



# Arab American Association of Engineers and Architects

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

**Date:** 01/26/2010

**Time:** 5:45pm

**Location:** Conference Call

**RE:** Committees Review

*Attendees:*

Name	Telephone	Email Address
Rabih Najib	410-977-8529	Rabih.Najib@alphacorporation.com
Mohammad Labban	410-782-5603	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]: First week of February ,  
[time]: TBD  
[Location]: TBD

### I. Introduction

The Executive Committee (EC) members conducted a conference call to discuss an update of the status of the association. The agenda of the meeting included the following items:

1. Distributing responsibilities for Overseeing Committees
2. Priorities of Committees
3. Financial Statement Update
4. Tax Return Update
5. Facebook
6. National Engineering Week
7. Reservations of Meeting Room
8. Meeting with Board of Trustees
9. Board of Trustees Recommendations
10. February 6 Meeting and Workshop
11. National Conference
12. Annual Dinner

### II. Announcements

No new Announcements

### **III. Discussion**

The following notes identify key points made in the discussion:

#### **Committees**

- All committees will be formed on the next Executive Board meeting on February 6, 2010
- The Executive Committee will not be involved in the work of the committees until a lack in progress is noticed.
- Each member of the EC will oversee the progress of one of the standing committees :
  - Membership committee. Mohammad Labban
  - Activities : Mohammad Fridy
  - Financial Committee : Sam Abdelfatah
  - Policies & procedures: Rabih Najib.
  - IT committee : Saed Rahwanji
- The EC discussed the Decision making process and decided that when a new idea is introduced a member needs to second it, and then it will be discussed and voted on for approval.

#### **Financial Statement**

- Sam Abdelfattah will get in touch with Amer Jassem to help him with filing the taxes.
- Sam will export all financial/ members information to quick books.
- All new membership forms and renewals will need to go to Sam.
- Sam will forward the Association mailing address to his office for easy access.
- Sam will produce an updated list of unpaid previous members.
- Sam will meet the previous treasurer Mohammad Ayoubi either Thursday or Friday of this week for changing the name on the Bank Account.

#### **Facebook & Website**

- Mohammad Fridy will continue updating the Facebook group.
- Rabih will try to setup the FTP site next weekend.
- Rabih will add a link to the facebook group from the Website.

#### **Reservations of Meeting Rooms.**

- On February 1<sup>st</sup>, 2010 the EC will need to reserve a meeting room for April meeting.
- Sam to reserve a meeting room in VA.
- Sae'd to reserve a meeting room in MD.
- Mohammad Fridy will check on the availability of meeting space in DC.
- MJ announced that Ibrahim Shehab offered his Fairfax office conference room for the monthly meeting of the association free of charge.

#### **Board of trustees.**

- Rabih will try to Schedule a Business dinner with the Board of Trustees next Thursday February 4<sup>th</sup>, 2010.

#### **February 6 Meeting and Workshop**

- The EC will form the standing committees and each committee will convene to discuss the plan of action.

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#### **National Conference/ Annual Dinner**

- The items were not discussed for lack of time.

Mohammad R. Fridy  
Secretary