

Minutes (EC Meeting 08-02-2023)

Introduction of the newest EC member Ms. Dilara Al-Assaad
VP of AAAEA California Chapter

The Membership Committee Report

Email sent on the 27th of July. Roughly 47% open rate, 5 clicks. Need payment data from the Treasurer to determine the success of the campaign.

Categorization of Membership

Motion to adopt new categories presented by Mr. Masri.

Nuh to work with Mr. Hajj Hamad to go through the membership database and categorize them accordingly.

Alternatively, send out a survey to collect this information.

Surveys have a low response rate. Proposal by Ms. Al-Assaad to incorporate these questions in the membership drive correspondences.

- Action Item:** Prepare a survey with the right questions to classify the members into the categories created by Mr. Masri. Then create new lists accordingly in Constant Contact.

Financial Report

We have three accounts:

Account Number	Account Name	Account Balance
2323	Expense Account	\$4,431.15
1227	Receiving Account	\$18,509.69
1849	Scholarship Account	\$11,769.01
Grand Total		\$34,709.84

2323 Expense Account (\$4441.15)

Minus the \$100 to National AAAEA

(\$4431.15)

1227 Receiving Account for PayPal (**\$18,509.68**)

1839 Scholarship Account: No activity (**\$11,769.01**)

Mr. Hajj Hamad paid our chapter dues to the national AAAEA (at a charge of \$10 per member, we paid \$100)

- Action Item:** Mr. Hajj Ahmed will make arrangements to add the current President (Mr. Masri) to the AAAEA checking account and remove past presidents.
- Action Item:** Nuh will work with Mr. Hajj Hamad and Mr. Masri to edit SOP, creating a single document that includes everything that has to do with membership.

Social Activities Committee

Ms. Hajji proposed several activities for the fall/winter, including hiking, potluck lunch, Thanksgiving dinner, workshop.

Mr. Hajj Hamad proposed replacing the Gala dinner with a 7afla.

Ms. Al-Assaad inquired about the organization of fundraising events.

- Membership cannot be our sole source of income ad infinitum.

Mr. Masri: We need to start thinking about branding for our events. Coming up with catchy titles and names.

- Action Item:** Ms. Hajji will begin brainstorming for these activities
- Action Item:** Nuh will look into the activity calendars from other organizations, see if possible to incorporate a calendar into the AAAEA homepage.

Information Technology and Communication Committee

- Action Item:** Nuh will organize a meeting with Mr. Abed, Mr. Rabih.
We need to pay more attention to our social media pages (Facebook, LinkedIn)
We don't have access (missing log-in information), pages are not maintained.
- Action Item:** Nuh will send an email to Rabih, Sam Abdulfattah and Mohamad Jamal asking for the Facebook and LinkedIn login information

Scholarship Committee Report

Must incentivize new generations to be active and give back. Student participation is crucial in this regard.

Ms. Al-Assaad shared the application procedures for the scholarship offered by the AAAEA California chapter.

Mentorship sessions are another way to connect with young professionals in the community.

Scholarship will be the selling point of the endowment.

Choose a name for the scholarship

Task Force: Ms. Al-Assaad, Mr. Hajj Hamad, potentially Mr. Nasser Barghouti

- Overarching Action Item:** Start moving forward with revamping the scholarship program.
- Action Item** Ms. Al-Assaad: Develop a timeline for the award, look into what is being done in California. Consider planning to announce the 2023 scholarship award at the end-of-year event being planned by Ms.Hajji

Scholarship Committee Report (Ms. El-Assaad)

PAID INTERNSHIP CRITERIA:

Same requirements as Criteria 1; please specify your selection preference on the application. Those who are unable to secure an internship will automatically be considered for a monetary scholarship.

Application Requirements:

Complete the Application Requirements, and weighted for evaluation as follows:

- Essay 35%
- Most Recent College Transcript (GPA) 30%
- Up-to-Date Resume 20%
- Two Letters of Recommendation 15%

Please submit the application materials as ONE PDF file. Incomplete applications will be rejected, and the applicant will be notified accordingly. No further submission will be allowed if application is rejected. **If the Scholarship Committee deems it necessary, a fifteen-minute phone/video interview may be scheduled with the applicant.**

Scholarship Committee Report (Ms. El-Assaad)

Application Instructions:

University and College Students:

Applicants must complete the AAAEA-CA scholarship award application which consists of items 1 through 5 listed below by the submission deadline.

Applications must be submitted as a single package, and partial submissions will not be allowed.

1. Provide an official college transcript indicating course grades and cumulative grade point average.
2. Provide 2 letters of recommendation written by a faculty member or a professional (from the student's field of study).
3. Submit a resume highlighting relevant work experience and extracurricular/volunteering activities.
4. Provide an essay (minimum 1,200 to maximum 1,500 words) addressing the applicant's interest in their field of study, the most important issue currently being addressed in the applicant's field, and the responsibility of the Engineers, Architects or Computer Scientists to society and to AAAEA.
5. Community College Students: Describe the courses you are taking and how that will lead you into Engineering, Architecture and/or Information Technology/Computer Science program. If you have already applied to any of these three programs in a college, provide a copy of the admission letter.

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Scholarship Committee Report (Ms. El-Assaad)

Incoming Freshmen:

Applicants must complete the AAAEA-CA scholarship award application which consists of items 1 through 3 listed below by the submission deadline.

Applications must be submitted as a single package, and partial submissions will not be allowed.

- Provide an official high school transcript indicating course grades and cumulative grade point average, and the official application letter for the university/college applied to.
- Submit a resume highlighting relevant work experience and extracurricular/volunteering activities, as well as a letter of recommendation by a faculty member.
- Provide an essay (minimum 1,200 to maximum 1,500 words) addressing the applicant's interest in his/her field of study, the most important issue currently being addressed in the applicant's field, and the responsibility of the Engineers, Architects or Computer Scientists to society and to AAAEA.

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Scholarship Committee Report (Ms. El-Assaad)

Recommendations on Scholarship Program from March 2023 Workshop

- Future Endowed Scholarship: Motivation, Structure, and Management. Endowed Scholarships:
- Merit based scholarships are typically designed to acknowledge superior academic or professional accomplishments and/or potentials
- Named scholarships add prestige and accolade to the acknowledgement and the financial reward
- Named scholarships are named to honor and/or memorialize a respected figure in the profession, community, etc.
- Endowed scholarships tend to start with an initial donation along with a commitment to grow the scholarship fund over a specified period of time
- Typical figures range from \$10K-\$30K in the initial donation, with an endowment goal of \$100K-\$250K, over a 3- to 5-year fundraising period
- Typical size of a named (technical) award ranges from \$2K to \$10K
- Aim for an award size of \$5K to be awarded to a single recipient (i.e., plan to grow the endowment to \geq \$100K)
- Aim to coordinate with an engineering/architecture college on the establishment of the scholarship and the funding plan – including the naming of the scholarship
- Aim for diversity in gender, technical focus, background, etc., via well designed rotation
- Initial management of the award can be AAAEA-Capital Area's responsibility or the the engineering/architecture college's
- Once fully endowed, full management of the scholarship, including financials, usually reverts to the engineering/architecture college, with guidance from AAAEA-Capital Area

Other Business

Arab America is willing to give us a room during their conference in Orlando, November 2023.

- Action Item:** Mr. Rahwanji will find out more information about the aforementioned, then draft an email for Mr. Masri to send to National AAAEA about participating in the Orlando conference.
- Action Item:** Mr. Masri will prepare an email to send the RFP request to corporate members.