

Minutes (EC Meeting 08-16-2023)

Link to Agenda Slide Deck:

[P AAAEA EC Agenda/Action Report Template 08-16-2023.pptx](#)

Meeting began at 8:05 PM on Wednesday

EC members in attendance:

- Mr. Anwar Maharmeh
- Mr. Eissa Haj-Hamad
- Mr. Khalid Masri
- Ms. Manal Hajji
- Ms. Dilara El-Assaad
- Mr. Saed Rahwanji
- Mr. Abed Khaskia
- Mr. Nuh Elalaoui

Mr. Masri went over the Agenda and Action Items, all in attendance approved.

Mr. Masri went over the Action Items to identify which have been realized since the last meeting.

I. The Membership Committee Report

Nuh presented the survey questions.

Mr. Rahwanji brought up two concerns

- We should know active/inactive status of members
- We should know the duration of their membership.

Action Item: Mr. Haj-Hamad will procure a spreadsheet detailing members, inactive/active status, years of membership, corporate status, renewal information.

Mr. Masri wants to use this information to send targeted offers, information, and campaigns to our members.

- Survey should be sent in trial format to the EC before publication

EC members approved the following questions from the proposed survey

*** In which state are you currently based?**

0/50

Which of the following industries or disciplines most closely reflects your field of employment/expertise?

- Mechanical Engineering
- Civil Engineering
- Electrical Engineering
- Other type of Engineering
- Architecture
- Business (Analytics, Finance, Accounting, etc.)
- Healthcare
- Real Estate

Please list/describe any professional certifications or accreditations (such as EIT, PE, LEED, Six Sigma) you may possess.

0/500

Are you employed in a corporate capacity (i.e. consulting, management)? If so, please elaborate.

0/500

Submit Survey

Mr. Maharmeh: We should also ask if there are members who own companies? How can we help them? How can they help us?

Mr. Rahwanji: Much of this information is already collected on the membership survey

Action Item: Nuh will revise the survey based on information from the spreadsheet sent by Mr. Haj-Hamad.

II. Financial Committee Report

Mr. Haj-Hamad:

- Visited the bank to discuss changing the names affiliated with the account.
- The bank informed us that only two fixed (account manager) names can/must be on the account.
- The current names affiliated with the account are Mr. Haj-Hamad and Mr. Rabih
- Can add/remove with a formal letterhead. Can remove a name by letterhead only, but to add, the new account manager and at least one of the current managers must be present. The letter must be signed by both.

Mr. Masri agreed.

III. Social Activity Committee

Mr. Rahwanji:

- Plans to attend the New Mosaic event tomorrow (Aug. 17th) in DC.
- ArabAmerica.com has a nice interactive calendar/timeline
There is a Palestinian Medical Community Picnic event coming up on December 9th in Fairfax.
- Have a master calendar, and color code our activities to distinguish them from those of other organizations.

Mr. Masri: Include events from professional societies/organizations

Mr. Haj-Hamad: It might be too much to include events from professional organizations in the calendar as well.

Mr. Rahwanji: This organization is more ethnic than professional. This is born of the way we manage it, prioritizing networking over technical activities or services.

Mr. Maharmeh: We can pick and choose important events from various technical/professional organizations to advertise to our members.

Mr. Masri: We need to live up to our mission (connecting members in the professional and technical fields)

Mr. Maharmeh: Lets not overload, we must be careful how we present

Mr. Haj Hamad: We should add the national conference to our calendar

Mr. Maharmeh seconds this.

Mr. Rahwanji: The Arab American Comedy Festival in New York is highly successful and enjoyable.

Action Item: Mr. Rahwanji will reach out to Ms. Hajji about organizing a trip to participate in the AA Comedy Festival.

IV. Information Technology Committee

Action Item: Nuh will check the website to see which members of the EC have a profile picture and a bio listed on the website. He will create a list of members to remove, and reach out if necessary to current members for a picture/bio.

Mr. Masri: I propose that we give Nuh a new title/designation. We need to move towards having a position of management for the affairs of the committee and organization.

Mr. Haj-Hamad: I think Nuh is fulfilling the responsibilities of a ‘secretary’.

Mr. Maharmeh: Perhaps an accurate title would be “office manager”.

Action Item: Nuh will send the links to the AAAEA DC social pages to the EC in a separate email.

V. Education Committee Report

VI. Scholarship Committee Report

VII. AAAEA Road Map

VIII. Other Business (Hawaii Disaster)

Mr. Masri: What should we do? As American engineers we should make our voice heard. Just as we reached out to the National Chapter about contributing to earthquake relief in Turkey/Syria, maybe we can help in Hawaii.

Mr. Haj Hamad: During the disaster in Turkey/Syria there was a shortage of supply and help. Maybe our help won't be as necessary in Hawaii.

Mr. Maharmeh: We can compose a press release. We can also offer our professional services; we can reach out and see if they need civil/structural engineers to help rebuild, we can send members. I would be willing to travel there for one/two weeks to assist in this capacity.

Mr. Masri: We must sympathize/empathize. I agree with Mr. Maharmeh. We can suggest to the National Chapter to make an official statement.

Mr. Maharmeh: Granted that travel/board is covered, I think our members (myself included) would be very willing to provide their professional services free of charge.

Mr. Masri: I think that wraps up our meeting for tonight, if there is no other business to discuss.

Meeting adjourned at 9:15 PM