



Arab American Association of Engineers and Architects (AAAEA)
Maryland, Virginia and District of Columbia Area
Steering Committee Meeting on February 2, 2008

The Steering Committee for the establishment of the Arab American Association of Engineers and Architects (AAAEA) in the Washington, DC Metropolitan Area (Maryland, District of Columbia and Virginia) met on Saturday, February 2, 2008, between 1:00 and 3:15 PM to discuss the Agenda shown in Annex 1. This agenda was e-mailed to the Committee members on January 28, 2008. The names of those who attended the meeting are shown in Annex 2. The following summarizes the results of the discussions and decisions reached.

A. Association's Name and Logo

1. **Name.** Discussions centered on which professionals the association should focus on. Some wanted the association to include all professionals, including computer scientists, doctors, etc. Proposed names were Arab American Association of Engineers, Architects and Scientists (AAAEAS) and Arab American Engineering, Architects and Scientists Association (AAEASA). It was noted that some of the professions already have their own associations. Further, it was felt that this would dilute the mission of the association. Others wanted to restrict the Association at the beginning to engineers and architects, with the possibility of other professionals to join as associate members. This has the advantage of providing a better focus for the activities of the association. Comparison of both options led to the adoption of the second option (engineers and architects).

2. The Association is to cover the Virginia, District of Columbia and Maryland. Some discussion took place regarding reflecting this fact in the name of the Association. It was agreed not to use the term Washington DC Metropolitan Area because it has a specific geographic coverage which would not include members from such areas as Baltimore or Richmond. Based on the above, it was agreed to name the Association:

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3. **Logo.** It was agreed that proposals by Committee members regarding a logo for the Association would be sent to Mr. Salaheddin Ramadan (e-mail address: salaheddin@lessardgroup.com) by Friday, February 8, 2008. Salaheddin would then prepare options (at least three) for consideration and decision at the next meeting scheduled for March 8, 2008.

B. Membership Forms

1. Mr. Eissa Haj-Hamad presented a form used by MI chapter of the Arab American Association of Engineers and Architects and it was approved by the Committee. The form will be edited for the new logo and name.

C. State Registration

1. Mr. Anwar Maharmeh called the lawyer who agreed to work with the Association on the issue of Registration of the Association. Although at the January 12 , 2008 meeting in Bathesda, Maryland it was favored to register the Association in Maryland, it was agreed that the lawyer would help us decide the state of registration (Virginia, Maryland, District of Columbia). The Address of the Association should be in the state of registration. It was agreed that the modified by-laws of the Association would be provided to the lawyer by February 20, 2008.

2. The Steering Committee elected the following members for the following posts:

- a. President: Eissa Haj-Hamad, P.E.
- b. Vice President: Samir Alqutri, P.E.
- c. Secretary: Hatim Hajj, P.E.
- d. Treasurer: Mohammad Ayyoubi, P.E.
- e. Information Technology (IT) Officer: Maher Darwish, P.E.

3. It was agreed that Mr. Mohammad Ayyoubi will contact Mr. Maher Darwish regarding assuming the post of IT Officer. If he refuses we will ask Mr. Iyad Hijazi to be the IT Officer.

D. By-Laws

1. Many comments regarding the by-laws were presented by the Committee members. Those pertained to such issues as the focus of the Association (engineers; engineers and architects; engineers, architects and computer scientists; engineers, architects and scientists); dues (whether their dollar amount will be stated in the by-laws), etc. In this regard, it was agreed have the Association focus on engineers and architects and to replace the word engineer(s) in the current version of the by-laws by engineer(s) and architect(s). Also, Article 3, Section 1 of the by-laws regarding dues would be changed to the effect that the regular full and associate membership fees will be determined by the Committee and updated on yearly basis.

2. It was agreed that there was not enough time to discuss the by-laws at the meeting and that: (a) Mr. Eissa Haj-Hamad would e-mail a complete copy of the by-laws to Mr. Hatim Hajj by Monday, February 4, 2008, (b) Hatim would revise and edit this copy and e-mail it to all Committee members by Friday, February 8, 2008 for review and comments, (c) Committee members will e-mail their comments and comments by February 18, 2008. It should be pointed that according to Paragraph C.1 above, the modified by-laws have to be submitted to the lawyer by February 20, 2008.

E. Election Date for Executive Board

1. The date for the election of the Executive Board was agreed to be towards the end of May 2008.

G. Next Meeting

1. It was agreed that the next meeting of the Steering Committee will be on March 8, 2008 in Baltimore. Mr. Eissa Haj-Hamad will coordinate with Mr. Khalil Zaid concerning the hour of the day and the specific location/ address for the meeting.