

## General Membership Meeting – VA / DC

February 20, 2016, Starting at 12:00 PM

Kings Park Community Library  
9000 Burke Lake Rd, Burke, VA 22015

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- 12:00 PM Socializing and Networking
- 12:45 PM Welcoming Remarks by President and New Board
- 12:50 PM 2016 Program Activities
- Schedule of Activities for 2016
- 12:55 PM Membership renewal
- 1:00 pm Review Previous Meeting Minutes (posted on website) addressing some of the Items Below:
- How do we improve collaboration between Virginia, DC and Maryland members!
  - Membership renewal process
  - Student Chapter in VA/DC
  - General Membership / Outreach Events: Need suggestions
  - Directory (Membership and Businesses)
  - AAAEA Event Guests and Dignitaries
  - Scholarships
  - Technical and Administrative L & N Sessions / PDH
  - Spring Picnic
  - Summer Picnic
  - Annual Gala
  - Hafleh
  - Website
  - Monthly Newsletter
- 2:00 PM Brainstorming and Open Floor Discussion
- 2:30 pm **Adjourn**
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## **AAAEA Capital Chapter Brainstorm / General Meeting in DC /VA**

**Meeting Date: February 20, 2016**

### **Meeting Minutes:**

- 1) The meeting started at 12:45 pm. The time between 12:00 pm and 12:45 pm was allocated for networking.
- 2) The vice president, Mohamad Jamal, started the meeting with welcoming remarks and introduction of the Executive Board. All attending members introduced themselves.
- 3) The president, Zaid Sabra, went over the schedule of activities for 2016. This document, along with the previous meeting minutes, were previously posted on our website at [www.aaeadc.com](http://www.aaeadc.com)
  - a) Ziad discussed this year's goals for planning technical and non-technical learn and network (L&N) sessions. Some members suggested presentations based on their work / experiences.
  - b) Input and suggestions from members were discussed. Five members submitted input/suggestion sheets. A summary report of the collected input is appended to these minutes.
  - c) Picnics – Plan for two picnics, one in June, and the other in September. The location should be easily accessible from both VA and MD, preferably in Montgomery County.
  - d) Annual Gala – The Gala is important for raising revenue to the organization. A venue has not been chosen yet.
  - e) Hafleh - Consider scheduling the Hafleh for April or May.
- 4) Suggestions to enhance membership participation:
  - a) In order to boost members' participation from DC & VA areas, it was suggested for all meetings to be held near the 495 Beltway.
  - b) For attending relatively distant chapters' meetings and events, encourage carpooling among members to make the commute more fun and enjoyable.
  - c) Focus on social media outlets such as Twitter, Facebook, etc to promote our activities and improve overall attendance.
- 5) Meeting Minutes will be posted on the AAAEA Capital Chapter website.
- 6) Topics for Board of Trustees Meetings:
  - a) Travel policies – the Executive Board will draft a policy on traveling for board members and committee chairs attending events (e.g., the AAAEA annual convention), including reimbursements.

- b) Student Scholarships – In coordination with the PR, we need to help promote the scholarship program to students through the education committee early during school year in order to foster a competitive and fair selection process.
- 7) Create membership directory, business directory, and academic directory. These directories could generate revenue streams for the chapter through sponsorships and advertisements.
- 8) Develop a list of guests and dignitaries for AAAEA events.
- 9) The meeting adjourned at 2:30 pm.

**Minutes prepared by:** Nazha Sarkis (03/01/2016)

***Attached:***

- 1) *A summary report of the collected input from 5 members from the brainstorm meeting, held in VA on 02/20/16.*



## **AAAEA Capital Chapter General Meeting**

**Meeting Date: February 20, 2016**

### **Inputs & Feedback Collected from AAEA Members on 02/20/16:**

#### **General Meetings:**

- Hold Workshops/ meetings to help members obtain professional certification.
- Designate some time, during the meeting, for members to share their experience.

#### **Scholarship / Internship:**

- Encourage more youth involvement.
- Increase the amount of scholarships offered to increase youth participation.
- Speak at high schools to motivate students to consider careers in engineering.
- Provide mentorship opportunities to young engineers.
- Mentoring sessions for new engineers in the country, and graduate students.
- Offer classes with PDH credits.

#### **Information Technology (I.T.):**

- Introduce and familiarize more members on how to fully utilize Microsoft Office, web applications, and smartphone apps.

NAME

Ghanem Alomari  
Majdi Alhasan



AAATEA'S VA/DC GENERAL BRANSTAMMIL  
SIGN<sup>JW</sup> <sup>MEETING</sup> SHEET  
2/20/16

NAMES

m-hammad Ayyoub

Ali Obaidi

Abdallah Adas

Paul Noursi

PETER NOURSI

Inmar Badwan

Nawras Jilani

Eisso Haji-Hamad

Mohamad Shahine

EMAD YASIN

Jamileh Mogin

Milly Ruiz

Faris Masri

Omar Masri

Khaled Masri

Abed Khaskia

Maged Elhelbawey

Hilal Jaber

Amal Abou-Sef

JIM KABBARA

JEHAD KAFRI

Rabih Najib

Sae'd Rahwanji

Nihad AlKhad

NAZHA SARKIS