



Arab American Association of Engineers and Architects

Capital Area Chapter (MD, DC and VA)

P.O. BOX 391 ASHBURN, VA 20146

<http://www.aaeadc.com/>

Email: aaeadc@aaeadc.com



Meeting Minutes

Date: 07/06/2010

Time: 7:00-9:30pm

Location: Conference Call

RE: Progress meeting

Attendees:

Name	Telephone
Rabih Najib	410-977-8529
Mohammad Labban	
Sam Abdelfattah	703-981-6502
Saed Rahwanji	410-531-1105
Mohammad Fridy	703-209-5940
Walid Halboni	
Hiyam Wakeem	

I. Introduction

A conference call was conducted to go over various items regarding the association business. The agenda of the meeting included the following items:

1. National Conference
2. Scholarship program
3. Partnership and reach out
4. Upcoming event
5. Financial Issues
6. Other items

II. Announcements

No new Announcements

III. Discussion

Rabih Started the meeting by welcoming everybody and stressing the importance of pushing forward in the last three months before the Annual dinner Gala on October 16th, 2010.

The following notes identify key points made in the discussion:

1. National Conference and Annual Dinner Gala

- Saed gave an update of the dinner arrangements.
- Secretary Ray Lahood has not responded yet to our invitation but his response is expected within the next couple of weeks.
- Mohammad Fridy is currently working on finalizing the Memorandum of Understanding with Arab Empowerment Initiative.
- All the focus of our members right now must be on selling tickets for the dinner.
- The deadline for hotel rooms' reservation for out of state members will be the first week of September.
- We are still considering several entertainers for the dinner gala.
- All material for the program book to be submitted before September 15th, 2010.
- Saed encouraged all active members to buy their tickets right now.
- Sam to talk to Anwar & Ayad regarding selling sponsorships in VA.
- Al-Itihad airlines donated a \$15,000.0 business class ticket. Rabih noted that this ticket cannot be sold for more than \$5000.0 and we still need another ticket and expect involvement in sponsorship and advertising from the airline.
- Anwar to follow up with ART regarding media coverage and to contact other media outlets.
- Rabih suggested adding a category of "friends of the association" to the listed contributors in the program book for individuals who donate \$200 or more.
- Dinner event email reminders to be sent every 3 weeks during July & August, every 2 weeks in September & every 3 days in October.
- Saed & Fridy to attempt to contact Ramallah club for possible participation in the dinner event.
- Rabih noted that BWI airport is the preferred transportation hub for out state members due to its proximity to the Greenbelt Marriott hotel and is the only airport our chapter will provide ground transportation for.
- Rabih noted that our local chapter is responsible for organizing the Sunday outing for the out of state members. However, everyone who attends this event will pay for their own ticket.
- Rabih suggested a Bus tour in DC for the Sunday event, and for flexibility a van can be rented and operated by us.
- Expected attendance for the Sunday event is 15 people from out state & 15 people from our local chapter.
- Responsibility of our local chapter is to arrange the following: lunch/ dinner on Friday, breakfast/ lunch on Saturday and Breakfast on Sunday.

2. Upcoming meetings and events

- Fridy contacted the UAE embassy economic development department for a presentation about doing business in UAE. The embassy expressed their in availability in July and early august. They can provide the meeting space but the association will have to provide the beverages & snacks.
- The presentation to be scheduled sometime mid September.
- Saed noted that our August monthly meeting to be held in the Greenbelt Marriott hotel on August 28th, 2010.
- Saed will investigate the possibility of having the meeting between 4-7 pm followed by an iftar.
- Rabih asked to check on the reservation that Anwar made for July 17 in Fairfax and whether we will be able to take advantage of it to meet or not

3. Scholarship Program:

- The application form and the brochures for this program have been completed. Anwar will review them and Rabih will place them on our website by next week.

- The deadline for accepting applications has been extended till September 24, 2010 so Students who are away for the summer can have time to fill them out and submit them. Announcement of this extension will be included in our website announcement of the scholarship program, which will be forwarded to our members and Student Chapter.
- The money raised from the two world cup gatherings is estimated to be around \$400. An exact number will be requested from Sam during our upcoming financial tele-conference this July 2010. Hiyam and the Exec Board are expected this summer to come up with ideas to raise an additional \$500 for this program.

4. Financial Issues:

- Sam had to leave so Rabih will schedule another conference call this month dedicated entirely for Financial Issues. Rabih has received a bank check card but it will not be activated before September 2010 due to the merger between Chevy Chase Bank and Capital One.

5. Other Items:

- We must reduce our dependency on the official Ashburn Mail Box so. Committee leaders and Exec Board members are asked to use only one of their personal addresses for each single event. For example, Basil is using a special address for the annual dinner gala; Walid will use his for the next picnic, and Eissa should use his for new members instead of waiting for the applications to go through Mr. Ayyoubi then Mr. Abdelfattah.
- Mo is to update our brochures so Khalil Zaied can be added as a Board of Trustees member.
- Eissa is to follow up with the students of our Student Chapter regarding the status of the Student Chapter.

Mohammad R. Fridy
Secretary