



Arab American Association of Engineers and Architects (AAAEA)
Maryland, Virginia and District of Columbia Area
Steering Committee Meeting on April 12, 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, April 12, 2008, between 11:00 AM and 1:30 PM to discuss the Agenda shown in Annex 1. This agenda was distributed to the Committee members at the said meeting. A total of 10 persons attended and their names are shown in Annex 2. The following summarizes the results of the discussions and decisions reached as well as results of follow up on some issues during April 12-15, 2008.

A. Association's Logo

1. As agreed during the March 8, 2008 meeting in Baltimore two alternatives for option 6 of the logo for the association were e-mailed to the Committee members on March 19, 2008. Option 6 involved a combination of the Arab countries and the Capitol Building and the Washington Memorial. Both alternatives (in color) were circulated and the attendees voted unanimously for alternative 1 (which shows the Arab countries in green). A copy of each of the 2 alternatives is available in the files of the Secretary of the Committee.

B. Membership Form

1. Mr. Eissa distributed a revised form for registering members. This was subjected to a lengthy discussion. It was agreed that the Treasurer would rent a post box at a convenient location to him. Also, an e-mail address of info@aaeadc.org, a web site of www.aaeadc.org, and a telephone number (240)672-1038 were agreed to be used on the form. The home address will be replaced by Contact address. The requirement to submit a copy of the college degree was deleted. Further, the committees related to women and national outreach were removed from the list of committees that members could elect to serve on. Moreover, "corporate member" will be added at the bottom of the form to precede "full and associate member". Annex 3 shows the revised member application form.

C. Meeting Date and Update from the Meeting Committee

1. The membership meeting will take place on Saturday, May 10, 2008 at the new library in Fairfax, Virginia. Mr. Samir Alqutri will send Mr. Hajj the address of the Library in the next few days. The place will be reserved between 10:00 AM and 3:00 PM. There will be no charge for the meeting place and we can bring in food. But, we have to clean

up the place following the meeting. Further, we have to give the Library the approximate number of persons who will attend. It was agreed that this number will be given by April 26 and confirmed by May 3, 2008.

2. The food to be served will have to be light and basically “finger food”. The preliminary menu will be tentatively decided during the forthcoming meeting on April 26, 2008.
3. The program to be presented during the May 10 meeting will be tentatively as follows:
 - a. Mr. M.J. Labban: will be the moderator.
 - b. Mr. Eissa Haj-Hamad: will make a short presentation on history of AAAEA and the Section in the Maryland, District of Columbia and Virginia area; current status; and where we are heading.
 - c. Mr. Abdallah Adas: will make the key presentation of about 20-30 minutes to be followed by the following speakers:
 - d. Khalil Zaied: 5-10 minutes.
 - e. Haitham: 5-7 minutes.
 - f. Hatim Hajj: 5-7 minutes.
 - g. Anwar Maharmeh: 5-10 minutes.

It was agreed that each presenter will provide an outline of his presentation to Samir Alqutri and Khalil Zaied by Friday, April 18, 2008. Further, Mr. Alqutri will download the presentation material from the Chicago AAAEA website and make it available to the presenters. Moreover, Mr. Eissa has contacted the Chicago section and they promised to soon send a CD to help in preparing the presentations.

C. Agenda for the Membership Meeting

1. The above program as well as the contents of the presentations and food and drinks for the membership meeting on May 10, 2008 will be discussed and revised as needed in a meeting to be held on Saturday, April 26, 2008 at EMSI in Manassas (same place where the April 12, 2008 meeting was held) starting at 9:00 AM.

D. Cost of the Membership Meeting

1. The cost of the May 10, 2008 meeting has not yet been determined. A realistic estimate of this cost will be made during the April 26, 2008 meeting. This cost will be paid by the Steering Committee. To help meet this cost, five members who attended the April 12 meeting paid their annual membership dues (\$50) as shown in Annex 1. Further, Mr. Alqutri pledged \$250 for his firm’s (GC&T) corporate membership and \$100 for his own and Mr. Abdallah Adas membership dues. The remaining members of the Steering Committee will pay their membership dues by cash or check. An account for the organization will be open once the registration of the organization is completed.

E. State Registration Update

1. Mr. Eissa provided an update of the status of the registration of our organization. The registration has not been completed as of April 12, 2008. Mr. Eissa contacted the state of Maryland on April 15 and was informed that it is expected to be completed within two weeks.

F. Final Approval of the By-Laws

1. Mr. Hajj sent Mr. Eissa the latest version of the by-laws on March 14, 2008. It reflected all the comments which were made during the Baltimore March 8, 2008. However, Article III requires some tightening especially section 5 which deals with reserve funds. Copies of these by-laws were distributed at the meeting to all Committee members. It was agreed that Mr. Eissa will contact Chicago regarding this clause and find out why they have included it. Based on the e-mail sent by Mr. Eissa on April 14 to Mr. Hajj, it seems that it is best to delete Section 5 of Article III since our branch will not face the problem of reserve funds for many years to come. If needed, such a clause can be added in the future. Consequently, Mr. Hajj will delete this clause and resend the revised By-Laws to all Committee members by April 18, 2008 for final approval.

2. Mr. Eissa informed the attendees that Chicago wants to delete Section 1.B of Article VIII of the By-Laws. This deals with preparation of the annual budget by the Financial Committee. The Steering Committee did not agree with Chicago and it was decided to retain this clause in the By- Laws.

G. Title of the Branch

1. The title of our branch is Arab American Association of Engineers and Architects District of Columbia, Maryland and Virginia Area. Three acronyms for this title were discussed and voted upon. The first DMVA (District of Columbia, Maryland and Virginia) received 3 votes. The second MDCVA (Maryland, District of Columbia, and Virginia) received 6 votes. The third DCMVA (District of Columbia, Maryland and Virginia) received 1 vote. Consequently, it was agreed to use the acronym MDCVA.

H. Website

1. It seems that there is a difficulty contacting and committing Mr. Maher Darweesh regarding the website. However, Mr. Aous Abdo is interested and so are Saeed and Haitham Hijazi. It is important that we find an IT member from our chapter to help start this website. If we need a domain, Chicago agreed to give it to us free.

2. We need to decide on the following:

- a- Structure / Design: general look, features, layout, site map
- b- Content: the actual information that are to be posted.
- c- Static such as bylaws, history, board.... All require minimum maintenance as applicable.

d- Dynamic such as events, articles, posting.... require periodical update, monthly for example.

e- Database such as membership, update by members and monitored by webmaster.

f- Phasing set as a priority list and milestones for each phase.

All of the preceding items should be decided by the Steering Committee before a web designer or IT person is approached. Any ideas or suggestions in this regard should be sent soon to Mr. Eissa Haj-Hamad.