

**Arab American Association of Engineers
and Architects
Capital Area Chapter (MD, DC and VA)
<http://www.aaeadc.com/>
Email: aaeadc@aaeadc.com**

Meeting Minutes

Date: 05/26/2011

Time: 6:30 pm TO 9:00pm

Location: Ledo's Restaurant
4509 Knox Road
College Park, MD 20740.

RE: Gala Meeting

Attendees: Rabih Najib (RN)
Sae'd Rahwanji (SR)
Walid Halboni (WH)
Sam Abdelfattah (SA)
Eissa Haj-Hamad (EH)

Next meeting: June 8, 2011
6:30 PM
Mazaiq Resturant
College Park, MD 20740.

I. Introduction

The Gala Committee (GC) 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 upcoming 2011 Gala this year.

II. Agenda

- Hotel and payments
- Gala report 2010 highlights
- Tasks/Individual Responsibilities:
 - MC
 - Speakers
 - Entertainments

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- Program Book (RN asked EH to check with MBC on this item)
 - Ticket Sales and Managements
 - Sponsors
 - Media (Will be discussed after we know the guest speaker)
 - Awards
 - Banquet displays and decorations (We decided not to use the same display from Tri-State like we did last year. There was some talk about art and other things. I did not take notes so if someone please can give us some details on what was suggested)
 - Banquet Registrations (We need to make sure that we have someone at the registration table who was involved with the whole registration and tickets process)
- Event Consultant/Planner + Administrative Assistant
 - Time line objective for tasks
 - Research, ideas, contacts names from committee
 - Next meeting places and times

III. Introduction:

- Meeting started at 6:35PM
- Sae'd welcomed everybody and Thanked them for participating in this important meeting for the Gala
- Eissa submitted to Rabih a new student application along with the payments.
- Walid and Rabih suggested to call members to make sure they will attend the meetings. We agreed that each of us will bring one member with him for the next meeting.
- Sae'd suggested a meeting with the Board of Trustees to discuss the Gala with them. Also, he suggested inviting to the same meeting representative from other organizations such as ADC, Engineering Club, NAAP and others. (Not sure if this last sentence is clear to the reason behind inviting them)

IV. Gala Discussion

- **Hotel and Payments:** (SR) presented the signed contract for the next Gala and show the payments schedule for the Hotel. The Gala will be held at the same location we had last Gala.

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- **Gala Report 2010 highlights:** (SR) presented the 2010 Gala Report which was prepared by (RN)
- **MC:** Two possible MC's were suggested: Mai Rahman from the DAC and Iman Awad from the ADC/Governor's Commission on Middle Eastern Affairs. (SR) will invite Mai to the next Dinner Meeting, and (RN) will call Iman to find out her availability to be the MC for the Gala.
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- **Speakers** Two speakers were suggested by (WH) and (EH): The first one is the Governor and the second is Hilary Clinton. (EH) will follow-up with Samir on this subject to find out if any progress were made. RN and SR stated that we need someone to deliver the invitation letter to one of the speaker so we can start our advertisement based on the invitation. (RN) will start draft the Speaker's Invitation Letter using the suggested following two themes:
 - “Building a Village one Community at a time”
 - “Moving Communities Forward”
- **Entertainments:** Everyone agreed we need to have the same type of Entertainments as last year. Few names were suggested and (SR) and (RN) will contact George Haddad and Nasr-Allah to find more information. (SR) stated that he approach the University of Maryland organizers after the Arabian Night to find out if they are interested to participate in the Gala.
- **Event Consultant/Planner + Administrative Assistant:** It was agreed that (EH) will talk to Abed to ask him to manage this task and find two members to help him. Two names were suggested: Sam Jalad and his brother Fadi. This task will include the website, tickets, and any other tasks related to the website. Also, (RN) will talk to Basil after he comes back from his trip to discuss his tasks. Basil's task might be limited this year to sponsors and some other specific tasks will be assigned to him.
- **Awards:** It was agreed that new Awards Criteria must be adopted by the organization this year. (SR) will prepare a draft list of new awards criteria and present to the Executive Board ASAP. The list will include the following items and ideas:
 - ✓ President Award
 - ✓ Award Restrictions
 - ✓ No need to present Certificates in the Gala
 - ✓ Suggest new names for the Gala Awards

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- ✓ New and old names (Can we give Award to members who received Awards before)
- ✓ Discuss the Awards with the Board

V. Meeting Adjourned

- *Meeting Adjourned at 8:50 pm.*