MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING[1]
Thursday, March 18, 2021
10:15 am – 12:25 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, March 18, 2021, at 10:15 a.m. The following UAA Directors, ExCom co-chairs, staff members and guests participated in the meeting:

BOARD MEMBERS

Present:

Anne Aarnes
Jim Bever
Terry Brown
Margaret Neuse
Nancy Tumavick

Absent:

Chris Crowley
Carol Dabbs

COMMITTEE CO-CHAIRS

Present:

Bette Cook
Steve Giddings
Steve Haykin
Beth Hogan
Roberta Mahoney
David McCloud[2]
Carol Peasley[2]
Rose Rakas
Joy Riggs-Perla
Alex Shakow
Rob Sonenthal

Absent:

Tom Nicastro
Nancy Pielemeier

WEBMASTER

Tish Butler

SYSTEMS MANAGER

Ven Suresh[2]

MEETING CHAIR

Margaret Neuse

* * * * *

Margaret Neuse called the meeting to order at 10:15 a.m. After calling the roll of Directors, Margaret noted that (i) a quorum of the Board was present; (ii) on behalf of the Public Outreach Committee, Beth Hogan would be recording the decisions and planned actions that result from the meeting for distribution

---

[1] The assistance of Beth Hogan of the Public Outreach Committee in preparing these minutes is gratefully acknowledged.

[2] Joined in progress.

to ExCom members; and (iii) at the April 2021 meeting, the USAID History Committee will be responsible for recording decisions and planned actions.

1. MINUTES.

Rob Sonenthal noted a change to the draft minutes for the February 18, 2021 minutes circulated yesterday, requested by Carol Dabbs. A motion to approve the draft minutes, including Carol's change, duly seconded, was approved by unanimous consent.

2. FINANCE/BUDGET AND MEMBERSHIP REPORTS.

A. Finance/Budget Reports.

Margaret called attention to the Finance and Budget Reports prepared by Carol Dabbs and circulated prior to the meeting (Attachments A and B). In light of Carol Dabbs absence, Margaret asked that ExCom members review the reports and send their questions, if any, to Carol by e-mail.

B. Membership Statistics.

Bette Cook provided highlights from the February 2021 Membership and Contributions Summary. She noted that—

- Through February 28, 2021, there was an 18% decline in the total number of contributors, and a 14% decline in the total number of contributions of $100 or more, compared to the totals through February 28, 2020.
- There were three new registrations in February, for a total of 13 new registrations since January 1, 2021, representing a net increase of 5% compared to February 28, 2020. She noted, however, that the removal of four deceased or unsubscribed registrants in February resulted in a net decrease of one registrant for the month.

With respect to 2021 contributions, Bette noted that January and February 2020 were pre-pandemic; we expect the number of 2021 contributions will recover as the country recovers.

3. BOARD OFFICERS/COMMITTEE CHAIRS: CURRENT ISSUES

A. Board Meeting.

Margaret reported that the Board had decided to meet separately each month two weeks before the monthly ExCom meeting and decisions reached by the Board, if any, would be announced at the following ExCom meeting.

The first Board-only meeting was held via Zoom on Thursday, March 4. At the meeting, the Board—

- decided to establish a committee to advise the Board on diversity issues comprised of non-Board members, and possibly non-members of UAA;

- agreed on the need for a formal policy statement on diversity to provide the advisory committee with a framework; and
- agreed to continue using existing procedures to identify candidates and make nominations to the Board

B. Recent Meetings with USAID Leadership.

Jim Bever reported on the Board's meeting with Gloria Steele:

- The Board provided Gloria with an overview of UAA activities — e.g., mobilizing alumni support for USAID, the USAID/UAA mentoring program.
- She proposed democracy as a theme for the 2021 Annual General Meeting, and expressed particular interest in the USAID History Project, and in the ADST oral histories.
- She was very concerned about agency morale. Although convinced that morale will eventually recover, she considers it a near- to medium-term problem, and thought that UAA mentoring might be able to help.
- She will be meeting with the Development Issues Committee this afternoon.

C. Increasing UAA Diversity.

Roberta Mahoney and Terry Brown provided an update on the draft they prepared proposing a framework for UAA's efforts to increase diversity.

- The draft suggests a series of steps: define the problem; organize a deliberative process (an internal working group and an outside advisory committee); develop positions on the key issues, including metrics; and prepare a statement of policy for approval by the Board.
- The draft has been circulated to the ExCom for comment; Jim Bever and Rose Rakas have already responded.
- There is a note on the UAA website describing the process and soliciting interest, with a link to the draft.

Jim Bever added that—

- Rose Rakas has circulated a number of valuable documents, including reports by GAO and OPM, on the apparent lack of diversity at USAID. We should be familiar with those reports as we develop our own approach.
- He has contacted a diverse group of non-ExComrades on the diversity issue, and received some excellent feedback which should give added depth to our deliberations.

Roberta, Terry, Jim and Nancy Tumavick discussed the proper focus of UAA's efforts. The consensus view was that, although diversity at USAID is a legitimate UAA concern, and continues to affect, indirectly, diversity at UAA, our primary focus should be diversity at home, including all forms of diversity at all levels of the organization: Board, ExCom, and contributors. Furthermore, although our long-term goals can be ambitious, we recognize that, as an organization of volunteers, our resources are limited and sometimes difficult to deploy, so that in the near-term we need to proceed one careful step at a time, taking advantage, where we can, of opportunities.

Rose Rakas urged that we nevertheless keep close track of developments at USAID, and with the USAID officials responsible for diversity policy.

Rose also cautioned against posting the draft to the website before it's been thoroughly vetted. For that reason, it was agreed to defer posting until after the next round of review and comment.

ACTION ITEMS: (1) Additional comments on the draft should be submitted to Terry within the next few days.
(2) ExCom co-chairs and other committee members are encouraged to join the internal working group by March 26 (up to 5 volunteers are needed). We'll decide whether to organize an external advisory committee only after the internal working group is up and running.
(3) The goal is to have a draft Statement of Policy for the Board to review at its April 1 meeting.

[Carol Peasley joined the meeting.]
[Ven Suresh joined the meeting]

D. Regional Groupings.

Beth Hogan provided an update on regional activities: Beth—

- will circulate a final draft of the Charter for a Regional Activities Committee to the ExCom by March 26, and was awaiting final comments from the regions before forwarding a final version to the Board for approval;
- is collecting public outreach materials, including materials from USAID and AFSA, which Tish Butler will post on the website; and
- spoke with Joy Riggs-Perla about organizing a discussion about regional outreach at the 2021 Annual General Meeting; and
- learned that USGLC has an advisory committee with representatives from 32 states where the organization has members.

[David McCloud joined the meeting.]

David McCloud noted that the AFSA website has an impressive array of materials and links; the syllabi on the UAA website, however, are heavily academic in content and not likely to be of use to someone preparing a presentation rather than a course. It was agreed that any syllabus not useable for outreach should be expunged.

E. MOU with USAID.

Jim Bever reported that—

- Terry Myers will serve as point person to work with USAID to develop the idea of an **overseas graduate intern program**.
- LPA has given UAA a green light to work with protocol unit on plans for a **retirement ceremony** to take place at the end of 2021 or in early 2022. An initial call with USAID will take

place on Tuesday, March 23. (Bette Cook and Tom Nicastro of the Membership Committee will participate along with Jim.)

- Jim has been in contact with Sherry Fennel about UAA's interest in retired **FSNs**. At Rory Donohoe's suggestion, Sherry invited UAA to act as advisor to the FSN Council, which is elected by the 4,500 FSNs every two years, and to send representatives to the FSN council meeting later this year.
- Now that UAA has joined as a member, **USGLC** has been inviting Jim to its "salon sessions" with noted politicians and diplomats (e.g., Jake Sullivan, John Huntsman). ExCom members who would like to be added to the USGLC mailing list should let Jim know.

Steve Giddings reported on his contacts with PPL.

- PPL has agreed to hold a one-hour session on April 14 at 2:00 pm to update interested UAA members on USAID updates/new initiatives; an invitation will be forwarded to UAA membership.
- PPL would like UAA mentors for backstop 2s and 94s, Mission-specific mentors for the program cycle and volunteers to review draft policy proposals.

F. Advocacy for Technical Sectors.

In response to a UAA member's request for assistance in advocating on agriculture policy, it was agreed that UAA is not in a position to advocate technical positions to the Agency. UAA could, however, serve as a clearinghouse to connect members with similar technical interests

G. New FSOs and COVID Vaccination.

Jim Bever has been keeping track of developments in this area through his overseas contacts. Broadly speaking, the uniformed services abroad have been vaccinated; State and USAID personnel, less so. But the situation varies significantly from post to post; and at post, what may appear at first blush to be discrimination may, on closer examination, turn out to be reasonable (e.g., vaccinating first those who interact closely with the public, or who are traveling to or from post). It's unclear how many State/USAID personnel are involved.

ACTION ITEM: No immediate action necessary. But Jim will continue keeping track of the situation. If there's truly discrimination against USAID employees, we should consider sending a letter to Gloria Steele, and to the Chief Medical Officer calling for equitable treatment.

H. ExCom Section of Website.

Nancy Tumavick reported that, as a result of yeoman work by Webmaster Tish Butler and Ven Suresh, assisted by Webmaster Emeritus David Cohen, the password-protected section of the website accessible only ExComrades, is up and running. The section contains—

- ExComrade contact information;
- a calendar to help the Board and ExCom avoid scheduling multiple events for the same time slot;

and will eventually contain matrices identifying

- ❖ UAA organizational authorities and responsibilities;
- ❖ responsibilities under the USAID/UAA MOU; and
- ❖ UAA financial procedures.

Committee co-chairs should consider whether to use the section for committee-related purposes.

4. OPERATING COMMITTEE REPORTS.

A. Development Issues.

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

- 202 people have registered for the upcoming DIC meeting with Gloria Steele. The session is scheduled for one hour, beginning with remarks by Gloria, followed by 5 questions prepared by Steve Giddings and Steve Haykin, and then by questions from the participants.
- After Gloria departs, we plan to discuss USAID's use of UAA volunteers, and to solicit ideas for the committee's future meetings.
- The next session of the Book Club is scheduled for Wednesday, March 24, to discuss "The Upswing: How America Came Together a Century Ago and How We Can Do It Again," by Robert Putnam and Shaylyn Romney Garrett.

Steve Giddings noted that DIC meetings have been restricted to UAA contributors in good standing — which, at least until March 31, includes those who contributed last year but have not yet contributed this year. He wondered how, as a practical matter, the DIC can identify non-contributors and exclude them from a meeting conducted via Zoom?

ACTION ITEM: Steve Giddings will call Carol Dabbs, who will know how to determine which DIC meeting participants via Zoom have not made a 2021 contribution by March 31,

Alex Shakow noted that Bob Gersony's conversation with Rick Barton would take place on Thursday, April 8.

B. History of USAID/ADST Grant.

Alex Shakow reported that the publisher of John Norris' forthcoming volume on the History of USAID has circulated a notice of publication, listing a publication date of August 1, 2021 — although Amazon.com indicates that "this title will be released on July 1, 2021."

On the ADST grant, Carole Peasley had nothing new to report. It appears that there is still a Congressional hold on the notification (CN) for the new grant, but the agency is hopeful that it will be lifted.

C. Awards.

Bette Cook reported on behalf of the Awards Committee:

- The AC met on February 26 and approved the guidance for 2021 awards, both domestic and international; the Membership Committee concurred.
- Changes to the existing eligibility criteria were considered but not adopted. As a result:
  - Only contributors to UAA are eligible for an award, although in the past the AC has checked on contribution status only after the finalists have been identified. Should the AC check when a candidate is nominated?
  - The AC considers service to UAA, but it is neither a prerequisite nor a disqualification.
  - Slight modifications were made in the award guidance to provide added examples of service to be considered.
  - Lifetime achievement will still be considered a separate category, and awarded only in extraordinary circumstances.
- The AC has been sensitive to the importance of diversity and has encouraged diversity, starting with the nomination process. Of the 15 previous award recipients, two were minorities — one an Asian-American and one an FSN. Its success in this regard is evident, not only among its past awardees, but also among those who did not receive awards and were later profiled in the newsletter.

A motion to approve the 2021 eligibility criteria, duly seconded, was adopted by unanimous vote.

ACTION ITEM: The approved 2021 announcement and guidance concerning eligibility criteria will be published in the newsletter and posted to the website in April.

D. USAID Strengthening.

Roberta Mahoney reported that the survey of mentors has been completed and the results are being analyzed. She discussed the idea of using one or perhaps two interns to assist in the analysis, noting, however, that it will be up to the evaluation co-leads, who are yet to be confirmed, to determine whether such assistance would be useful. If we do enlist the help of interns, we will try to recruit among the Payne Graduate Fellows, and will consider paying a small stipend. But the question of a stipend has not been decided and will be addressed only if and when we opt to use a statistical analyst.

One significant finding thus far: The single most important issue for mentors is their need to keep fully abreast of developments at USAID; they need to know what's afoot so that their advice is up-to-date and well-grounded.

ACTION ITEM: Because the analysis of survey results is still in draft, and would benefit from further ExCom comment, Roberta will do some additional editing and refining and will circulate a revised version of the analysis by the end of the coming weekend.

E. Annual General Meeting.

Joy Riggs-Perla delivered a report on the AGM Committee's March 11 meeting:

- At this point, we are planning for a traditional one-day AGM.

- As the theme of the 2021 AGM, the committee now favors "How the COVID-19 pandemic is affecting development."
- The committee considered Gloria Steele's suggestion that the theme be "democracy." But that was also the theme of another recent AGM and, in any event, the impact of COVID-19 is considered more consequential in the near-term.
- Jim Michel is putting together some preliminary thoughts on the implication of COVID-19 for development to frame our thinking.
- The committee is working with the Public Outreach Committee on a presentation for the second part of the AGM.
- The committee has added a new member: a former FSN from Egypt, Nahed Matta.

F. Membership.

Bette Cook reported that she, Tom Nicastro and Jim Bever will deliver a briefing on UAA via Zoom for about-to-retire USAID employees attending the FSI Job Search Program on March 23, from 12:15-1:00 pm. With respect to upcoming social activities:

- The Spring Reception is scheduled for May 23, from 4:00 to 6:00 pm. It will follow the virtual-meeting formula that proved so successful at Winterfest: ice-breakers, followed by games.
- The Summer Picnic, though ordinarily held the first Saturday after Labor Day, has been tentatively rescheduled for September 18, but the precise date, time and locations are to be determined. By September, it may be possible to conduct a hybrid meeting — part on-line but part in-person. As a result, the committee may need to reserve a physical location, but would like to consider alternatives to Fort Hunt National Park; suggestions should be forwarded to Bette.
- The April newsletter is scheduled for publication on April 5; a reminder about submission of material for the newsletter notice will be emailed March 22.

G. Public Outreach.

Nothing additional to report.

5. OTHER BUSINESS.

A. System and Administrative Issues.

None.

B. Schedule/Venue of Future Meetings.

1. Board.

The Board will meet via Zoom on Thursday, April 1.

2. ExCom.

The next meeting of the ExCom will take place on Thursday, April 15, 2021, via Zoom, beginning at 10:15 a.m. The Zoom connection will open at around 10:00 a.m.

C. Board Nominations.

Terry Brown noted that 2 Board seats will become vacant in 2021 and nominations for the vacancies must be approved by the Board before the AGM. The 2021 Nominating Committee — comprised of Terry, Chris and Nancy T, three Directors who are, in 2021, either leaving the Board or in the middle of their term of office — is still working on how to identify candidates, especially considering the fact that participation via Zoom makes it possible for someone living outside (even well outside) the DMV metropolitan area to participate effectively in Board activities.

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted without objection. The meeting adjourned at 12:26 p.m.

Respectfully submitted,

Robert Sonenthal

Robert Sonenthal
Assistant Secretary

Date: April 15, 2021

Attachments:

A. UAA Finance Report as of February 28, 2021
B. UAA 2021 Budget Report (through February 28, 2021)
C. UAA Membership and Contributions Summary (February 1 – February 28, 2021)

ATTACHMENT A

UAA FINANCIAL REPORT
AS OF FEBRUARY 28, 2021

(U. S. Dollars)

	Balance 01/31/2021	Deposits	Disburse-ments	Balance 02/28/2021
UAA Operations Account				
Checking Account	49,143.44	3,938.15	645.00	52,436.59
Savings Accounts	15,767.90	0.00	0.00	15,767.90
Total Operatons Member Acct	64,911.34	3,938.15	645.00	68,204.49
UAA History Project Account				
Checking Account	5,000.00	0.00	0.00	5,000.00
Savings* Accounts	76,873.46	0.00	0.00	76,873.46
Total History Project Member Acct	81,873.46	0.00	0.00	81,873.46
UAA Total Bank Accounts				
Checking Accounts	54,143.44	3,938.15	645.00	57,436.59
Savings* Accounts	92,641.36	0.00	0.00	92,641.36
Total LFCU Accts	146,784.80	3,938.15	645.00	150,077.95

* Includes both Main Savings and Premier Savings Accounts

3/15/2021

ATTACHMENT B

UAA 2021 BUDGET REPORT
(THROUGH FEBRUARY 28, 2021)

	2021 Budget as approved 12/17/2020	January 2021	February 2021			Comments
Contributions by Source		**Contributions**		**Thru latest month**		
Click and Pledge (recorded when deposited)	33,000	8698	2988	11,686		from bank statement
Checks (recorded when received)	4,500	275	950	1,225		checks received list
CONTRIBUTIONS TOTAL	**37,500**	**8,973**	**3,938**	**12,911**		
Expenditure Items and Categories*				**Thru latest month**	**Budget Remaining**	
Membership Committee						
AGM Catering Services	7,000			0	7,000	
Awardees & Speaker Travel	1,150			0	1,150	
Alumni Awards	300			0	300	
Costs to host virtually or hybrid	1,000			0	1,000	
Sub-Total, AGM (assumes no cost at CGD)	**9,450**	**0**	**0**	**0**	**9,450**	
Other	500			0	500	
Winterfest	0			0	0	
Spring Reception	0			0	0	
Summer Picnic	500			0	500	
Sub-Total, Social events	**1,000**	**0**	**0**	**0**	**1,000**	
Development Issues Committee	**500**			**0**	**500**	
Strengthening USAID Committee	**1,500**			**0**	**1,500**	
Public Outreach Committee						
Retirement Ceremony	0			0	0	
Travel to establish Regional Alumni branches	1,000			0	1,000	
Produce Speaker Presentation Materials	3,000			0	3,000	
Contributions to umbrella/related organizations	500			0	500	
Sub-Total, Public Outreach	**4,500**	**0**	**0**	**0**	**4,500**	
Donations						
DACOR	1,030				1,030	
CGD	1,000				1,000	
Arizona State University or Other	500			0	500	if resume use facilities
USGLC General Membership	500		500	500	0	to 501c3
Sub-Total, Donations	**3,030**	**0**	**500**	**500**	**2,530**	
Administrative Costs						
Admininistrative Assistant	13,200			0	13,200	
Mail Box Rental	150			0	150	
Website: Web Master/domain hosting	3,000	1,065		1,065	1,935	
Constant Contact	840	70	70	140	700	
Zoom subscription	160			0	160	1 annual subscription
Bank Charges: Click & Pledge, tranfer fees	1,800			0	1,800	Click & Pledge net fees
Liability Insurance	500			0	500	
Tax Preparation	650			0	650	
IRS Penalties	0			0	0	
Financial Review	1,000			0	1,000	deferred from 2020
Miscellaneous Office Supplies	300			0	300	eg, stamps
Sub-Total Administrative Costs	**21,600**	**1,135**	**70**	**1,205**	**20,395**	
Contingency (3.6%)	**1,500**		**75**	**75**	**1,425**	refund to member who paid 2nd time by mistake
EXPENDITURES TOTAL	**43,080**	**1,135**	**645**	**1,780**	**41,300**	
CONTRIBUTIONS MINUS EXPENDITURES	**-5,580**	**7,838**	**3,293**	**11,131**		

*Expenses attributed to month when charged to checking account, or when check is written (not when cashed).

ATTACHMENT C

UAA MEMBERSHIP AND CONTRIBUTIONS SUMMARY
February 1 – February 28, 2021
(includes 2020 data for comparison)

Registrations:

New alumni registrants, February 1 – February 28, 2021:	3
New associate registrants, February 1 – February 28, 2021:	0
Total new registrants, February 1 – February 28, 2021:	3
Total new registrants for 2019 through February 28, 2021:	13
Registrants whose names were removed in February 2021:	4
Total registrants through February 28, 2021:	1165
Total registrants through February 28, 2020:	1107

New registrants in February 2021:

Gwendolyn Marcus
James Shelton
Jami Rodgers

New associate registrants in February 2021:

None

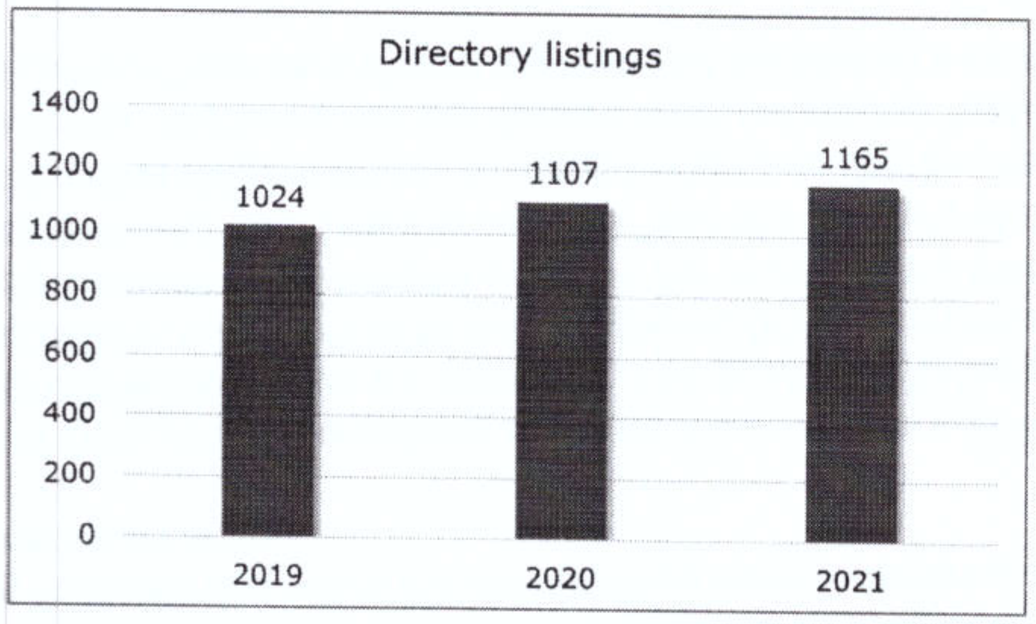
Registrants whose names have been removed: deceased/unsubscribed:

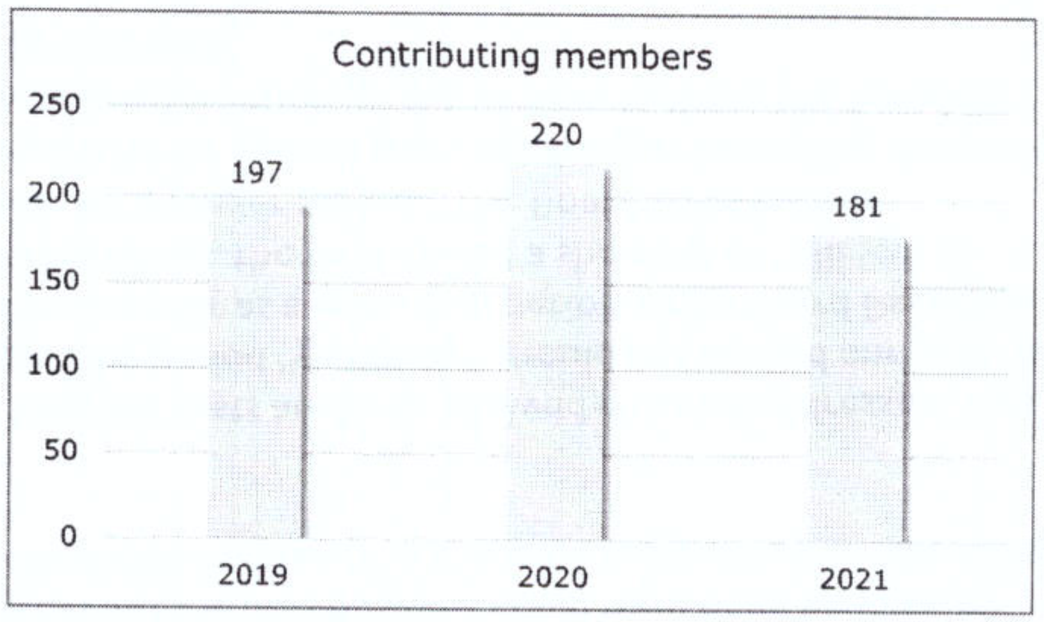
Art Danart
Marilyn Merritt
William Lyerly
Barry Riley

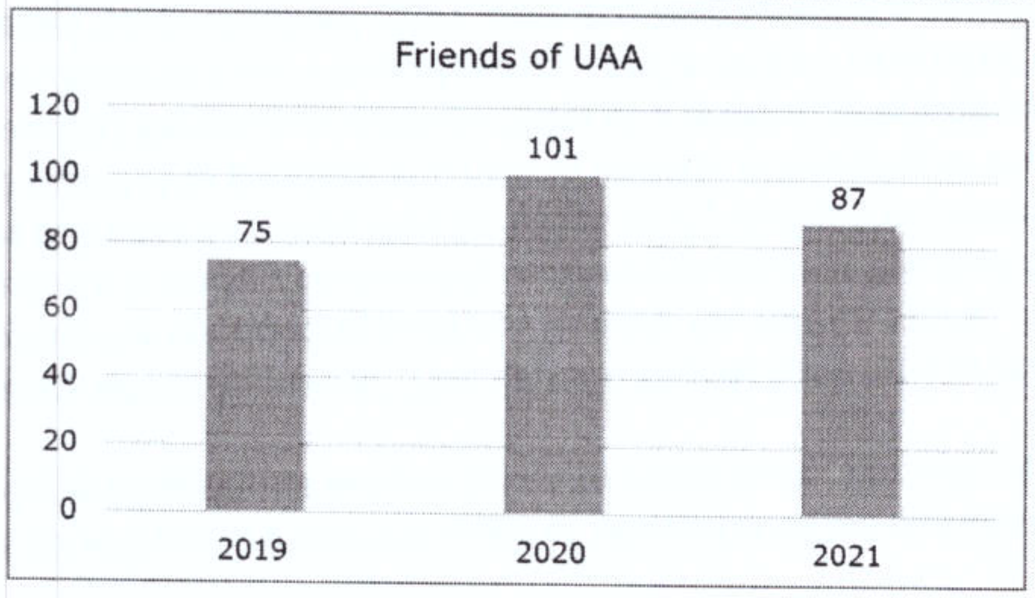
Membership Contributions Summary:

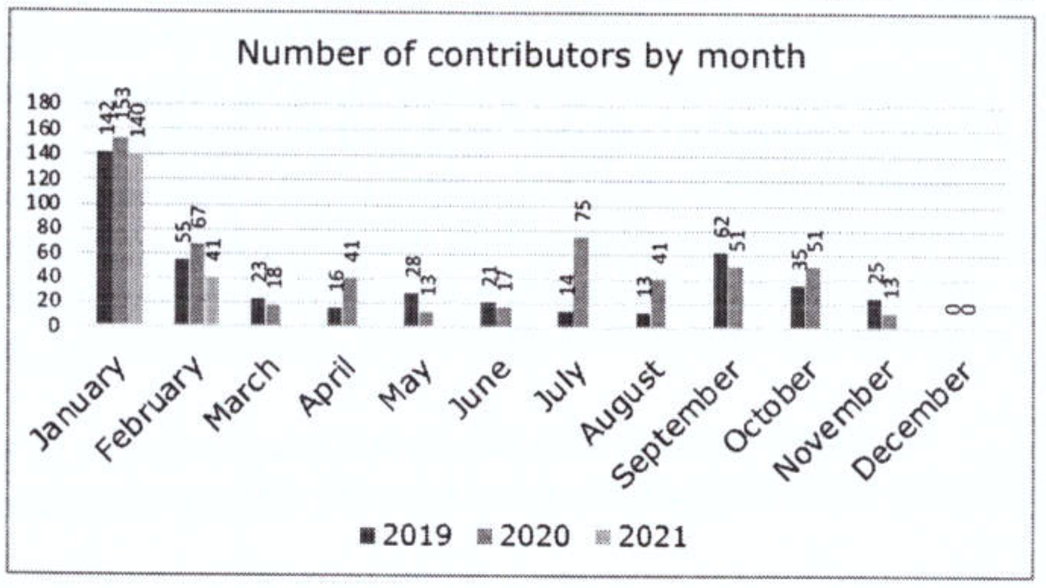
Alumni contributions, February 1 – February 28, 2021:	41
Total number of contributors for 2021 through February 28:	181
Total number of contributors for 2020 through February 28:	220
% of contributors through February 2021 as compared to February 2020:	82.0
Total number of $100+ contributors, February 1 – February 28, 2021:	14
Total number of $100+ contributors for 2021 through February 28:	87
Total number of $100+ contributors for 2020 through February 28:	101
% of $100+ contributors through February 2021 as compared to February 2020:	86.0
Number of new contributing members, February 1 – February 28, 2021:	1
Total number of new contributing members for 2021 through February 28:	7
New contributors as a % of new registrants for February 2021:	33.0

Comparison over the years as of end February 2021:









Contributions received in February 2021: (Number of * indicates number of repeat contributions from members; "Friends of UAA," who contributed $100 or more, are indicated in **bold**).

New Contributing Members: 1

James Shelton

Contributing Members: 40

Cecile Adams
Bob Berg
Terrence Brown
Robert Dakan
Margaret Healey
Elisabeth Kvitashvili
Thomas Nicastro
Carl Pryor
Kris Smathers
Paul Vitale

Adrienne Allison
Lois Bradshaw
Craig Buck
William Frej
James (Jim) Holtaway
Ronald Levin
Mark Oviatt
Allan Reef
Howard Sumka
James Watson

John Brian Atwood
Alfreda Brewer
Letitia Butler
Duff Gillespie
Susan Kakesako
Lowell Lynch
Sharon Pauling
William Rhoads
Kiert I Toh
Reid Whitlock

Jeffrey Bakken
Donald Brown
Malcolm Butler
Kathleen Hansen Conroy
Bob Kramer
Robert Maushammer
Nancy Pielemeier
Carla Royalty
Thomas Vellenga
Michael Wilburn