

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING
Thursday, January 16, 2020
10:30 am – 12:30 pm

The Executive Committee ("EC") of the USAID Alumni Association ("UAA") met on Thursday, January 16, 2020, 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	Carol Dabbs
Jim Bever	Margaret Neuse
Terry Brown	Nancy Tumavick
Chris Crowley	

COMMITTEE CO-CHAIRS

In person:

Bette Cook	Tom Nicastro
Steve Giddings	Joy Riggs-Perla
Jim Fox	Alex Shakow
Roberta Mahoney	Rob Sonenthal

Absent:

Rose Rakas
Carol Peasley
Nancy Pielemeier

By telephone:

Beth Hogan

WEB CURATOR

In person:

Tish Butler

ADMINISTRATIVE STAFF:

By telephone:

Ven Suresh

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.

1. **MINUTES.**

Approval of minutes for the November 14, 2019 meeting was deferred until the February 20 meeting.

2. **FINANCIAL AND MEMBERSHIP REPORTS.**

A. **Financial Reports.**

Carol Dabbs called the EC's attention to the Financial Reports as of November 30, 2019 (Attachment A) and December 31, 2019 (Attachment B). She noted that—

- The monthly Financial Reports are now presented on a single page, which includes both **Operating Expenses and** the History of USAID Project **"memberships" at Lafayette FCU, as well as UAA totals.**
- Disbursements during November were high (\$6,338.07) due to payment of the catering bill for the 2019 AGM.
- The disbursements in December consisted of a payment **for November** Click & Pledge **services** and, **from** History of USAID Project **funds**, a check for \$35,000 to John Norris.
- Carol was able to **access** the UAA Click & Pledge account.

B. **Membership Reports.**

Bette Cook called the EC's attention to the Membership Reports for November 2019 (Attachment B) and December 2019 (Attachment D). She noted continued growth in all three key categories — **registration, contributing members, and \$100 plus contributors** — during 2019:

- There were 8 new registrants in November and 1 in December, for a year-end total of 1099, **compared to 1,000 in 2018.**
- There were 25 additional contributors in November and 1 in December, for a total of 431 contributors during 2019, 2.0% more than in 2018.
- There were 5 contributions of \$100 or more during November, and 1 in December, for a total of 148 such contributions, one more than in 2018.

She added that Ven Suresh had **done a trial of rescaling** the **vertical axis to start at zero** of the graphs found on page 2 of the reports to convey a more accurate sense of the **year-to-year changes.** These changes will be made in the reports starting with January reporting.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. 2020 Operating Budget.

Carol Dabbs presented the draft Operating Budget for 2020 (Attachment E), noting that the figures highlighted in red indicate changes from the 2019 Budget, to wit:

budget item	2019	2020	change 2019/2020
Awardee and speaker travel	650.00	1,150.00	500.00
Public Outreach Committee			6,000.00
Retirement ceremony	--	1,000.00	
Outreach trips		<u>5,000.00</u>	
TOTAL		6,000.00	
Development Issues Committee	1,000.00	500.00	(500.00)
Administrative Assistant	9,000.00	9,500.00	500.00
Mail-box rental	--	150.00	150.00
Arizona State University	--	500.00	500.00
Financial review	--	1,000.00	1,000.00
Miscellaneous office supplies		100.00	100.00
Contingency (4%)	--	1,500.00	1,500.00
TOTAL			9,750.00

The line item for Arizona State University anticipates that, if meetings of the Development Issues Committee are held at ASU, it may be necessary to pay ASU for use of the space. Even if the DIC must look elsewhere, it is likely that some fee for space will be required.

Roberta Mahoney proposed that \$500.00 be added to the line item for the USAID Strengthening Committee to cover the cost of travel to Washington DC for mentor/mentee orientation.

Upon a motion, duly seconded, the proposed 2020 Operation Budget, as modified by the addition of \$500.00 to the line item for the USAID Strengthening Committee, **for a total of \$38,700**, was approved by unanimous consent.

B. Systems Review.

(1) Communications.

The ExComm has initiated a review of UAA **communications** under the direction of Margaret Neuse. Margaret reported that the review will evaluate the UAA website, the monthly Newsletter, and UAA's two Linked-in web pages.

UAA Website:

- What should be on the website?
- How easy is it to find what is there?
- Are items on the website complete?
- Is there extraneous or outdated material on the website?
- How often is the website updated, and are updates timely?
- Are links on the website appropriate and functional?
- How useful is the website to non-UAA members?
- Should there be a password protected area for ExComm members?

Margaret plans to discuss these questions (and others) with David Cohen, the website curator emeritus. Her objective is to tweak the web site, not to launch a major overhaul.

Newsletter

- Does the Newsletter present enough information?
- Is the information presented complete?
- Are the links provided in the Newsletter relevant?
- Is publication every month enough?

Tish Butler described UAA's two Linked-In web pages as a way to find UAA, but not way to conduct a conversation. She regularly checks those who visit the web pages for a possible connection to USAID, but does not review the content of their communications. Nancy Tumavick and Carol Dabbs agreed that UAA should have a social media presence, but only **for the purpose of directing** visitors to the UAA web site. For that reason Carol suggested that we place something on Linked-In — for example, a paragraph from the UAA brochure.^[1]

Tish asked that we seek volunteers to replace her as manager(s) of the Linked-In web pages.

Tish noted that the two most visited pages on the UAA website are the Forum and the obituaries. With respect to the latter, how should we handle communications from the deceased's family — if, for example, the family sends a detailed obituary, with a request that donations in honor of the deceased be directed to one or more named charities? **Discussion followed regarding what we should and shouldn't publish of information provided about deceased USAID alumni.**

^[1] After the meeting, Tish clarified that the Linked-In sites are not inherently meant for retirees and are not aimed towards the UAA website.

Margaret will work on suggestions for all three communications media (web site, newsletter and Linked-In); if maintaining the Linked-In web pages is determined to have continuing value, she will seek a volunteer to manage them. She will deliver a progress report at the February meeting, and final recommendations at the March meeting.

(2) Financial Review.

Although Chris Crowley has been trying to identify a retired USAID controller-type who might agree to review UAA's financial accounts, he is still unsure whether to opt for a controller-type or for an audit firm.

Carol Dabbs noted that she and George Hill had obtained a cost estimate from the firm that prepares UAA's Form 990 informational tax return, and that \$1,000.00 has been reserved for the review in the 2020 Operating Budget. She added that the financial review should not only verify UAA's accounts; it should also examine whether our systems and internal controls are adequate.

Carol will continue seeking feedback from the accounting firm specializing in small 501(c)(3) organizations to which she was referred by her personal tax accountant, and Chris will continue his efforts to locate a USAID-controller-type.

C. New Ideas/New Initiatives.

Jim Bever reported on the new ideas/new initiatives discussed at meetings with Deputy Administrator Glick, AA/LPA, senior DAAs, and HCTM Rory Donohoe:

- (1) MOU with USAID. The MOU would set the ground rules of USAID/UAA collaboration, including responsibilities, anticipated benefits, and protections (e.g., conflict-of-interest standards). HCTM Rory Donohoe is familiar with the MOU between the Peace Corps and the National Peace Corps Association that was cleared by PC's attorneys, and supports the idea. The ExComm consensus was to move forward with an MOU. Beth Hogan agreed to prepare an initial version, based on the Peace Corps MOU.
- (2) Retirement Ceremony. A likely date for the ceremony would be in early autumn, perhaps September 24 or 25, around the time of the Job Search Program. HCTM would be responsible for identifying a suitable location. The next step will be a meeting or conference call with representatives of HCTM and LPA regarding UAA's role. The expected benefit to UAA: recruitment of new members.
- (3) Foreign Service Nationals. HCTM Rory Donohoe expects to hire a full-time USPSC, one of whose tasks will be to assist with USAID/UAA collaborations,

including assisting the Public Outreach Committee to organize FSN "chapters" overseas.

- (4) Hometown Diplomats. USAID has agreed in principle to launch a pilot program this summer. Maureen Shauket, PPL Senior Deputy Assistant Administrator, is interested in creating a PowerPoint presentation for the HD program, for speakers to use as an introduction, which can be followed by a discussion of their personal experiences. The only existing PowerPoint is for new USAID employees, although Terry Meyers and Jim Bever have the materials that were used for training of UAA members for such work in 2015.
- (5) Overseas Grad Student Internships. HCTM is looking at the Terry Myers proposal.
- (6) Mentoring. The proposal for mentoring for Program Officers in Washington bureaus and overseas is under consideration by PPL Maureen Shauket.
- (7) Collaboration with USAID on CDCS Process. How can UAA volunteers assist USAID in reviewing Country Development Cooperation Strategies (CDCSs) required for all USAID missions, the bulk of which are in Africa, to be completed in calendar year 2020.

4. OPERATING COMMITTEE REPORTS.

A. USAID Strengthening.

Roberta Mahoney reported that there are currently 50 active mentor/mentee pairs, along with additional inquiries from potential mentees.

B. Membership.

Tom Nicastro reminded the ExComm that—

- Winterfest 2020 was scheduled for Sunday, February 9 (snow date: Sunday, February 23) at the Almaguers.
- The location and date of the Spring Reception, usually held in May, are yet-to-be determined.^[2]
- The Summer Picnic is scheduled for Saturday, September 12. The Fort Hunt location, where the picnic has been held for the last several years, charges a rental fee of \$475.00.

^[2] After the meeting, Alex Shakow agreed to host the Spring Reception on May 17 at his home in Kensington, Maryland.

Tom and Bette visited a possible alternative site — Pam Baldwin's Weatherlea Farm near Leesburg, Virginia. The Farm was suitable, but considering the distance from Washington (45 miles one-way), the MC recommended returning to Fort Hunt Park.

For the Summer Picnic, the consensus was in favor of Fort Hunt Park (Tom Nicastro will make the necessary arrangements), with Pam Baldwin's farm a possible site for the Spring Reception.

The 2020 Membership Survey is in draft. Comments on the draft are due to Carol Dabbs by Friday, January 17. The plan is to send a stand-alone e-mail and to post the final version on the web site on Monday, January 20.

C. Development Issues.

Steve Giddings reported that the next DIC meeting is scheduled for January 23 at the Arizona State University conference room. The Committee will discuss the country road maps that are about to be developed into CDCS. Maureen Shauket has asked the Committee if its members are interested in contributing. We are trying to identify two or three volunteers to participate in a pilot effort involving African countries. Beth Hogan wondered how DIC volunteers could contribute at this late stage; the CDCS forwarded to Washington are more or less final.

The January 23 meeting will probably be the Committee's last meeting at ASU. We will offer ASU a contribution to see whether that makes a difference to them. If not, we will be in the market for new meeting space, and are considering OFDA (although their space does not have controlled access), and DevTech in Rosslyn.

Jim Fox reported that the UAA Book Club met yesterday (January 15) to discuss Rachel Maddow's book, *Blowout: Corrupted Democracy, Rogue State Russia, and the Richest, Most Destructive Industry on Earth*.

D. Development Dialogue.

Alex Shakow reminded the ExComm that—

- On January 29, DACOR and UAA will hold a lunch featuring Ambassador Eric Rubin, President of the American Foreign Service Association (AFSA), who will discuss “The State of the Foreign Service and its Future.”
- On February 10, there will be a panel discussion on “Afghanistan: Lessons Learned for America's Future,” moderated by Bambi Arellano, and featuring USAID veterans who served as Mission Director in Afghanistan.

5. OTHER BUSINESS.

A. Website Issues.

See above.

B. Recording Board Decisions/Action Items.

Nancy Tumavick will prepare a list of "Action Items" to be circulated immediately after the meeting.

C. Schedule/Venue of Future Meetings.

The ExComm meetings scheduled for Thursday, March 19 and Thursday, April 16, cannot be held at Tetra Tech. We will need to find a different venue for that meeting.

6. NEXT MEETING.

The next meeting of the Executive Committee is scheduled for Thursday, February 20, 2020, at the offices of Tetra Tech, Inc., 1320 North Courthouse Road, Suite 600, Arlington, Virginia 22201, from 9:30 a.m. to 11:30 a.m.

ExComm members were asked to take special note of the 9:30 a.m. starting time

7. ADJOURNMENT.

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

Respectfully submitted,

Rob Sonenthal
Assistant Secretary

Date: February ____, 2020

Attachments:

November 2019

- A. UAA Financial Reports as of November 30, 2019
- B. UAA Membership and Contributions Summary, November 1 – November 30, 2019

December 2019

- C. UAA Financial Reports as of December 31, 2019
- D. UAA Membership and Contributions Summary, December 1 –
December 31, 2019

- E. 2020 Operating Budget (draft)

DRAFT #3 [02/20/20]

ATTACHMENT A

**UAA FINANCIAL REPORTS
AS OF NOVEMBER 30, 2019**

(U. S. Dollars)

	Balance 10/31/19	Deposits	Disburse- ments	Balance 11/30/19
UAA Operations Account				
Checking Account	37,191.02	1,775.00	6,338.07	32,627.95
Savings Accounts	15,783.12	0.00	0.00	15,783.12
Total Operations Member Acct	52,974.14	1,775.00	6,338.07	48,411.07
UAA History Project Account				
Checking Account	5,338.58	0.00	0.00	5,338.58
Savings* Accounts	134,090.08	0.00	0.00	134,090.08
Total History Project Member Acct	139,428.66	0.00	0.00	139,428.66
UAA Total Bank Accounts				
Checking Accounts	42,529.60	1,775.00	6,338.07	37,966.53
Savings* Accounts	149,873.20	0.00	0.00	149,873.20
Total LFCU Accts	192,402.80	1,775.00	6,338.07	187,839.73

* Includes both Main Savings and Premier Savings Accounts

ATTACHMENT B

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

November 1, 2019 – November 30, 2019

(includes 2018 data for comparison)

Registrations:

New alumni registrants, November 1 – November 30:	8
New associate registrants, November 1 – November 30:	0
Total new registrants, November 1 – November 30:	8
Total new registrants for 2018 through November 30:	107
Registrants whose names were removed in November 2019:	1
Total registrants through November 30, 2019:	1098
Total registrants alumni through November 30, 2018:	1000

New registrants in November 2019: 8

Rizwan Nadeem Shah	Heather Skilling
William Rhoads	Rick Scott
Richard Fraenkel	Alicia Dinerstein
Robert Davidson	Julia Richards

New associate registrants in November 2019:

None

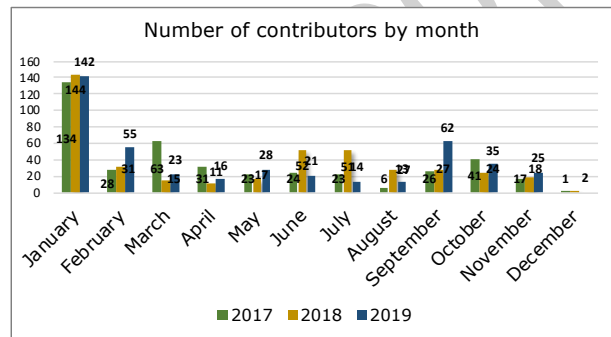
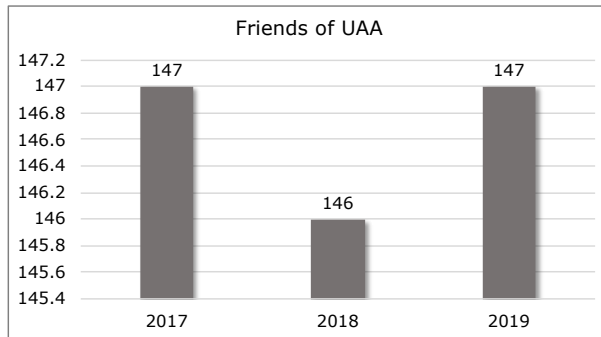
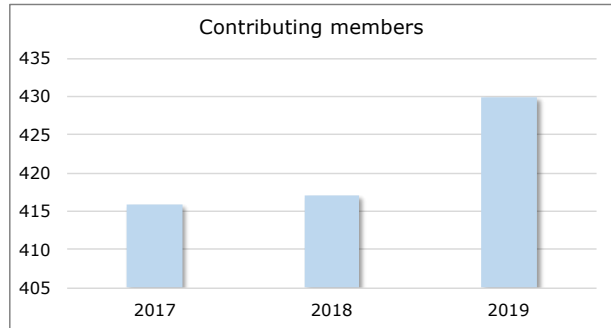
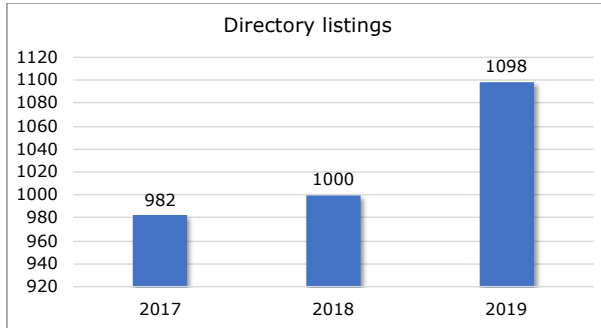
Registrants whose names have been removed: deceased/unsubscribed:

Harry Petrequin (unsubscribed)

Membership Contributions Summary:

Alumni contributions, November 1 – November 30:	25
Total number of contributors for 2019 through November 30:	430
Total number of contributors for 2018 through November 30:	417
% of contributors through November 2019 as compared to November 2018:	103.0
Total number of \$100+ contributors, November 1 – November 30, 2019:	5
Total number of \$100+ contributors for 2019 through November 30:	147
Total number of \$100+ contributors for 2018 through November 30:	146
% of \$100+ contributors through November 2019 as compared to November 2018:	100.0
Number of new contributing members, November 1 – November 30, 2019:	4
Total number of new contributing members for 2019 through November 30:	4
New contributors as a % of new registrants for November 2019:	50.0

Comparison over the years as of end November 2019:



Contributions received in November 2019:

Contributing Members: 16

Liliana Ayalde
 Peter Bloom
 Gretchen Bloom
 Craig Buck
 Steven Carlson
 Stephen Wilson

Thomas Cornell
 Lloyd Feinberg
 Zachary Hahn
 Charles Llewellyn
 Charles North

David Piet
 Denny Robertson
 Fenton Sands
 Christina H Schoux
 Robert Traister

Friends of UAA: 5

Alan Batchelder
 James Brody
 Drew Luten

William Riley
 Diane Russell

New Contributing Members: 4

Robert Davidson
 Rick Scott
 William Rhoads
 Heather Skilling

ATTACHMENT C

**UAA FINANCIAL REPORTS
AS OF DECEMBER 31, 2019**

(U. S. Dollars)

	Balance 11/30/19	Deposits	Disbursements	Balance 12/31/19
UAA Operations Account				
Checking Account	32,627.95	1,375.00	178.02	33,824.93
Savings Accounts	15,783.12	0.00	0.00	15,783.12
Total Operations Member Acct	48,411.07	1,375.00	178.02	49,608.05
UAA History Project Account				
Checking Account	5,338.58	35,000.00	35,000.00	5,338.58
Savings* Accounts	134,090.08		35,000.00	99,090.08
Total History Project Member Acct	139,428.66	0.00	35,000.00	104,428.66
UAA Total Bank Accounts				
Checking Accounts	37,966.53	36,375.00	35,178.02	39,163.51
Savings* Accounts	149,873.20	0.00	35,000.00	114,873.20
Total LFCU Accts	187,839.73	1,375.00	35,178.02	154,036.71

* Includes both Main Savings and Premier Savings Accounts

(1/15/20)

ATTACHMENT D

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY

December 1, 2019 – December 31, 2019

(includes 2018 data for comparison)

Registrations:

New alumni registrants, December 1 – December 31:	0
New associate registrants, December 1 – December 31:	1
Total new registrants, December 1 – December 31:	1
Total new registrants for 2018 through December 31:	108
Registrants whose names were removed in December 2019:	0
Total registrants through December 31, 2019:	1099
Total registrants alumni through December 31, 2018:	1000

New registrants in December 2019:

None

New associate registrants in December 2019:

Grace Kimm

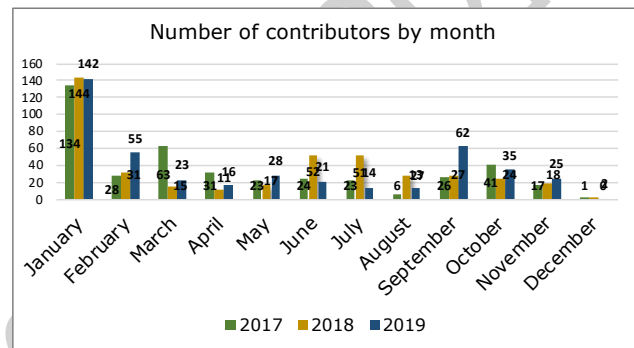
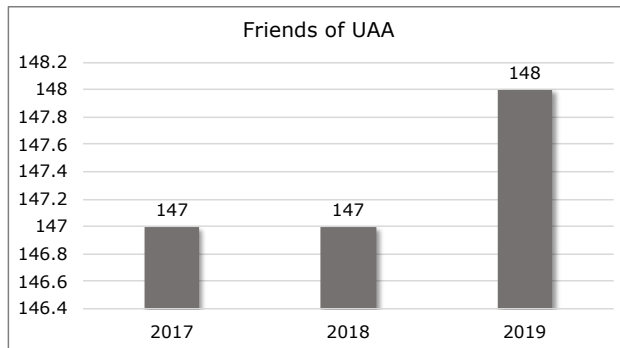
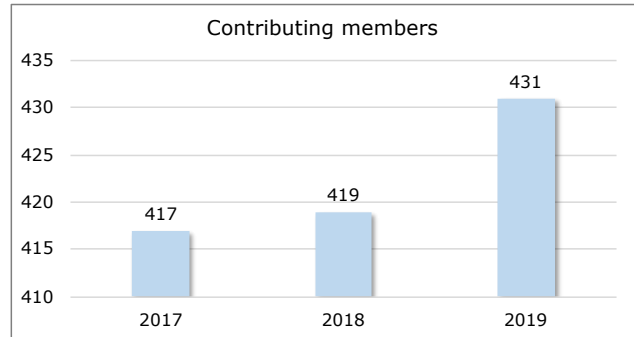
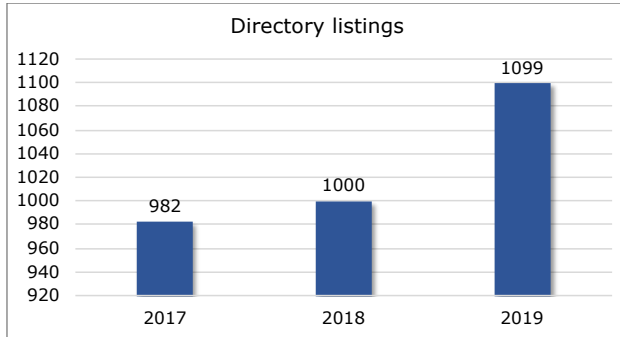
Registrants whose names have been removed: deceased/unsubscribed:

None

Membership Contributions Summary:

Alumni contributions, December 1 – December 31:	1
Total number of contributors for 2019 through December 31:	431
Total number of contributors for 2018 through December 31:	419
% of contributors through December 2019 as compared to December 2018:	102.0
Total number of \$100+ contributors, December 1 – December 31, 2019:	1
Total number of \$100+ contributors for 2019 through December 31:	148
Total number of \$100+ contributors for 2018 through December 31:	147
% of \$100+ contributors through December 2019 as compared to December 2018:	100.0
Number of new contributing members, December 1 – December 31, 2019:	0
Total number of new contributing members for 2019 through December 31:	44
New contributors as a % of new registrants for December 2019:	0.0

Comparison over the years as of end December 2019:



Contributions received in December 2019:

Contributing Members: 1

Tim Bertolli

Friends of UAA: 1

Tim Bertolli

New Contributing Members:

None

ATTACHMENT E

2020 BUDGET

[TO COME]

DRAFT #3 [02/20/20]