



Arab American Association of Engineers and Architects

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

Date: 07/13/2010

Time: 7:00-10:15pm

Location: Conference Call

RE: National Conference update

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	
Bilal Al Masri	

I. Introduction

A conference call was conducted per request of the National Association representative to go over the details of the National Conference to be held in DC on October, 2010.

The agenda of the meeting included the following items:

1. Budget needs in case we do not have enough revenue from tickets
2. Speaker representing the National Conference (5 min)
3. Awards
4. Main contact for the out-of-state members
5. Inform out-of-state members about our dinner event and “highly “encourage BUYING tickets.
6. Encourage members to stay at the Marriott where we have our function on Saturday...list the Reason, price, convenience, practical, good in-house service, we recommend!!
7. Airport coordination and how we can assist.

II. Announcements

No new Announcements

III. Discussion

Rabih started the meeting by welcoming everybody especially the National Association representative Bilal Al Masri.

The following notes identify key points made in the discussion:

1. National Conference and Annual Dinner Gala

- Saed gave an update of the annual dinner arrangements.
- Bilal expressed his appreciation and thanks to AAAEA-DC for hosting the National Conference and noted that hosting the national conference in a different state every year improves credibility.
- Bilal will encourage all delegates to book their rooms in the hotel of choice, Greenbelt Marriott.
- Bilal will be the point of contact from the National Association to coordinate all activities for the National conference.
- All delegates to arrive no later than noon on Friday October 15. Business will start at 3:00pm.
- AAAEA-DC to designate a transportation committee to be responsible for all transportation logistics and to assign volunteers to pick up delegates from the airport.
- BWI is the airport of choice and AAAEA-DC will arrange transportation from this airport to the hotel and vice versa. Delegates arriving at other airports will be responsible for arranging their own transportation.
- Bilal noted that 12-15 rooms with double beds will be required for out of state delegates. Deadline for booking rooms at the Greenbelt Marriot hotel is September 15.
- The discounted rate for each room is \$99+tax per night which comes to around \$110/night.
- National Association will pay only for room rates, all additional services will be paid by person in room. Payment is due by September 15, 2010.
- MJ from AAAEA-DC will be point of contact to track all delegates' reservation and arrivals and to keep a spreadsheet updated. Bilal will email MJ all info as he gets it.
- Greenbelt Marriott hotel will give delegates a lunch discount Voucher.
- Saed to inquire if the Marriot hotel can provide sandwiches for lunch and light breakfast and provide Bilal with pricing.
- AAAEA-DC to arrange for lunch at an Arabic restaurant at noon Saturday October 16.
- Saed to check if check out from hotel on Sunday October 17 can be between noon & 1:00pm
- AAAEA-DC will arrange a bus tour of DC on Sunday between 9:00am & 1:00pm.
- Bilal will confirm the number of people to attend the bus tour on Sunday by mid September.
- Delegates departure flights to be scheduled after 4:00pm.
- Sunday morning breakfast to be optional for all delegates.
- Bilal will email National conference program to AAAEA-DC who will take care of printing 30 copies.
- Bilal, the National Steering Committee Chairman will have to email his bio to AAAEA-DC before end of July as a speaker at our annual dinner gala.
- AAAEA-DC will provide one projector, one laptop, note pads & stationary for 30 people to be used during the National Conference.
- Bilal to email name tags file to rabih to be printed and prepared before the National Conference.
- Bilal gave a brief overview about the issue with the Tri-state chapter.
- Bilal suggested to setup a monthly conference call to follow up on the details and progress for the National Conference.
- Bilal thanked everybody for their participation and help.

2. Financial Issues:

- Rabih inquired about the letter that the Association received from the IRS.
- Sam noted that all our taxes have been filed and everything is in order and we should discard this letter.
- Sam to inquire if we need to file MD state taxes where the association was incorporated and about the process of getting a MD state Tax exemption.
- Rabih discussed the possibility of creating a Sub account for the Annual dinner but the online access has not been activated yet due to the merger between Chevy Chase & Capital one.
- Rabih noted that other associations have a main account (operation account) and usually two sub accounts, one scholarships and one for savings.

- Rabih needs to contact the Arabic restaurant by the hotel in Greenbelt for dinner on Friday and lunch on Saturday.
- Saed and Sam will meet soon to put together the budget and expenses for the Annual dinner.
- The EC voted to donate \$500 for the National Fund by July 15.
- Another Conference call/ meeting to be scheduled in 2 weeks in the presence of VA members to discuss the Annual Dinner Gala.

Mohammad R. Fridy
Secretary