



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)

P.O. BOX 391 ASHBURN, VA 20146

<http://www.aaeadc.com/>

Email: aaeadc@aaeadc.com



Meeting Minutes

Date: 03/20/2010

Time: 10:00am TO 2:00pm

Location: GeoEnv Engineers & Consultants, LLC
10875 Main Street, Suite 213, Fairfax, VA 22030

RE: Executive Board Meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: 04/17/2010

[time]: TBD

[Location]: TBD

I. Introduction

The Executive Committee (EC) for the Arab American Association of Engineers and Architects (AAAEA) in the Capital Area (Maryland, District of Columbia and Virginia) held a meeting to discuss committee's updates & other regular association business in the presence of 16 members.

II. Agenda

- Introduction
- Committees Updates
- Upcoming Social Event
- Website Update
- National Conference and Annual Dinner Update
- Financial Issues
- Scholarship Program Initiative

III. Announcements

No new Announcements

IV. Discussion

- Meeting started at 10:45am
- Mohammad Labban (MJ) vice president of AAAEADC moderated the meeting.
- The meeting started with introductions of the people in attendance.
- MJ thanked Abe Shehab for hosting the meeting at his office "GeoEnv Engineers & Consultants".

GeoEnv Presentation

- Abe Shehab the president of GeoEnv. gave a presentation about his company products & services.

Committees

Membership Committee:

- The Chair Eissa Haj-Hamad gave the attendees an update
- Azzam Ahmad joined the membership committee as a replacement of Yasser Nasser.
- No committee meeting was held to date.
- A conference call for the committee is scheduled next week.
- Goals for 2010 were presented :
 - Reach a Hundred members by end of 2010
 - Establish a Student chapter at the University of Maryland.
 - Create a short questionnaire survey to be sent to previous members.
 - Reach out to other organizations of similar interests.
- MJ noted that reaching a hundred members is too ambitious, the realistic number would be Around 80 members.
- The Exec Board & Chairman Eissa discussed the idea of establishing a Student Chapter first or beefing up the scholarship fund first. Eissa decided to **explore** the possibility of establishing a Student Chapter so scholarship awards can hopefully be a part of the annual banquet program.
- MJ pointed out that members with ".edu" in their e-mails should be particularly helpful for the establishment of a Student Chapter.

Education & Career Enhancement Committee:

- The Chair Anwar Maharmeh gave the attendance an update.
- A meeting is scheduled for next week.
- A survey will be sent to all members to inquire about their educational needs.
- Mohammad Fridy noted that he contacted Cad Microsystems the reseller of Autodesk regarding giving a presentation about Building Information Modeling & Rivet products. The presentation will result in continuous Education credit to attendees.
- Anwar will follow up with Cad Microsystems & try to arrange the presentation for the next meeting.
- Sam Abdelfattah suggested that the technical seminar would be separated from the General meeting.
- Emad Yassine suggested that we archive all seminars & post it on our website.
- Hiyam Wakeem is preparing the scholarship program documents for Arab American students.
- Sameer suggested that the association solicits donations from its members for the scholarship fund.
- Sam suggested that we postponed the student's scholarship fund due to the financial difficulties of the association.

Activities Committee:

- Samir Alqutri gave the attendance an update.
- The committee is preparing for the 1st picnic that will be held in Nottoway park in Vienna.
- Mohammad Fridy suggested that the 1st social event to be held at Kababji restaurant in Washington DC. He will communicate the contact information of the reatuarant to Walid Halbouni the chair of the committee.
- Sam noted that the association needs to hold some fundraising event.

Policies & Procceedures Committee:

- No updates

Finance Committee:

- Rabih noted that Mohammad Ayyoubi has not accepted to chair this committee yet.
- Sam will arrange with Sameer Alqutri to transfer the bank account signage privileges to him.

Break

- Attendees took a 15 min. break from 12:15pm to 12:30pm.

IT & Communication Committee:

- Rabih presented the website update.
- The National association is updating their website & will be active by the end of the year.

General Discussion

- Hiyam Wakeem a new member from Pennsylvania joined the association in February as our first member from outside the Capital area
- Emad Yassine suggested that the association create a brochure to be distributed at some events.
- Anwar Maharmeh will put together a draft of the brochure and email it to the executive committee.

The National Conference & Annual Dinner

- Mohammad Fridy started by an introduction presenting the work that has been done in the last month.
- The Greenbelt Marriott was chosen to host the annual dinner in October.
- A fact sheet about the greenbelt Marriott was presented to the attendees(attached herein)
- Mohammad presented a task break down & timeline of the sequence of events(attached herein)
- Based on the task break down a preliminary cost budget was concluded.(attached herein)
- 350 tickets will have to be sold at \$82 per ticket for the Annual dinner to break even based on preliminary budget.
- The cost of the ticket was suggested to be \$75 for members & \$90 for nonmembers.

Meeting Adjourned

- Meeting Adjourned at 1:45pm.

Attachments

- Annex 1: List of Attendees.
- Annex 2: Greenbelt Marriot facts sheet.
- Annex 3: Annual Dinner timeline & tasks
- Annex 4: Annual Dinner Budget

Mohammad R. Fridy
Secretary

qryMeetingAttendees

Name
Abe Chehab
Ahmad Morsi
Anwar Maharmeh
Ayad Bazlamit
Azzam Ahmad
Eissa Haj-Hamad
Emad Yasin
Helal Al-Aghbar
Maged Elhelbawey
Mohamad Abu-Kassem
Mohamad Labban
Mohammad Fridy
Ossama Abdelfattah
Rabih Najib
Samir Alqutri

Greenbelt Marriott

6400 Ivy Lane

Greenbelt, MD 20770

Anticipated Attendance: 350 (this can be 20% lower, with a maximum number of 380 to 400, depending on the set-up)

20 Guest rooms are held for Friday 10/15/2010 and Saturday 10/16/2010 for a rate of \$ 99 (single or Double) these rooms are held until 12:00 pm on Friday, September 24, 2010 (the cutoff date)

We have a complimentary Meeting Room for Friday and Saturday for out-state members business meeting (\$ 300 per day room charged was waved, round of 10 with 30 people)

Saturday Banquet

Summary of Estimated Charges

@ \$37.00 Per Person + 22% Service Charge + 6% MD State Sales Tax = **(\$47.85 Per Person) ***

Total (for 350 guests)=\$16747.50

Down Payment (03/15/2010) =\$3700

2nd payment (05/17/2010) = \$3700

3rd payment (07/16/2010) = \$3700

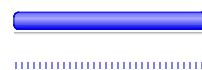
Final Payment = Approx. \$5647.50

*Price Exclusive of Any Additional Audio Visual Equipment

ID	Task Name	Duration	Start	Finish	Cost	Feb 21, '10							Mar 21, '10							Apr 18, '10							May 16, '10							Jun 13, '10							Jul 11, '10							Aug 8, '10							Sep 5, '10							Oct 3, '10						
						W	S	T	M	F	T	S	W	S	T	M	F	T	S	W	S	T	M	F	T	S	W	S	T	M	F	T	S	W	S	T	M	F	T	S	W	S	T																									
1	Hotel	157 days?	Mon 3/15/10	Sun 10/17/10	\$16,747.50																																																															
2	Coordination with Hotel	154 days	Thu 3/18/10	Sun 10/17/10	\$0.00																																																															
3	Deposit Payment	1 day	Mon 3/15/10	Mon 3/15/10	\$3,700.00																																																															
4	2nd payment	1 day	Mon 5/17/10	Mon 5/17/10	\$3,700.00																																																															
5	3rd Payment	1 day	Fri 7/16/10	Fri 7/16/10	\$3,700.00																																																															
6	Final Payment	1 day?	Mon 10/11/10	Mon 10/11/10	\$5,647.50																																																															
7	Prepare Event Invitation for Speakers	10 days	Tue 3/16/10	Mon 3/29/10	\$0.00																																																															
8	Keynote Speaker	145 days	Tue 3/30/10	Sat 10/16/10	\$250.00																																																															
9	Selection	2 days	Tue 3/30/10	Wed 3/31/10	\$0.00																																																															
10	Invitation	1 day	Thu 4/1/10	Thu 4/1/10	\$0.00																																																															
11	Tentative Confirmation	7 days	Fri 4/2/10	Mon 4/12/10	\$0.00																																																															
12	Final Confirmation	48 days	Tue 4/13/10	Thu 6/17/10	\$0.00																																																															
13	Coordination	87 days	Fri 6/18/10	Sat 10/16/10	\$250.00																																																															
14	Sponsors	33 days	Tue 4/13/10	Thu 5/27/10	\$0.00																																																															
15	Produce Sponsors Guide	3 days	Tue 4/13/10	Thu 4/15/10	\$0.00																																																															
16	Solicit Sponsors	30 days	Fri 4/16/10	Thu 5/27/10	\$0.00																																																															
17	Second Speaker & Master of Ceremony	143 days	Fri 4/2/10	Sun 10/17/10	\$250.00																																																															
18	Selection	2 days	Fri 4/2/10	Mon 4/5/10	\$0.00																																																															
19	Invitation	1 day	Tue 4/6/10	Tue 4/6/10	\$0.00																																																															
20	Tentative Confirmation	7 days	Wed 4/7/10	Thu 4/15/10	\$0.00																																																															
21	Final Confirmation	48 days	Fri 4/16/10	Tue 6/22/10	\$0.00																																																															
22	Coordination	84 days	Thu 6/24/10	Sun 10/17/10	\$250.00																																																															
23	Event Website Design	14 days	Tue 4/13/10	Fri 4/30/10	\$1,000.00																																																															
24	Invitations	11 days?	Wed 6/23/10	Wed 7/7/10	\$250.00																																																															
25	Design & produce paper invitations	7 days	Wed 6/23/10	Thu 7/1/10	\$200.00																																																															
26	Prepare list of invitee	7 days	Wed 6/23/10	Thu 7/1/10	\$0.00																																																															
27	Send Email invitations	3 days	Fri 7/2/10	Tue 7/6/10	\$0.00																																																															
28	Mail paper invitations	1 day?	Wed 7/7/10	Wed 7/7/10	\$50.00																																																															
29	Tickets	145 days	Tue 3/30/10	Sat 10/16/10	\$800.00																																																															
30	Sell Tickets to members	20 days	Tue 3/30/10	Mon 4/26/10	\$0.00																																																															
31	Produce Paper Tickets	7 days	Fri 5/21/10	Mon 5/31/10	\$300.00																																																															
32	Set up online ticket payment	7 days	Mon 5/3/10	Tue 5/11/10	\$500.00																																																															
33	Sell Tickets	73 days	Thu 7/8/10	Sat 10/16/10	\$0.00																																																															
34	Program Book	37 days	Wed 6/23/10	Thu 8/12/10	\$4,750.00																																																															
35	Design	30 days	Wed 6/23/10	Tue 8/3/10	\$250.00																																																															
36	Production	7 days	Wed 8/4/10	Thu 8/12/10	\$4,500.00																																																															
37	Honoree	21 days	Fri 8/13/10	Fri 9/10/10	\$750.00																																																															
38	Selection	7 days	Fri 8/13/10	Mon 8/23/10	\$0.00																																																															
39	Design awards	7 days	Tue 8/24/10	Wed 9/1/10	\$0.00																																																															
40	Produce awards	7 days	Thu 9/2/10	Fri 9/10/10	\$750.00																																																															
41	Promotional Material	14 days	Fri 8/13/10	Wed 9/1/10	\$2,000.00																																																															
42	Design handouts & Banners	7 days	Fri 8/13/10	Mon 8/23/10	\$0.00																																																															
43	Produce Handouts & Banners	7 days	Tue 8/24/10	Wed 9/1/10	\$2,000.00																																																															
44	Dinner Hall Preparation	3 days?	Fri 10/15/10	Sun 10/17/10	\$1,550.00																																																															
45	Decoration	2 days	Fri 10/15/10	Sat 10/16/10	\$500.00																																																															
46	Equipments	1 day?	Sun 10/17/10	Sun 10/17/10	\$300.00																																																															
47	Flowers	2 days	Fri 10/15/10	Sat 10/16/10	\$750.00																																																															
48	Final Seating arrangements	1 day?	Fri 10/15/10	Fri 10/15/10	\$0.00																																																															
49	Dinner Event Day	1 day?	Sat 10/16/10	Sat 10/16/10	\$250.00																																																															
50	Registration table	1 day?	Sat 10/16/10	Sat 10/16/10	\$250.00																																																															
51	Welcoming guests	1 day?	Sat 10/16/10	Sat 10/16/10	\$0.00																																																															
52	management	1 day?	Sat 10/16/10	Sat 10/16/10	\$0.00																																																															
53	Thank you letter	2 days	Tue 10/19/10	Wed 10/20/10	\$150.00																																																															

Project: Annual Dinner Timeline & Tas
Date: Sun 3/21/10

Task
Split



Progress
Milestone



Summary
Project Summary



External Tasks
External Milestone



Deadline



Time Weekly Calendar	All
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Tasks	Tasks 01	Data		
		Baseline Cost	Cost	Actual Cost
Annual Dinner Timeline & Tasks	Annual Dinner Timeline & Tasks	0	0	0
	Hotel	0	16747.5	0
	Prepare Event Invitation for Speakers	0	0	0
	Keynote Speaker	0	250.03	0
	Sponsors	0	0	0
	Second Speaker & Master of Ceremoney	0	249.99	0
	Event Website Design	0	999.99	0
	Invitations	0	250	0
	Tickets	0	800.01	0
	Program Book	0	4750.02	0
	Honoree	0	750	0
	Promotional Material	0	2000	0
	Dinner Hall Preparation	0	1550	0
	Dinner Event Day	0	250	0
	Thank you letter	0	150	0
Annual Dinner Timeline & Tasks Total		0	28747.54	0
Grand Total		0	28747.54	0

Break Even Analysis

Total Cost	28747.54
Number of Attendees	350
min. Ticket selling price	82.13582857