



AAAEA Capital Chapter

Teleconference/Meeting Date: Monday June 20, 2016

Attendance

Ziad A. Sabra, President
Mohamad Jamal, Vice President
Emad Yasin, Treasurer (Absent)
Nazha Sarkis, Secretary (Absent)
Amal Abou-Sef, Public Relations
Rabih Najib, IT Committee
Eissa Haj-Hamad, Membership Committee
Walid Halboni, Social Committee (Absent)
Abed Khaskia, Education and Scholarship Committee
Mohammad Shahine (Mike), ByLaws Committee

Agenda

- 1. Upcoming Technical and Social Sessions, by Abed**
- 2. Mid-year Financial Report and Financial Review, by Emad**
- 3. ByLaws Amendment Schedule, by Mike**
- 4. Upcoming Picnic/Announcement, by Walid**
- 5. Preparation for the Gala/Annual Dinner event, by Ziad and MJ**
- 6. Social Event/Dinner at a local Community Center, by Ziad and MJ**
- 7. Membership Status, by Eissa**
- 8. PR Activities, by Amal**
- 9. IT Activities, by Rabih**

Meeting Minutes:

Meeting agenda was distributed to all EC and EB members one week in advance via e-mail.
Teleconference call started at 9:15 pm

- **Upcoming Technical and Social Sessions, by Abed**
 - Abed indicated that his committee is working on a session for July 23rd, to be presented by Khaled Masri. MJ indicated that the week before would be better since the Summer

Picnic is on July 24th. Abed will discuss with his committee to change the date and confirm the Library in Chevy Chase.

- MJ also offered to present if others are not available.
- Ziad asked Abed to discuss with his committee about scheduling non-technical topics that are business related such as financial planning. MJ indicated that he has a professional Financial Planner that is available to present but will need couple weeks of notice.

Action Item: Abed and his committee will firm up the schedule within a week so that we can give enough time for the General Membership Meeting announcement.

▪ **Mid-year Financial Report and Financial Review, by Emad**

- Emad was not present and therefore no presentation was made
(Pursuant to this meeting, Emad sent the Financial Summary to the EC for review).

▪ **ByLaws Amendment Schedule, By Mohamad**

- Mike reported that the Amendment is ready to be discussed at a General Membership meeting.
- Ziad suggested that we present it at the next L&N meeting in July and allow one hour for the presentation. The purpose of the presentation is to discuss what changes have been made to the Bylaws and how the members can vote on it.

Action Item: Mike will present the Amended Bylaws at the July meeting)

▪ **Upcoming Picnic/Announcement, by Walid**

- Walid was not present and therefore no presentation was made. However, Ziad will follow up with Walid.
- In earlier discussion between Ziad and Walid, he indicated that he will work on an activity program for men and women, adults and children.

Action Item: Ziad will send out a “Save the Date” announcement.

▪ **Preparation for the Gala/Annual Dinner Event, by Ziad**

- Ziad informed every one that Abdallah Adas contacted us by e-mail this past week and indicated that they (Virginia Senior Members) have decided not to take do the Gala in Virginia this year. However, they will help recruiting VA sponsors.
- Ziad asked if the EB feels that we should check other venues rather than the Marriott. Rabih suggested that we contact the Gaylord Hotel at the National Harbor.
- (Ziad has followed up with the Gaylord Hotel and their price per person is well above \$100 each, not including the cost for other logistics such as rooms, podium, audios, etc. Emails were exchanged with the EC and EB and a decision was made not to proceed with the Gaylord Hotel this year.)

- Ziad suggested forming a Gala Committee, but Rabih and Amal suggested that we go back to Saed since he showed interest to lead the Gala this year. (*Ziad followed up with Saed on the following day and Saed said that he will help but he doesn't want to lead it.*)

Action Item: Need to form a Gala Committee. Ziad and Mohamad will take the lead on this item. The hotel logistics will be identical to what we have done in the past. However, challenging items in the program will be selection of Keynote Speaker(s), entertainment, sponsorships, scholarships, seating and sending the program out to sponsors in a timely manner. The Program needs to be finalized by August 2016.

▪ **Social Event/Dinner at a local Community Center, by MJ and Ziad**

- Ziad reported that the room has been reserved and paid for (\$345) and we need to promote the event to members and guests, for maximum attendance; capacity of 90 people. We anticipate subsidizing the cost of the event by 50% to maximize attendance by our members.
- MJ already bought the sweets for 90 people.
- MJ has contacted the House of Kabob for catering.
- Amal suggested getting a quote from Zaatar for catering the food. MJ asked Amal to let him know within couple days if she is able to get a quote, otherwise he will confirm with the House of Kabob and make the arrangements for delivery.
- Name of Sponsors for the event will be displayed on a 24" x 36" board (as long as we know who the sponsors are by no later than Wednesday, June 29th.)

Action Item: MJ will confirm catering with House of Kabob, and will give them estimated number of people by Wednesday. Walid will have a program finalized also by no later than Wednesday. Ziad will buy what we need for the Dinner.

▪ **Membership Status, by Eissa**

- Eissa reported that we have about 65 members signed in as of June 20th.
- Rabih has an updated list of members in Access; he will mail to all.
- It was agreed that Rabih will send another Constant Contact e-mail to those that haven't renewed their membership.
- Eissa said he will be sending letters to Corporates that were members and dropped out as well as to new companies and will invite them to join

Action Item: Ziad will send to Eissa the new AAAEA Letterhead. Eissa and Rabih will send a second notice to those who need to renew their membership.

▪ **PR Activities, by Amal**

- Amal reported that she is focused on promoting the Iftar Social Event on July 1st to get many people to attend.

▪ **IT Activities, by Rabih**

- Rabih reported that he has added the upcoming events on the website.
- ACCESS Database of all new members is completed; he will e-mail to Ziad and MJ.
- Constant Contact has changed their fee structure to a flat fee for all services as of 2016.
- Rabih will assist in linking the Amended Bylaws to the Constant Contact when we are ready to mail it out since we still can't attach documents to Constant Contact.

OTHER TOPICS DISCUSSED

Engineer's Club: Rabih asked about our decision on the renewal for the Engineers Club. Ziad asked Rabih to send him the letter/invoice and he will call the club to cancel membership for 2016. AAAEA didn't use the club in 2015, and therefore it is better to cancel the membership until we have clear plans on how we can use the club for functions.

Action Item: Ziad will call and cancel membership in the Engineer's Club.

2016 AAAEA National Meeting in Las Vegas: Rabih informed us that we need to start making plans on who will attend.

Action Item: The EC and EB need to meet/teleconference in early to mid-July to discuss this item so that travel arrangement can be made in advance. We need to discuss the following:

- ✓ Number of qualified members interested to attend
- ✓ AAAEA Priorities for those interested to attend
- ✓ Number of qualified members AAAEA can support
- ✓ Amount of stipend offered to those who will attend
- ✓ Travel arrangement/Hotel and Car Rental

Meeting adjourned at 10:30 pm.

Minutes prepared by: Ziad A. Sabra (06/28/2016)