



# Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)  
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## Meeting Minutes

**Date:** 01/12/2010

**Time:** 9:00pm

**Location:** Rabih Najib Residence / Conference Call

**RE:** Strategic Plan Review

*Attendees:*

Name	Telephone	Email Address
Rabih Najib	410-977-8529	Rabih.Najib@alphacorporation.com
Mohammad Labban		MJLabban@co.pg.md.us
Sam Abdelfattah	703-981-6502	sam@mepdesigns.com
Saed Rahwanji	410-531-1105	srahwanji@verizon.net
Mohammad Fridy	703-209-5940	mfridy@gmail.com

**Next meeting:** [Date]: 01/16/2010,  
[time]: 10:00am  
[Location]: Oakton Library, Oakton VA

### I. Introduction

The President of the AAAEADC hosted a meeting for the newly elected Executive Board (EB) members at his Residence in Ellicott City, MD. Mohammad Fridy and Sam Abdelfattah joined the meeting over the phone. The agenda of the meeting included the following items:

1. Strategic Plan
2. Committees
3. Financial Statement
4. Running the meeting on 1/16 (Presentation)
5. Board of Trustees

### II. Announcements

No new Announcements

### III. Discussion

Rabih Started the meeting by welcoming the EB and stressing the importance of having a solid Strategic Plan for 2010 to help guide the association towards achieving its goals. The Strategic Plan discussed is attached herein as Annex#1.

The EB discussed the Objectives of the Strategic plan. The following notes identify key points made in the discussion:

## **Strategic Plan**

1. Membership & Outreach
  - a. Rabih indicated that he incorporated most of the comments that was sent to him via email earlier in the week.
2. Standarization
  - a. The EB decided to delete this key area & distribute its components over the other objectives.
3. Legal
  - a. Rabih explained that this Key area is related to amending the by-Laws & setting policies for internal & external communications.
  - b. Mohammad Labban stated that the by-laws would be very difficult to amend on as needed basis because it requires a member's quorum.
  - c. The EB decided to amend only certain items of the by-laws & generate a Policy Manual to be used in conjunction with the By-laws & that would be amended by the EB on as needed basis.
  - d. The EB decided to Change the name of this key Area to " policies & procedures"
4. Activities
  - a. The EB decided to move "Planning Seminars" item to the Education key Area.
5. Finanace
  - a. Rabih asked the treasures Sam Abdelfattah to document all payements & update the finance chart that was emailed to him by the previous treasurer.
  - b. Sam will be responsible towards keeping an updated Log of all payments & finances and will need to present the financial status of the association every month at the general assembly meeting.
  - c. Rabih asked Sam to invite the previous treasurer Mohammad Ayoubi to be part of the finance committee to assure a smooth transition of finance related issues.
6. Communication & Education
  - a. The EB decided to separate this key area in two area , "Communication/IT" and "Education and career enhancement development"

## **Committees**

- A committee will be formed to manage each one of the above Key Areas & will be responsible to report to the president.
- Rabih encouraged each one of the EB to volunteer to head one of the Committees.

## **Financial Statement**

- Sam Abdelfattah to present the financial status of the organization to the EB on the next meeting.

## **Running The general Assembly meeting**

- The new EB will meet with previous EB for handing over between 10:00am & 11:00am.
- Sam Abdelfattah volunteered to bring the Coffee & dounuts.
- Rabih will bring the Sign in sheet & meeting agenda.
- Mohammad Fridy will prepare a draft of the Events Calendar for 2010 to be presented at the general assembly meeting.

## **Board of trustees.**

- The EB discussed adding members to the Board of Trustees.
- Rabih noted that the new members need to have expertise in areas that the association lacks, especially Law & Accounting.
- Mohammad Labban suggested an accountant to be part of the Board of trustees.