



Arab American Association of Engineers and Architects (AAAEA)
Maryland, Virginia and District of Columbia Area
Steering Committee Meeting on March 8, 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, March 8, 2008, between 9:00 AM and 12:00 noon to discuss the Agenda shown in Annex 1. This agenda was distributed to the Committee members at the said meeting. A total of 14 persons attended and their names are shown in Annex 2. The following summarizes the results of the discussions and decisions reached.

A. Association's Logo

1. There is at present a competition for a logo for the “National Arab American Association of Engineers and Architects”. So, the logo for our association will be temporary for about 2 years. Seven options for a logo were presented and voted upon. A drawing of each option is available in the files of the Secretariat. The first option uses a theme of drafting tools. The second option adopts the concept of triangles. The third option had three variations all of which use drafting tools with a crescent to stand for “e” in the word engineers. The fourth option uses a crescent with the letter A inside it “(for architects) and a horizontal dash for the letter “e” (engineers). The fifth option had 2 variants both of which use a crescent. The first variant uses four horizontal letters “A” and the second variant puts the 4 “A” around a rhombus. The sixth and seventh options combine landmarks from the Washington area and the map of the Arab world. Option 6 uses the Washington Memorial and the Capitol Building whereas the seventh uses the Washington Memorial and the Lincoln Memorial instead. The results of the voting for the options are as follows: Option 1: 0 votes; Option 2: 0 votes; Option 3(C): 7 votes; Option 4: 2 votes; Option 5(B): 1 vote; Option 6: 11 votes; and Option 7: 7 votes.

2. A second round of voting was run for the three options which garnered the most votes in the first round, namely options 3(C), 6, and 7. Option 3(C) received no votes, Option 6 received 12 votes, and option 7 received 2 votes. Consequently, Option 6 was selected. It was agreed that suggestions for improvements to this option would be sent to Mr. Salaheddin Ramadan by March 14, 2008.

B. Membership Forms

1. Mr. Eissa Haj-Hamad mentioned that the form used by the MI chapter of the Arab American Association of Engineers and Architects (which was presented during the

February 2, 2008 meeting of the Steering committee) will be used by our organization. The form will be edited for the new logo and name. This was approved by the Committee.

C. State Registration Update

1. The application for registration of our organization as a tax-exempt nonstock corporation in Maryland was submitted on February 12, 2008. A copy of this application was distributed to all Committee members. A copy will also be kept by the Secretariat. It will take about 7-8 weeks to process this application. The fee to file the articles of incorporation is \$100 plus \$20 organization and capitalization fee for a total of \$120. Mr. Eissa Haj-Hamad paid the \$120 from his own checking account. He will be reimbursed this amount in the near future when members of the organization pay their dues.

D. By-Laws

1. A copy of the draft by-laws was sent by Mr. Hatim Hajj to all members of the Committee on February 8, 2008. Many valuable comments were made and agreed. This topic required a lot of time to discuss. It was agreed that further suggestions to improve the by-laws would be sent to Mr. Hajj by Tuesday, March 11, 2008. Mr. Hajj would revise the by-laws to reflect those comments and send the revised version to the Committee members by Friday, March 14, 2008.

E. Election Date for Executive Board

1. It was agreed that the date for the election of the Executive Board would be about 6 months from the date of the membership meeting. Tentatively it is envisioned that the elections for executive Board would be in November 2008.

G. Next Meeting for All Members

1. It was agreed that the meeting for all members of the association would be towards the end of April 2008 and is tentatively set for Saturday April 26, 2008. To prepare for this meeting it was agreed that:

2. Messrs. Samir Alqutri and Khalil Zaied would be tasked with preparing a program of activities as well as proposing a date and place for the membership meeting. In this regards members of the Steering Committee are to send their suggestions to Messrs. Alqutri and Zaied by March 31, 2008.

3. The Steering Committee would meet on Saturday, April 12, 2008 starting at 10:00 AM. to review the proposals by Messrs. Alqutri and Zaied and make adequate preparations for the membership meeting. The meeting will be hosted by Mr. Hilal Jaber, Vice President EMSI Engineers, Inc. at the following address and contact details (which were e-mailed by Dr. Hilal Jaber to all Committee members on March 10, 2008):
Address: 9720 Capital Ct, Suite 400, Manassas, VA 20110.

For car GPS navigation use: Caroline Dr., Manassas, VA 20110.

Telephone Numbers: Mobile: 571-220-2247; Direct: 571-292-5384; Office: 703-257-0877*119.

4. The Steering Committee would pay the cost of the food and drinks for the membership meeting. Consequently, it is important that Committee members send their \$50 annual dues to the Treasurer (Mr. Mohammad Ayyoubi) as soon as he requests payment.