Bever
to UAA

Mar 19, 2020, 9:18 AM

FYI:

- 1) Retirement Ceremony Planning for Fall 2020: Agreed to in principle by HCTM. Date proposed by HCTM as September 24 or 25. First planning meeting with HCTM & LPA is pending. HCTM considering larger recognition (ie., beyond SES/SFS), depending on size of room and venue and numbers. Depending on coronavirus, HQ likely to eventually commit to such, though with later date(s), with planning for larger recognition, while SES/SFS goes first, as a pilot.
- 2) Pilot of Home Town Diplomats for Summer 2020: On hold until new SFS DAA Amy Paro (currently the Deputy in HCTM for all FS) arrives in LPA, hopefully later this Spring. Preliminary meeting with Ms. Paro has been requested.
- 3) UAA help to ADST for Proposal to USAID for Follow-on Cooperative Agreement for more Oral Histories: Meeting by George Ingram, Carol Peasley, Ann Van Dusen, Alex Shakow and Jim Bever held with Counselor Chris Milligan and AA/LPA Richard Parker. Formal proposal by ADST, with UAA's drafting assistance, likely being finalized tomorrow. (Note: "Teaching Moments" from past USAID Oral Histories are now being used for the USAID Mission Directors/Deputies Course curriculum for this coming July.)
- 4) Overseas Graduate Student Intern Program: Proposed approach provided to HCTM; response on next steps pending from HCTM.
- 5) Travel Plans for Public Outreach to Florida and other Alumni Groups later Spring: On Hold, pending coronavirus situation. Beth Hogan to elaborate.
- 6) Public Outreach Education & Advocacy Collaboration with AFSA : Meeting by Beth Hogan, Terry Myers, Tom NiCastro & Jim Bever held with AFSA President Amb. Eric Rubin and his team, including new Social Media officer. Beth Hogan to elaborate.
- 7) UAA contribution to new CDCSs: Nine UAA Members have signed up to help PPL and AFR. Conference Call with PPL and AFR held. Action with HQ. Steve Giddings to elaborate.