



# Arab American Association of Engineers and Architects

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

**Date:** 11/06/2010

**Time:** 11:00am TO 2:00pm

**Location:** GeoEnv Engineers & Consultants, LLC  
10875 Main Street, Suite 213,  
Fairfax, VA 22030

**RE:** Executive Board Meeting

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

**Next meeting:** [Date]: 12/11/2010  
[time]: TBD  
[Location]: TBD

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### 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 regular association business.

### II. Agenda

1. Introduction
2. Committees Updates
3. Financial status
4. Membership fee breakdown (local and national)
5. National conference report
6. UMCP Student Chapter updates
7. Scholarship program
8. Election update and setting a date
9. First Annual Dinner Gala comments/discussion and report
10. Qatar Airways Sponsorship
11. Upcoming events

### III. Introduction

- Meeting started at 11:35am
- Rabih Thanked Abe Chehab for hosting the meeting at his office for the second time this year.
- Rabih welcomed the attendees and gave a couple of minutes for everybody to introduce himself.
- Rabih noted that he did not receive the Report from the chairmen of the committees and invited them to give an update about their committee's accomplishments during the year.

## **Education Committee**

- Chairman Anwar Maharmeh gave un update
- Scholarship program was established this year but no scholarships were awarded.
- Rabih asked about Fundraising for the scholarship program.
- Anwar noted that a fundraising event is under preparation.
- Mazen ayyoubi noted that the seminars should offer continuous education credits for Architects/Engineers.
- Anwar Concurred and noted that they will get in touch with manufacturer's & suppliers to arrange for seminars offering CEC.
- Rabih noted that as a member of the Engineering society of Baltimore, AAAEA can use their facilities to meet for free. Furthermore, he will check if ESB has an affiliation with other engineering societies in Virginia that will allow us to use their facilities for free.
- Mazen Ayyoubi noted that the Chicago chapter has a Continuous education form that we might be able to use to offer credits. Anwar to ask the Chicago chapter for a copy of the form & procedures.

## **Activity Committee**

- Chairman Walid Halbouni gave un update
- The committee organized a successful picnic in 2010.
- The committee also participated in the organization of the First Annual Dinner Gala
- Sae'd suggested that the committee contact other associations like NAAP & Ramallah Club and participate in their activities.
- Rabih asked walid to prepare the Calendar of activities for 2011.

## **Membership Committee**

- Chairman Eissa Haj-Hamad gave an update.
- The committee is preparing to send renewal letters to members.
- Jamil suggested that the committee make personal phone calls encouraging members to renew.
- Adnan suggested that a members directory to be posted on the website.
- Rabih noted that during 2010 the EC sent emails to all members to get their consent to post their contacts on a member's directory. Only 3 people sent their consent. The new EC will attempt again in 2011.
- Mazen Ayyoubi suggested that only AAAEA members would be able to view the directory through using a membership login.
- MJ made several recommendations :
  - Recognize new members at our meetings by allowing them 5 min. to talk.
  - Prepare and distribute a membership card for paid members
  - If a member recruits more than 5 new people his membership dues would be waived for the next year.
- Eissa suggested that we issue membership certificates to new members and distribute AAAEA pins.
- The application for student chapter at the University of Maryland was denied because of formalities. The application will be re-submitted soon.
- Mo. suggested that we approach Saifur Rahman, director of Virginia tech research institute to establish a chapter there.

## **Financial Committee**

- Chairman Sam Abdelfattah gave an update.
- Current exempt status is 501(c)6 and we are in the process of filing for exempt status 501(c)3.
- The association started the year with \$4000 in the bank. Currently we have close to \$15,000.0
- The Annual dinner Gala made close to \$11,000.0 in net profit.
- Rabih noted that we should establish separate bank accounts for different funds.
- Hilal noted that we can use the website " yourcausehelper" to raise funds & donations. This website if for home shopping where a part of the profit will go to the association.

- Rabih noted that we need to check with the lawyer before advertising for this website.

### **National Conference report**

- Rabih gave an update.
- Bilal almasri, chairman of the National Steering committee sent his thanks to the DC chapter for their efforts in organizing the successful conference.
- Five members from the DC chapter participated :
  - Rabih as part of the NSC
  - MJ & Sam as delegates
  - Emad & Walid as observers.
- Overall the business agenda went very well.
- This year was the last conference for the association before going national on 11/11/2011.
- Mo. Fridy will be the DC chapter representative in the National Steering committee for 2011.

### **Break**

- The Attendees took a break from 12:55 to 1:25pm

### **First Annual Dinner Gala Committee**

- Chairman Sae'd Rahwanji gave an update.
- Sae'd noted that it was a very successful event as evidenced by the many compliments we heard from everybody.
- It was noted to discuss the airline tickets by the EB and they will provide few options
- Sae'd thanked everybody who helped put this event together.

### **IV. General Discussion**

- Rabih presented the volunteers for the new election committee for 2011 Executive committee:
  - Eissa Haj-hamad, chairman
  - Jamil Kabbara
  - Emad Yassine
  - Hiyam Wakeem
  - Marwan hatabeh
- Tentative Date of election to be on December 11, 2010.
- The election committee will need to call for nominations to the different open positions.

### **Meeting Adjourned**

- Meeting Adjourned at 2:10 pm.

### **Attachments**

- Annex 1: List of Attendees.

Mohammad R. Fridy  
Secretary

## Meeting Attendees (November 6, 2010)

No.	Name	Email Address
1	Abe Chehab	abechehab@aol.com
2	Adnan Ghazzouli	Ghazz@verizon.net
3	Anwar Maharmeh	Amaharmeh@gmail.com
4	Ayad Bazlamit	ayadbaz@gmail.com
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7	Eissa Haj-Hamad	eissa_a2000@yahoo.com
8	Gihan Abdel Rahman	gihanabdel@gmail.com
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