

AAA EA – Capital Chapter

Kick-off Meeting

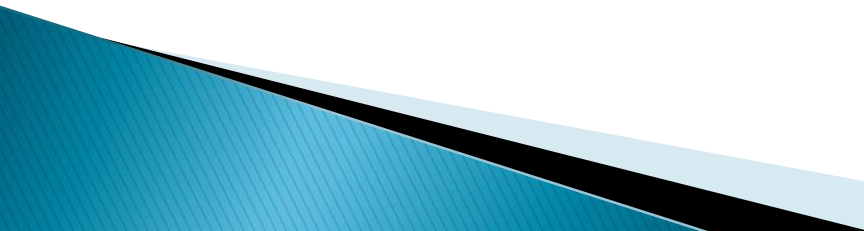
Feb 3, 2018

2018 Executive Board

- President: Mamdouh Elsakka
 - Vice President: Amal El Akkraoui
 - Secretary: Mohamad Ayyoubi
 - Treasure: Eissa Haj-hamad
 - PR Virginia: Abdallah Adas
 - PR Maryland: Walid Halboni

 - IT & Communication: Rabih Najib
 - Social: Asma Soliman
 - Education & Scholarship: Luai Huleihel
 - Membership: Jina Al Assadi
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2018 Goals

1. Define and engage the Board of Trustees Members: Q1
 2. Hold a minimum of 5 Learn & Network Events: (Q1–Q4) & award Scholarships to qualified candidates: Q3
 3. Manage Budget & Financial Tracking: Q1–Q4
 4. Manage Social Activities: Q1–Q4
 5. Manage IT Activities: Q1–Q4
 6. Manage Membership Activities: Q1–Q4
 7. Outreach and Communication Activities: Q1–Q4
 8. Increase youth/student responsibility and engagement in the organization
 9. Enhance and provide additional clarity to Bylaw: Q2
 10. Hold Gala: (Q3) & 10-Year Anniversary Celebration: (Q2)
 11. Enhance collaboration with National: Q1–Q4
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1. Define and engage the Board of Trustees

(Mamdouh, Amal, Rabih, Abdallah)

- Review and define the status of current Board of Trustees members
- Decide on 5–7 Board of Trustees Members with various backgrounds (i.e. CPA, Attorney, Industry executive, Former AAAEA presidents, etc.)
- Communicate to former and future Board of Trustees members accordingly verbally and in writing
- Hold at least 1 meeting/conference call with the 2018 Board of Trustees to communicate organization goals, status, and solicit feedback and consultation in Q1
- Hold additional meetings/Conference calls in as needed basis
- It is not recommended that past presidents who are part of the 2018 Executive Board to be members of the Board of Trustees
- Members to provide recommendations to the president

Previous Board of Trustees members: Ziad Sabra, Elias Sabora, Haitham Hijazi, Bilal Ayyub, Khalil Zaied, Hatim Hajj, Eissa Haj-Hamad, Nader Abuhassan, Sam Abdelfattah, Sam Kuba, and Rabih Najib

2. Learn & Network & Scholarships

(Luai)

L&N

- Hold a minimum of 5 Lunch & Learn Events to foster networking among members and provide educational opportunities in topics with interest to members of all ages and backgrounds
- Accommodate members in Maryland, Virginia, and DC by alternating the events between the two states and the District
- Diversify topics to be presented throughout the year from Engineering, Health Wellness, Financial (e.g. New tax law), Retirement, Management, or any other topics deemed appropriate and/or desired by members. Solicit feedback from members
- Coordinate with the youth leadership and provide opportunities for topics related to the youth. A minimum of 1 presentation to be held by a youth member
- Post announcement and summary of presentations before and after each event
- Coordinate with IT Chairman to post announcements in “Al Muhandes”
- Holding at least 1 L&N event in Q4 and after the Gala

2. Learn & Network & Scholarships – Cont.

(Luai)

- Reactivate membership at the Engineers Club and hold dinner seminars
- Consider video taping events and seminars and post on YouTube with a link from the Chapter's website
- Increase participation by 25% to ~ 25 attendees per event by engaging the youth and other members (Average participation in previous years ~20)

Scholarship

- Manage the scholarship program through initial communication, applications review, selecting recipients, and award at Gala
- Target \$6–\$8K to be granted to 6–8 recipients. Amount and number of recipients maybe updated by the EB based on number and quality of applications. Currently \$9,000 is in the scholarship account
- A minimum of \$1,000 to be granted
- Consider looking for sponsors
- Consider listing the scholarship in an App

3. Budget & Financial Tracking

(Eissa)

- Complete and review 2017 final financial report and share results
- Track and record expenses and financial obligations in compliance with Bylaws and guidelines
- Generate an estimated budget for 2018 based on previous years data and planned activities in 2018
- File 2017 taxes in compliance with Federal Regulations
- Manage PayPal account; Q1-Q4
- Generate Standard “Thank you letter” to be sent out to all donors to serve as acknowledgment for tax purpose as well.
- Complete and approve Balance Sheet through December 2018
- Maintain cash flow to support activities throughout 2018
 - Balance in January 1, 2018 is \$57,000
 - Targeting final balance in Dec 2018 ~ +/- 10%; \$51k-\$62k

4. Social Activities

(Asma)

- Hold at least 2 social events for entire chapter. Events may include:
 - Bowling (MD & VA; two events in Q1 & Q3)
 - Picnic (Targeting June in VA)
 - 10th Year anniversary celebration (Targeting April); Consider a cruise dinner; Can be subsidized by the association
 - Ramadan Iftar (Target 3rd week of Ramadan)
 - Consider world Cup gathering
 - Christmas Holiday party in early December
 - Family movie day (Private showing)
- Consider community services and volunteering events (i.e. Veteran's dinner serving at Baltimore's veteran's station and others)
- Create and track events Calendar "Year at a Glance"

5. IT Activities

(Rabih)

- Manage the Chapter's website for announcements and postings for Gala, Special events, and holidays
 - Announcement for L&N events and Social events to be made by the Charmian of the respective Committees
- Maintain Association website up-to-date
- Create a google cloud account to share documents and store events, videos, etc.
- Consider using Word Press for the local domain
- EB to use association's e-mail addresses (@aaaeadc.com) for all communication especially external
- Liaison with National to communicate Chapter communication and incorporation into AlMuhandes
- Currently maintaining 2 copies of the website:
 - One for the Capital Chapter
 - One part and linked to National website (Needed for Online membership registration and posting announcement that are posted in AlMuhandes

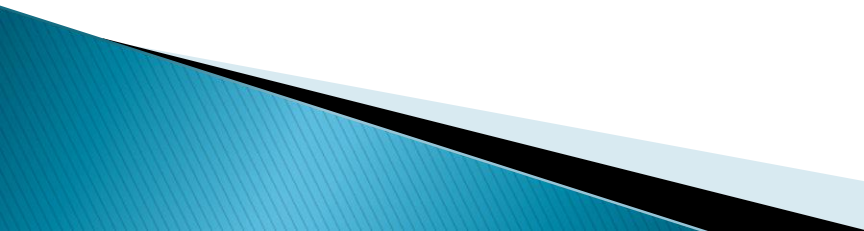
6. Membership Activities

(Jina)

- Update membership database (Constant Contact)
- Send letters to previous members encouraging renewals
- Coordinate with Treasure to reconcile number of members with membership dues
- Generate standard letters for membership renewal and acknowledgment and send to members accordingly by e-mails
- Consider membership cards by mail
- Increase membership
 - In 2017; 114 active members
 - To-date 40 active members
 - Membership expires in December 31 with the exception of those who pay online where membership expires a year from enrollment

7. Outreach and Communication

(A. Adas, W. Halboni, M. Ayyoubi)

- Identify Outreach opportunities in Maryland and Virginia
 - Potential collaboration with other professional organizations (i.e. Arab American Medical Association, etc.)
 - Document discussion and decisions made by the Executive Board
 - Issue and distribute meeting minutes after each meeting and events
 - Coordinate with IT Chairman to provide summary for communication to members and AlMuhandes in as needed basis
 - Develop and purchase marketing materials and giveaways to promote the organization
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8. Increase youth/student responsibility and engagement in the organization

(Amal, Luai, Saed)

- Select 2–3 leaders from the youth who have interest and are passionate to support the growth of the organization
- Working with the leadership team, define specific goals to the youth leadership to foster youth engagement
- Delegate authority to the youth leadership team
- Bridge the gap among all members of various academic, experience, gender, and ages
- Participate and utilize the L&N events to foster and increase participation of the youth in the organization
- Consider holding L&N event aimed at students in College Park

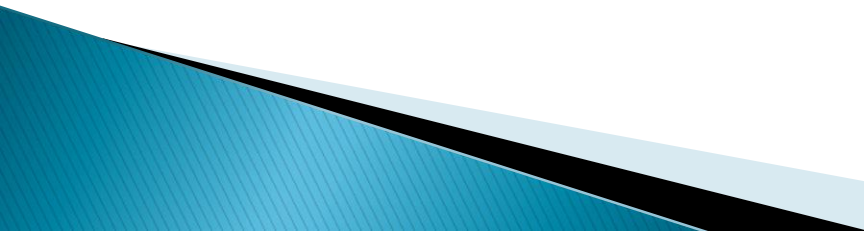
9. Enhance and provide additional clarity to Bylaws

(M. Shahine, Saed, Rabih, Mamdouh)

- Hold a Bylaw Education Day/Event for Executive Board and interested members to:
 - Educate
 - Review
 - Solicit feedback, and
 - Identify enhancement or clarification opportunities for improvements if found appropriate
- Provide recommendations to amend the Bylaws if necessary

10. Gala & 10-Year Anniversary Celebration

(Amal, Eissa, Ziad, and Saed)

- A separate committee to be identified and formed
 - Committee to review and recommend decisions for the timing, format, and contents
 - Use to award Scholarships
 - Review and implement lessons learned from previous events
 - Hold 10-Year Anniversary Celebration
 - Decide on time and program (i.e. a cruise)
 - Present Chapter's accomplishment in the past 10 years
 - Recognitions
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11. Enhance collaboration with National

(Mamdouh, Rabih, Eissa, M. Ayyoubi)

- Events and information to be provided to National to be included in AlMuhandes Newsletter on a monthly basis to include:
 - Upcoming and Past events
 - Special recognition to our members
 - Others as appropriate
- More participation in the National Conference
- Two EB members are part of National EB this year
 - Eissa is Secretary
 - Mohammad Ayyoubi is National Membership Chairman
- Two EB members are part of National Board of Directors this year
 - Rabih Najib
 - Abdallah Adas

Year at a glance 2018

| 2017 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2017 |
|------|-----|--------------------|----------------|---------------------|----------------|--------------------|-----------------|--------------------|----------------|--------------------|----------------|-------------------|------|
| SAT | | | | | | | | | 1 | | | 1 | SAT |
| SUN | | | | 1 | | | 1 | | 2 | | | 2 | SUN |
| MON | 1 | | | 2 | | | 2 | | 3 | 1 | | 3 | MON |
| TUE | 2 | | | 3 | 1 | | 3 | | 4 | | | 4 | TUE |
| WED | 3 | | | 4 | 2 | | 4 | 1 | 5 | 3 | | 5 | WED |
| THU | 4 | 1 | 1 | 5 | 3 | | 5 | 2 | 6 | 4 | 1 | 6 | THU |
| FRI | 5 | 2 | 2 | 6 | 4 | 1 Iftar Dinner | 6 | 3 | 7 | 5 | 2 | 7 | FRI |
| SAT | 6 | 3 L&N Meeting | 3 | 7 | 5 | 2 | 7 | 4 | 8 | 6 | 3 | 8 Election | SAT |
| SUN | 7 | 4 | 4 | 8 | 6 | 3 | 8 | 5 | 9 | 7 | 4 | 9 Christmas Party | SUN |
| MON | 8 | 5 | 5 | 9 | 7 | 4 | 9 | 6 | 10 | 8 | 5 | 10 | MON |
| TUE | 9 | 6 | 6 | 10 | 8 | 5 | 10 | 7 | 11 | 9 | 6 | 11 | TUE |
| WED | 10 | 7 | 7 | 11 | 9 | 6 | 11 | 8 | 12 | 10 Asma's Birthday | 7 | 12 | WED |
| THU | 11 | 8 | 8 | 12 | 10 | 7 | 12 | 9 | 13 | 11 | 8 | 13 | THU |
| FRI | 12 | 9 | 9 | 13 | 11 | 8 | 13 | 10 | 14 | 12 Jina's Birthday | 9 | 14 | FRI |
| SAT | 13 | 10 | 10 L&N Meeting | 14 L&N Meeting | 12 L&N Meeting | 9 | 14 | 11 L&N Meeting | 15 L&N Meeting | 13 Gala | 10 L&N Meeting | 15 | SAT |
| SUN | 14 | 11 | 11 | 15 | 13 | 10 | 15 | 12 | 16 | 14 | 11 | 16 | SUN |
| MON | 15 | 12 | 12 | 16 | 14 | 11 | 16 | 13 | 17 | 15 | 12 | 17 | MON |
| TUE | 16 | 13 | 13 | 17 | 15 | 12 | 17 | 14 | 18 | 16 | 13 | 18 | TUE |
| WED | 17 | 14 | 14 | 18 | 16 | 13 | 18 | 15 | 19 | 17 | 14 | 19 | WED |
| THU | 18 | 15 | 15 | 19 | 17 | 14 | 19 | 16 | 20 | 18 | 15 | 20 | THU |
| FRI | 19 | 16 | 16 | 20 | 18 | 15 | 20 | 17 | 21 | 19 | 16 | 21 | FRI |
| SAT | 20 | 17 | 17 | 21 | 19 | 16 | 21 | 18 | 22 | 20 | 17 | 22 | SAT |
| SUN | 21 | 18 Bowling - MD | 18 | 22 | 20 | 17 | 22 Bowling - VA | 19 | 23 | 21 | 18 | 23 | SUN |
| MON | 22 | 19 | 19 | 23 | 21 | 18 | 23 | 20 | 24 | 22 | 19 | 24 | MON |
| TUE | 23 | 20 Amal's Birthday | 20 | 24 | 22 | 19 | 24 | 21 | 25 | 23 | 20 | 25 | TUE |
| WED | 24 | 21 | 21 | 25 | 23 | 20 | 25 | 22 | 26 | 24 | 21 | 26 | WED |
| THU | 25 | 22 | 22 | 26 | 24 | 21 | 26 | 23 | 27 | 25 | 22 | 27 | THU |
| FRI | 26 | 23 | 23 | 27 | 25 | 22 | 27 | 24 Amal's Birthday | 28 | 26 | 23 | 28 | FRI |
| SAT | 27 | 24 | 24 | 28 10th Year Celeb. | 26 | 23 Picnic | 28 | 25 | 29 | 27 | 24 | 29 | SAT |
| SUN | 28 | 25 | 25 | 29 | 27 | 24 | 29 | 26 | 30 | 28 | 25 | 30 | SUN |
| MON | 29 | 26 | 26 | 30 | 28 | 25 | 30 | 27 | | 29 | 26 | 31 | MON |
| TUE | 30 | 27 | 27 | | 29 | 26 | 31 | 28 | | 30 | 27 | | TUE |
| WED | 31 | 28 | 28 | | 30 | 27 | | 29 | | 31 | 28 | | WED |
| THU | | | 29 | | 31 | 28 | | 30 | | | 29 | | THU |
| FRI | | | 30 | | | 29 | | 31 | | | 30 | | FRI |
| SAT | | | 31 | | | 30 World Cup Event | | | | | | | SAT |
| SUN | | | | | | | | | | | | | SUN |
| 2017 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2017 |