



***Arab American Association of Engineers and Architects (AAAEA)***  
***Maryland, Virginia and District of Columbia Area***  
**Meeting Minutes of the Executive Board Conference Call meeting on July 16 2009**  
**www.AAAEADC.com**

The following Executive Board members of the Capital Area Chapter of the Arab American Association of Engineers and Architects (AAAEA) in the Washington, DC Metropolitan Area (Maryland, District of Columbia and Virginia); Eissa Haj-Hamad, Samir Alqutri, Mohammad Ayyoubi, and Anwar Maharmeh along with Rabih Najib and Waleed Halboni met on Thursday, July 16, 2009 on a conference call between 9:30 PM and 10:30 PM. Agenda for the meeting was prepared in advance and a copy is attached as appendix 1.

Anwar Maharmeh the secretary of the chapter started the meeting by presenting the itemized agenda for the discussion. The discussion and the action items are as follows:

Eissa announced that Anwar just received his Professional Engineering license and everyone congratulated him on this achievement.

**A. Annual Picnic:**

1. Samir presented a financial update for the picnic cost, and the overall result is loss of 400 dollars paid by the association. Samir will provide an official report of the picnic to the Board and send it to Rabih to help in the preparation for the next picnic.
2. Rabih talked about the items and lessons learned from this picnic and what things need to be done to improve in the next Picnic.
3. Waleed suggested to do our own cooking to save some money and make people more involved.
4. Samir indicated that people are not willing to commit to cook.
5. Overall the comments were positive as the food was great and plenty and the new committee formed by Rabih and Sa'ed to carry on the planning for September 27, 09 Picnic as Eissa already made the reservation for a pavilion at Centennial Park for that date.

**B. Business Plan**

1. Eissa and Samir will prepare the business plan by August 11, 09 and run it by the Board for review and approval.

**C. Website**

1. So far we did not hear from Yousef after numerous attempts to call him. He did not reply back to any of our calls. Samir will follow up and call Yousef to give

him the last chance to help us in setting up the website before we start looking for other options.

**D National Conference:**

1. The Board discussed who is going to the National Conference, and how Names need to be nominated to the Board for review and vote then submitted to the National association. Eissa will email the names to the National association. The following names were suggested:

Eissa Haj-Hamad, Samir Alqutri, and Rabih Najib

Anwar Maharmeh will attend the conference as he is a member of the National Steering Committee.

**D. Election Committee:**

1. The Board agreed to form an election committee from the following members

Ahmad Yousef

Waleed Halboni

Hakim Al-Hajj

Jamal Kabara

Anwar will send email to those members asking them to confirm their acceptance.

Meeting adjourned at 10:30