



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)
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Meeting Minutes

Date: 09/18/2010

Time: 10:00am TO 2:00pm

Location: Tysons-Pimmit Regional Library
7584 Leesburg Pike
Falls Church, VA 22043-2099

RE: Executive Board Meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: TBD
[time]: TBD
[Location]: TBD

I. Introduction

The Executive Board (EB) 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 the annual dinner updates & other regular association business.

II. Agenda

1. "Legal issues for your business" presentation
2. Confirm national delegates and observer for the 5th National Conference
3. Approve payment for observer to national fund estimated at \$85
4. Volunteers for transporting national delegates
 - a. Arrival on Friday
 - b. Departure on Sunday
 - c. Cruise on Sunday
5. Social event on Thursday, October 14 for about 10 people
6. Status of our 501 (c) (3) application
7. Status of the student chapter
8. Scholarship program update
9. Confirm payments for domain renewal, web hosting and constant contact account
10. Dr. Shara's article and possible follow-up presentation
11. Setting up the calendar for the next three months (October thru December)
12. Establishing a committee to work on the election for December 2010
13. Establishing a committee to highlight the achievements of 2010.
14. Establishing a committee to work on the calendar for 2011
15. Email accounts on our website

16. State farm paperwork to advertise in our program book
17. Dinner Gala update
18. Membership Fee structure for new members

III. Introduction

- Meeting started at 10:30am
- Rabih welcomed the attendees and gave a couple of minutes for everybody to introduce himself.
- Elias Saboura gave a presentation about "Legal issues for your business" which was well received by everyone. The discussion went on after the short presentation as most of the attendees had questions and kept the conversation going.

Break

- The Attendees took a break from 12:00 to 12:15pm

IV. Discussion

- Rabih raised a motion to nominate Elias Saboura to the Board of Trustees.
- Mohammad Labban seconded the motion.
- The EC voted to include Elias Saboura as a board of trustees member.
- Rabih called for the selection of the delegates and observers for the National Conference, the following were selected :
 - Delegate from MD : Mohammad Labban
 - Delegate from VA : Jameel Kabbara
 - Observer: Both Sam & Emad Yassine were nominated. One of them will serve as an observer and the other as a note taker. Selection was not finalized.
- Rabih noted that our local chapter is willing to cover the food expenses for the observer which runs around \$85.
- The EC left it to the observer to pay for their own expenses if possible.
- Eissa noted that Karam, one of the student chapter members, volunteered to take meeting minutes & notes during the National Conference on Friday & Saturday for an agreed upon fee.
- Rabih Called for volunteers to provide transportation for picking up delegates from the Airport on Friday, October 15, 2010 at 9:00am and 12:00pm. Eissa Haj Hamad & Khalil Zaied volunteered.
- MJ to solicit volunteers for transportation of delegates from the hotel to the Cruise and then to the airport on Sunday October 17, 2010 by email and notify the EC with the assigned names.
- Eissa gave the attendees a quick update regarding the scholarship program and the non-profit status transfer to 501(c)3.
- Eissa noted that so far no students have applied to the scholarship award to be handed on October 16, 2010 during the annual dinner and asked everybody to encourage students they know to apply.
- Eissa also noted that the nonprofit 501(c)3 status application has been completed and is ready to be given to the EC committee to review. Anwar asked for a copy to run it by Mr. Sam Gharbia to review as well.
- Rabih raised the issue of the membership fee for new members based on when they join the association and whether it makes sense to ask someone in August or September to pay \$50 for their membership that will expire on December 31 of the same year. The EB decided to adjust the new membership fees to be \$50 for the first half of the year and \$25 for the second half of the year after July 1st. After that, all memberships should be renewed at the beginning of the year for existing members. The decision to take effect after all forms and website are updated to incorporate the above.
- Mo. Will update the calendar of events for the next 3 months (October thru December)
- Rabih called for nominees to form the election committee. Adnan Ghazzouli & Eissa Haj-Hamad volunteered.
- The EC to prepare a document to highlight the achievements of the association in 2010.

- Mo. & Saed to create the calendar of events for 2011.
- The Committee Chair Saed Rahwanji gave an update on the Annual Dinner Gala.
- Saed noted that Annual Dinner Committee will be holding a weekly meeting every Wednesday, 6:00pm at New Deal Café in Greenbelt, MD. All members are welcomed to join.
- The EB voted to enroll in the ESB and authorized Rabih to start the membership process and pay the Annual membership fee of \$300 which will be prorated for this year.
- Rabih announced that a lunch cruise has been reserved for Sunday, October 17 between 11 and 1:30 and that it is open for anyone and their families to join for \$50 per person.
- Rabih asked for ideas for a social event on Thursday, Oct. 15, for the national conference attendees who arrive early. Ideas can be emailed to Rabih directly.
- Agenda items that were not discussed during this meeting will be included in our next meeting's agenda.

Meeting Adjourned

- Meeting Adjourned at 1:50 pm.

Attachments

- Annex 1: List of Attendees.

Mohammad R. Fridy
Secretary

Meeting Attendees (Sept. 18, 2010)

No.	Name
1	Adnan Ghazzouli
2	Ahmed Morsi
3	Anwar Maharmeh
4	Ayad Bazlamit
5	Azzam Ahmad
6	Bassel Shubassi
7	Eissa Haj-Hamad
8	Elias Saboura-Polkovotsy
9	Emad Yasin
10	Fadil Abdelfatah
11	George El Khouri
12	Hafid Sangkar
13	Helal Al-Aghbar
14	Hilal Jaber
15	Jamil Kabbara
16	Khalil Zaied
17	Mazen Ayoubi
18	Mohamad Labban
19	Mohammad Fridy
20	Muhammed Alsalihi
21	Ossama Abdelfattah
22	Rabih Najib
23	Sae'd Rahwanji
24	Samir Alqutri