



# 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](mailto:aaeadc@aaeadc.com)



## Meeting Minutes

**Date:** 08/28/2010

**Time:** 4:30pm TO 6:45pm

**Location:** Capital Beltway Marriott  
6400 Ivy Lane, Greenbelt, MD 20770  
(Executive East Conference Room)

**RE:** Executive Board Meeting

**Attendees:** See attached list of attendees (Annex 1)

**Next meeting:** [Date]: 09/18/2010  
[time]: 10:00am to 2:30pm  
[Location]: Tyson's Corner Library

### I. Introduction

The Executive Board (EB) 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 the annual dinner updates & other regular association business in the presence of 9 members as well as Bassel Shoubasi (Event Planner) & Hazami Barmada (MC for the Annual Dinner)

### II. Agenda

1. Introduction
2. Recent Activities
3. Financial statement
4. ESB membership
5. National conference delegates and observer from our chapter
6. Student members for the scholarship award
7. Gala update
  - a. M.C.
  - b. Tickets
  - c. Sponsors
  - d. Other items

### III. Discussion

- Meeting started at 4:30pm
- Rabih welcomed the attendees and gave a couple of minutes for everybody to introduce himself.
- Eissa to fill and file the application for transferring our status from a non profit 501(c)(6) to 501(c)(3) after running the application by a lawyer.

- Rabih outlined the benefits of joining the Engineer Societies of Baltimore (ESB)
  - Co-host events w/ other associations.
  - Free meeting room at their Headquarters in Downtown Baltimore
  - Discounted Food during meetings
  - Gaining Credibility within the Engineering community
  - Gaining a representative in the ESB council to advocate our causes.
  - Chance to Chair the ESB Council.
- Rabih also outlined the disadvantage of joining ESB as it will become harder for VA members to attend events in Baltimore. Rabih suggested that we also look for what in VA that is similar to ESB and find out how we can join.
- The EB voted to enroll in the ESB and authorized Rabih to start the membership process and pay the Annual membership fee of \$300 which will be prorated for this year.
- Rabih suggested that the association should pursue Sales Tax exemption in the State of MD.
- Rabih to send an email about his Tax Exemption inquiries to Khalil Zaied to follow up with MD Tax administration.
- Walid & Eissa to research the Tax Exemption status with a CPA accountant and email back the feed back to the EB.
- Rabih suggested the lawyer Elias Subboura be nominated to the Board of Trustees. Rabih will contact him to discuss the nomination with him
- Rabih raised the issue of membership expiration and the need to figure out a system to prorate membership fees during the different quarters of the years. Rabih suggested to open this subject for discussion to make it fair to everyone as it does not make sense for a member who paid \$50 in August to have to pay again in January

### **The National Conference & Annual Dinner**

- The Committee Chair Saed gave an update of the Annual Dinner Event.
- As per the marketing plan, AAAEA-DC to call all members on our contact list within a week and encourage them to buy their tickets for the Annual Dinner before September 15. Mo. Fridy to lead the effort and assign calling tasks to different members.
- Rabih to email list of members to Mo.
- Saed noted that Ticket sales are around 76 total as of now with surprising low number of tickets sold from AAAEA members.
- Eissa to send an email to the student members and encourage them to buy tickets for the annual dinner gala before September 15.
- Eissa to contact student members & check if they are interested in taking the minutes of meetings for the National Conference during Friday& Saturday October 15 & 16 respectively for a compensation of around \$100 for the two day conference which can be divided among two students if they want to share this task. We will also need to have a recorder as a backup to record the business meeting. A suggestion to have a video camera was also brought up and it will be looked at as well.
- Rabih called for nominations of two delegates and one observer to the National Conference to be held between October 15-17, 2010. One delegate should be from MD and the other one from VA. Delegate's selection should be based on member's contribution to the association and their active involvement with the monthly meetings and activities in addition to their understanding of the association business process.  
The following members were nominated :
  - For Delegate from MD : MJ Labban and Khalil Zaied
  - For Delegate from VA : Samir el Qutri, Emad Yassine, Hilal Jaber, Ayad Bazlamit, Anwar Maharmeh, Jameel Kabbara.
  - For Observer: Sam Abdelfattah & Walid Halbouni
- Saed to check with Marriott hotel about the rates for another meeting room for the National Conference that would be brighter.
- Khalil offered his office meeting room in Baltimore for the National Conference to meet on either Friday or Saturday.
- Khalil noted that Dominique Murray, deputy secretary of development in the state of MD is confirmed as Key note Speaker.

- Saed suggested a meeting every week starting on Wednesday, September 15 at new deal cafe in Greenbelt.
- Amer Zaher is confirmed for entertainment during the event.
- Hazami noted that the comedian should not mention any politically sensitive issues during his cast.
- Hazami will generate an email outlining some topics for the comedian to talk about.
- Rabih noted that the Sunday event Cruise will cost \$52 per person. AAAEA-DC will provide transportation. A suggestion to sell each ticket for \$60 which will include transportation was brought up and will be looked at.
- Rabih noted that some delegates will be coming on Wednesday to DC and will be on their own regarding transportation to the Hotel.
- AAAEA-DC to organize a social event on Thursday evening for the delegates & members.
- The EB agreed to have MBC printing to print the Gala program book and design the cover pages.
- Saed noted that we have gotten good feedback about the professional service that Bassel with HLC is providing AAAEA in managing the sales of tickets

### **Arab Empowerment Initiative (AEI)**

- Mo. Introduced Hazami Barmada the CEO of AEI and the MC for the Annual Dinner.
- Hazami introduced herself & her organization the Arab Empowerment Initiative and outlined her contribution to the Annual Dinner event.
- Hazami asked the attendees about the theme of the event and what AAAEA-DC is hoping to accomplish from the event. The following were the replies from attendees :
  - Khalil, help other arabs and mentor young professionals.
  - Waleed, impact the community and society
  - Rabih, change the image of arabs and help other immigrants.
- Hazami noted that the association should highlight the impact of Arab American Engineers to American society at large.

### **Meeting Adjourned**

- Meeting Adjourned at 6:45 pm.

### **Attachments**

- Annex 1: List of Attendees.

Mohammad R. Fridy  
Secretary

## Meeting Attendees (August 28, 2010)

Name
Bassel Shubassi
Eissa Haj-Hamad
Hazami Barmada
Khalil Zaied
Mohamad Labban
Mohammad Alcheikh Ali
Mohammad Fridy
Ossama Abdelfattah
Rabih Najib
Sae'd Rahwanji
Walid Halboni