



Arab American Association of Engineers and Architects

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

Date: 01/22/2011

Time: 10:30am TO 2:00pm

Location: Savage Library
9525 Durness Lane
Laurel, MD 20723

RE: General Meeting

Attendees: See attached list of attendees (Annex 1)

Next meeting: [Date]: TBD
[time]: TBD
[Location]: TBD

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 general meeting to discuss regular association business.

I. Agenda

1. 2010 year in review
2. 2011 committees and tasks (new committees will be formed)
3. UMCP Student Chapter
4. Scholarship Program
5. PDH Seminars
6. Outreach
7. Qatar Airways tickets auction

II. Introduction

- Meeting started at 11:10am
- Rabih welcomed the attendees and gave a couple of minutes for everybody to introduce himself.
- Rabih also introduced the new Executive Committee members.

III. Discussion

- Sae'd gave a picture slide show presentation about the different events of 2010.
- Rabih gave a presentation about 2011 plans. (Attached Herein)
- Ziad asked how much information we have about members.
- Rabih replied that in general we have most of the personal & professional contacts.
- Attendees suggested that we create a log-in on our website for members to view and update their information automatically.

- Other attendees suggested that we create a group on Linkdin to connect members.
- Rabih noted that the scholarship program was ready last year but didn't get launched because we didn't get any applications.
- The deficiency in the scholarship was in the outreach and advertisements.
- Several suggestions were presented to re-launch the scholarship program :
 - Connect with Arab American professors in local colleges
 - Ease restrictions on applications
 - Connect with colleges to be listed on their list of scholarships.
 - Advertise on scholarship websites.
- Ziad noted that we need to re-visit the scholarship program as a whole and see if there's any benefit to the association to have a similar program.
- Rabih noted that the program will benefit our Arab community as a whole and thus benefit the association indirectly.
- Amer Jassem noted that if we want to maintain our nonprofit status, then the scholarship program is essential to show that we benefit the community not just our members.
- Everybody agreed that the Education Committee needs to re-visit the whole scholarship program and modify it as necessary.
- Rabih noted that we need to maintain our Constant contacts email system application.
- Attendees raised the issue of the junk email and how can we separate the association email from junk.
- Ziad suggested that the treasurer present a finance report every meeting.
- Rabih noted that this will happen onwards but this month the report is not ready yet.
- Other chapters eliminated the finance committee and created a fundraising committee.
- Ziad asked about how we currently fundraise the association aside from membership dues and the Gala revenue.
- Rabih noted in addition to this we generated money from a picnic and some donations.
- Ziad noted that we should focus on fundraising events to generate money for our activities as well as technical meetings and seminars to our members.
- Sae'd noted that everybody should volunteer for a committee so they can get involved and get exposed to the decision making process.
- Walid noted that we need to tap the board of trustees to help with the planning for the association and get their input.
- Rabih noted that the EC is planning to have a meeting with the board of trustees to get their input on the 2011 plan.
- Rabih noted that Shahir will represent us in the seminar by Qatari public works department to talk about their preparation for the World Cup 2022 and will try to set up a seminar for our members & establish contact with them.
- Shahir to deliver the updated association brochure to the Qatari public works officials.
- Rabih presented the calendar of events for 2011.
- Ziad noted that we need to have the technical seminars on the weekend and in a location in the middle between MD & VA.

Break

- The Attendees took a break from 12:25 to 12:45pm

IV. Discussion (Continued)

- Rabih noted that our priorities for this year are the following :
 - Outreach to other associations.
 - Establish our seminars with continuous education credits for engineers & architects.
 - Scholarship & Student chapters.
- Rabih noted that we are researching how we can get approvals to give continuous education credits from the different states, MD, VA & DC.
- Mazen & Hiyam updated the members about the different requirements of the different states for getting certified to give continuous education credits.
- Rabih noted that we need to sell the Qatar airways tickets.

- Eissa suggested that we auction the tickets for our members first then if we don't get a good response we can post it on Ebay for public sale.
- Rabih to check if we can sell the tickets separately.
- Rabih asked for volunteers for the different committees :
 - Outreach Committee, the following volunteered: Walid Halboni, Nader Abuhassan, Abed khaskia.
 - Annual Dinner Gala Committee, the following volunteered: members of the activities committee will be considered members of this committee as well.
 - Membership Committee, the following volunteered: Eissa haj Hamad, Mohamad Jamal, Mohammad Jawhar.
 - Education & Career Enhancement Committee, the following volunteered: Emad Yassin, Ahmed Morsi, Mazen Ayoubi, Hiyam Wakeem.
 - Activities Committee, the following volunteered: Marwan Hatabeh, Hiyam Wakeem, Walid Halboni, Shahir Badr, and Anwar Maharmeh*.
 - IT & Communication committee, the following volunteered: Mohamad Sakr*, Sam Jallad*, Abed Khaskia, Mohamad Shahine.
 - Policies & Procedures committee, the following volunteered: Amer Jassem, Jameel kabara*.
 - (*)= Volunteers suggested by other members and they will be contacted to confirm their interest in joining these committees

Meeting Adjourned

- Meeting Adjourned at 2:00 pm.


Attachments

- Annex 1: List of Attendees.
- Annex 2 : 2011 plan presentation

Mohammad R. Fridy
Secretary

Meeting Attendees (January 22, 2011)


No.	Name	Email Address
1	Abed Khaskia	akhaskia@verizon.net
2	Ahmed Morsi	edmorsi@gmail.com
3	Amer Jassem	majassem@hotmail.com
4	Azzam Ahmad	ahmadam@msn.com
5	Eissa Haj-Hamad	eissa_a2000@yahoo.com
6	Hatim Hajj	hatimhajj@gmail.com
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11	Mazen Ayoubi	Mazen.Ayoubi@aicarchitects.com
12	Mohamad Jamal	Mjamal@AJADAM.com
13	Mohamad Shahine	mshahine@ciena.com
14	Mohammad Fridy	mfridy@gmail.com
15	Mohammad Jawhar	Jawharmo@yahoo.com
16	Muhammed Alsalihi	malsalihi11@yahoo.com
17	Nader Abuhassan	nader.abuhassan@verizon.net
18	Ossama Abdelfattah	
19	Rabih Najib	Rabih@AlphaCorporation.com
20	Sae'd Rahwanji	srahwanji@verizon.net
21	Sam Kubba	info@kubba.com
22	Shahir Badr	
23	Walid Halboni	whalboni@yahoo.com
24	Ziad Sabra	Zsabra@sabra-wang.com



Arab American Association of Engineers & Architects
Capital Area Chapter

2011 Plan


Presented by the 2011 Executive Board
January 22, 2011



Agenda

Saturday, January 22, 2011

- ▶ 2010 Year in Review
- ▶ Tasks for 2011
- ▶ Committees
- ▶ 2011 Calendar of Events (Draft)
- ▶ Student Chapter
- ▶ PDH Seminars
- ▶ Qatar Airways Tickets



2010 Year in Review

Summary


- ▶ 12 Monthly Meetings
- ▶ Free Picnic to Members (May 8, 2010 – Nottoway Park, Vienna, VA)
- ▶ Presentations:
 - ▶ Microsoft Office for Managers (February 27, 2010)
 - ▶ Finance and Investing (April 24, 2010)
 - ▶ Energy Conservation Policies for the City of Baltimore (May 22, 2010)
 - ▶ CAD Microsystems – Intro to BIM & the 3 Revit Software Applications (August 26, 2010)
 - ▶ Legal Issues for Small Businesses (September 18, 2010)
- ▶ Annual Dinner Gala (October 16, 2010)
- ▶ National Conference (October 15 – 17, 2010)
- ▶ Lunch Cruise (October 17, 2010)
- ▶ Appreciation Dinner (December 11, 2010)



2010 Year in Review

Summary (Cont.)

- ▶ Membership increased to over 80 members in 2010
- ▶ Established the first student chapter at University of Maryland, College Park
- ▶ Two members joined from Pennsylvania
- ▶ Bank account almost tripled in 2010
- ▶ Started our scholarship program
- ▶ Reached out to other associations:
 - ADC
 - NAAP
 - Ramallah Club
 - Al-Mubadara
 - NAAMA
- ▶ Became a member of the Engineering Society in Baltimore (ESB)



2010 Year in Review





2010 Year in Review




2011

Introduction

- ▶ New Executive Committee
- ▶ New Committees
 - ▶ Membership
 - ▶ Activities
 - ▶ Education & Career Enhancement
 - ▶ IT & Communication
 - ▶ Finance
 - ▶ Policies and Procedures
 - ▶ Ad Hoc
- ▶ 2011 Focus



Tasks for 2011 Committees

Membership


- ▶ Membership renewal
- ▶ Reach-out to new members
- ▶ Student chapters
- ▶ Create welcome package to new members
- ▶ Create members directory
- ▶ Create membership certificate/ID



Tasks for 2011 Committees

Activities

- ▶ Setup and organize social events
- ▶ Setup and organize business networking events



Tasks for 2011 Committees

Education/Career Enhancement


- ▶ Setup and organize new technology presentations during our monthly meetings
- ▶ Facilitate professional development opportunities
- ▶ Manage the scholarship program



Tasks for 2011 Committees

IT and Communication


- ▶ Maintain our website
- ▶ Maintain our email communication application



Tasks for 2011 Committees

Finance


- ▶ On-hold until there is a need for it.



Tasks for 2011 Committees

Policies and Procedures


- ▶ Review documents published by the different National Committees before we go national in November.



Tasks for 2011 Committees

AD HOC Committees

- ▶ Outreach
- ▶ Annual Dinner Gala
- ▶ Election (Last Quarter of 2011)



Tasks for 2011 Committees

Outreach


- ▶ Prepare/acquire marketing material
- ▶ Attend other professional events
- ▶ Connect with sponsors
- ▶ Prepare "thank-you" letters/cards, etc.
- ▶ Chamber of Arab American Commerce, Business, and Technology
- ▶ Connect with members of other Arab and non-Arab organizations
- ▶ Position ourselves to take advantage of anticipated opportunities
- ▶ Establish a fund for outreach expenses



Tasks for 2011 Committees

Annual Dinner Gala

- ▶ Research a location
- ▶ Research speakers
- ▶ Setup program
- ▶ Tickets
- ▶ Sponsors
- ▶ and everything else that goes along with the preparation for the event, and beyond




2011 Calendar of Events (Draft)



Student Chapter

UMCP


- ▶ First Student Chapter for our Association
- ▶ What can we provide to them?
- ▶ What can they provide to us?
- ▶ What is next?



Qatar Airways Tickets

www.AAAEADC.com/Auctions.asp

- ▶ Starting Bid \$
- ▶ Deadline for bidding
- ▶ What if?



2011

Committees

We Need Your Help with These Committees

- Membership
- Education and Career Enhancement
- Activities
- IT and Communication
- Policies and Procedures

