



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)

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Meeting Minutes

Date: 04/24/2010

Time: 10:00am TO 1:30pm

Location: OLBN Architecture Service

600 E. Jefferson Street, suite 406

Rockville, MD 20852

RE: Executive Board Meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: 05/22/2010

[time]: TBD

[Location]: TBD

I. Introduction

The Executive Committee (EC) for the Arab American Association of Engineers and Architects (AAAEA) in the Capital Area (Maryland, District of Columbia and Virginia) held a meeting to discuss committee's updates & other regular association business in the presence of 16 members.

II. Agenda

- Introduction
- Overview of OLBN
- Basic Finance Presentation by Mr. Amer Alian
- Committees Updates
- By-Laws Updates
- Break
- Association Brochure
- Members Directory
- National Fund
- Student Chapter at UMCP
- Upcoming Picnic in May
- National Conference and Annual Dinner Update
- Financial Updates
- Scholarship Program Initiative

III. Announcements

No new Announcements

IV. Discussion

- Meeting started at 10:30am
- Rabih thanked Mike Kierzkowski for hosting the meeting at his office "OLBN Architecture Service"

OLBN Presentation

- Mike Kierzkowski and Mohammad Fridy gave a presentation about OLBN products & services.

Finance Presentation

- Amer Alian gave a presentation about basic finance and investing from 10:50 am to 11:50 am.

Break

- Attendees took a 20 min. break from 11:50am to 12:10pm.

Committees Updates

Activities Committee:

- The Chair Walid Halbouni gave the attendance an update.
- The committee is preparing for the 1st picnic that will be held in Nottoway Park in Vienna on May 8th, 2010.
- Walid stressed the importance of everybody contributing and sponsoring to the picnic.
- Rabih encouraged everybody to fill out the picnic reservation form available online and mail it before the deadline so that the committee can do the preparation for the right count of people.
- All members are free to attend. Families of members have discounted prices.
- Eissa noted that marketing the event should be done in person as well as online.
- We need to reach out to all non-members and friends to come to the picnic.
- Walid noted that several activities are in the works, a volleyball tournament, camping & another picnic in September.
- Saed suggested that we organize some social gathering around the Soccer world cup final.

Membership Committee:

- The Chair Eissa Haj-Hamad gave the attendees an update
- We are trying to reach out to new members.
- The association gave a presentation to the Students of the University of MD last month and Hopefully by next month the chapter will be registered in the university.
- Board of Trustees member Professor Aggour is sponsoring the Student chapter.
- Eissa noted that we need a minimum of 25 students to register the chapter at the university.
- The student chapter will be under the umbrella of the association and the president of the student chapter will be the liaison with the local chapter.
- There will be mutual benefit for both the students and the association.
- Rabih noted that the association supported the students in their event "The Arabian Night" where more than 100 members attended this event.
- Several Scholarships will be awarded to students during the First Annual Dinner Gala.
- Ayad Bazlamit is working on creating another chapter at George Mason University.
- Eissa will send a mail reminder to all non paid members to renew their memberships.

Finance Committee:

- The Acting Chair Sam Abdelfattah gave the attendance an update.
- The payments for the annual dinner hotel are putting a lot of pressure on the budget of the association.
- Sam noted that our association is going to be registered as a 501(c) 6 and not 501(c) 3. The contributions of individuals & corporations cannot be tax exempt. Corporations can claim the donations as Marketing Business expense.
- Rabih noted that we should pursue our status as 501(c) 3.

The National Conference & Annual Dinner

- The Chair Saed Rahwanji gave the attendance an update.
- The Tri-state chapter of AAAEA is hosting a dinner event on May 15.
- Mohammad Fridy from our chapter will attend this event and will get in touch with the organizers to get ideas to incorporate in our event.
- Saed presented the task assignments chart.
- Sam is drafting an invitation letter to Ray Lahood to be finalized this week.
- Eissa is negotiating with MBC printing regarding the program book production for a discounted price.
- A graphic designer has been hired to design all the graphics for the events.
- Saed presented the first draft of the event website.
- Rabih noted that the hotel name should be changed to " the Capital Beltway Marriott at Greenbelt"
- Mohammad Fridy noted that the first page of the website should give a clear idea about the event not the association.
- Mohammad Fridy noted that the sponsorship numbers are way low and that it should be raised. If at some point the highest level sponsorship was not sold then this sponsorship can be discounted.
- If Ray Lahood will accept to be the Keynote speaker then sponsorship prices can be raised.
- Another sponsorship level "platinum sponsorship" to be added to the Gold and Silver levels.
- The platinum level can be given a VIP table and a chance to address the audience briefly during the event.
- Sponsorship Levels prices to be as follows :
 - Platinum : \$5000
 - Gold : \$ 3000
 - Silver : \$ 1500

Education & Career Enhancement Committee:

- The Chair Anwar Maharmeh gave the attendance an update.
- The Educational Survey is ready to be mailed soon.
- The committee is preparing for the educational seminars for the next couple of months.

Policies & Proceedings Committee:

- No updates

IT & Communication Committee:

- No updates

General Discussion

- Rabih noted that the National fund is due in August.
- Ed noted that we should send a thank you note to the host of every monthly meeting.
- Mohammad Fridy will draft the Thank you letter to be sent to OLBN.

Meeting Adjourned

- Meeting Adjourned at 1:30 pm.

Attachments

- Annex 1: List of Attendees.

Mohammad R. Fridy
Secretary

Name
Ahmed Morsi
Amer Jassem
Anwar Maharmeh
Eissa Haj-Hamad
Emad Yasin
Hana Hanbali
Hilal Jaber
Hiyam Wakeem
Mohammad Fridy
Ossama Abdelfattah
Rabih Najib
Sae'd Rahwanji
Walid Halboni