



Conference-Call Minutes

DATE AND TIME: February 13th, 2017

Location: Conference Call

INVITEES: Executive Board follow-up call to the February 4th, meeting

ATTENDEES:

Mohamad Jamal, President

Abdallah Adas, Vice-President

Eissa Haj-Hamad, Treasurer

Mohamad Shahine, Secretary

Mohammad Ayyoubi, PR Virginia

Jamileh Mogin, PR Maryland DC

Momdouh Elsakka, Education and Scholarship Committee Chair

Jina Alassadi, Membership Committee Chair

Asma Soliman, Activities Committee Chair

Rabih Najib, IT & Communication Committee Chair

Items of Discussion:

The purpose of this teleconference is to cover general topics of interest to the entire Executive Board members. Any specific topics which require an extended time for discussion will be tabled for a later time and will be discussed on a one on one basis.

1. This year's focus is to promote women and youth involvement and participation.
2. We need to operate as per our current bylaws. Understanding the bylaws is very important.
3. Bank account access update.
4. Mailbox access and keys.
5. Membership status – we stand at 44 members currently. We need to contact lapsed membership accounts and encourage renewal.
6. Outreaching and collaboration opportunities with other organizations, e.g. Engineers Beyond Borders, Empowered Women international (EWI), NAAWA, etc. Jamileh and Mohammad Ayyoubi.
7. L&N meeting topics and speakers. We need to reach out to our contacts and have them help out in finding speakers.
8. Social activities planning for the year.
9. Confirming new ad-hoc committees: Financial Review Committee & Gala Committee.
10. Involvement and interaction between our local chapter and National.

Call Started at 8:00pm

The items of discussion were prepared and distributed ahead of the call by our President Mr. Mohamad Jamal.

Item1:

Mr. Abdallah Adas discussed the reactivation of the student chapter at University of Maryland, College Park. Ms. Jamileh Mogin had all the detailed information of forming and reactivating chapters at College Park, she will lead the effort to follow-up on this.

Item2:

Mr. Jamal highlighted the importance for the incoming Executive Board to review and familiarize themselves with the By-laws document, especially with the description of each Executive Board position. A link to the By-laws document on the website was distributed to the EB members.

Item 3:

Dr. Ziad Sabra's name was removed from the access to the bank account list, but he still has the credit card. Mr. Abdallah Adas and Mr. Eissa Haj-Hamad both have now access to the bank account.

Item4:

Dr. Sabra gave the mailbox keys (2keys) to Mr. Haj-Hamad, Mr. Shahine will get one of those keys from Mr. Haj-Hamad. Mr. Shahine will check the mailbox on regular basis.

Mr. Haj-Hamad will be the primary access person for Paypal Account while Mr. Najib will assist Mr. Haj-Hamad with any issues related to Paypal.

Mr. Najib will also follow-up with Mr. Haj-Hamad on checking the laptop and the printer for potential replacement of both.

Item5:

Membership automatic renewal issue was discussed, Mr. Najib described the issue and how to decouple the National from Local renewal process and lists. A suggestion to build a list of members who renewed with Paypal and share it with Ms. AlAssadi so these members won't be contacted for renewal as their memberships are automatically renewed. A follow-up discussion on this to take place with Mr. Jamal, Mr. Adas, and Mr. Najib.

Item6:

Ms. Mogin will spearhead discussions with outside groups such as NAAWA, Engineers without borders, Young Engineers and others.

Mr. Ayyoubi will take the lead on contacting Virginia Tech and George Mason University.

Mr. Jamal highlighted the topic of volunteering opportunities.

There was consensus on reviewing the by-laws in order to avoid any conflicts with any of these organizations. A further discussion on this is needed.

Item7:

L&N meeting activities were discussed. A need for speakers was highlighted, where members are encouraged to recommend speakers they know.

L&N Committee meeting minutes will be shared with the EB.

One speaker was recruited for the March meeting.

Ms. Mogin and Mr. Ayyoubi will provide a short talk on PR activities during this March L&N meeting.

Item8:

The social activities committee has a call scheduled for the week of 02/13 to discuss their plan for the year, the committee members are: Ms. Soliman, Ms. Milly Jamal, and Mr. Walid Halboni. During the discussion, it was brought up that reservation to picnics in public parks require 5 months notices. The committee will work on their schedule during their call, Mr. Ayyoubi will help with the planning of the Virginia picnic and will enlist volunteers. The committee will also solicit suggestions for activities.

Item9:

Mr. Jamal has nominated Dr. Sabra to chair the financial review adhoc committee, and will talk to him about it, Mr. Jamal will also talk to Mr. Sam AbdelFattah about joining Dr. Sabra in this effort.

Updates on Item 10: Dr. Sabra accepted chairing the Ad-Hoc Financial Review Committee. He also expressed that he does not need any manpower to help him with this committee.

Item10:

The relationship and support mechanism between the National and the local chapters was discussed. Mr. Adas, Ms. Mogin, and Mr. Najib will get together to discuss the level of support that can be provided to the National for their convention this year.

There was also a discussion on youth involvement where Ms. Mogin suggested the forming of an Adhoc committee for Youth. Ms. Mogin will work with Ms. AlAssadi this year on this committee.

Item11:

A discussion will take place in the near future to discuss the organization of the Board of Trustees.

Conference Call Adjourned at 9:30 pm

Minutes prepared by Mohamad Shahine